

# STAFF REPORT      LAND MANAGEMENT COMMITTEE

Land Management Committee Meeting,

August 16, 2017

Agenda Item 4

**Applicant:** MacKenzie Zajec

**Request:** Conditional use permit (CUP) for a duplex.

**Background:** The applicant purchased the property on 3-24-2017 at a sheriff's sale as a foreclosed property. The residence has two separate entrances and is currently setup as a duplex. One side was built in 1960, has 2 bedrooms, and a walkout basement. The other side, permitted as an "addition", was built in 2005, also has 2 bedrooms, and a walkout basement. Each side has separate bathrooms, kitchens, and all utilities are separate. The applicant would like the use converted to a duplex so they can live in one side and rent out the other side.

## Issues Pertaining to the Request:

- The parcel is located in Lot 1 CSM Vol. 6 Pg. 139 being part of the NW ¼ of the NW ¼ of Sec 12, T27N, R17W, Town of Martell.
- The applicant owns 8.74 acres that is in the Primary Agriculture zoning district.
- PCC § 240-88 defines Duplex as, "Two attached building units on a single lot regardless of the form of ownership of the units."
- PCC § 240-24D describes Lot Requirements as, "Only one single-family residence or one duplex shall be permitted on a lot, except as provided elsewhere in this chapter."
- Pierce County Code (PCC) Table of Uses allows Duplexes in the Primary Agriculture zoning district with the issuance of a CUP and does not reference any code provisions.
- The applicant owns a 36'x72' dwelling, 25'x39' detached garage, well, and septic system.
- A previous owner obtained a Land Use Permit on 8-5-2005 for a 26' x 32' dwelling addition.
- The dwelling has an existing well and a mound septic system that is sized for 4 bedrooms and was installed on 11-9-2005.
- PCC Ch. 115 Numbering of Buildings and Roads states that all properties or parcels and principal buildings shall be assigned an address based on the uniform numbering system.
- The Martell Town Board recommended approval of this request on 7-11-17 without any concerns or recommended conditions.
- No renewal of this request will be necessary provided the use is established within 12 months of approval.

Applicant: M.Zajec  
August 16, 2017  
CUP – Duplex

**Recommendation:**

Staff recommends that the Land Management Committee determine whether the proposed use at the proposed location is contrary to the public interest and whether it would be detrimental or injurious to public health, public safety, or the character of the surrounding area. If found to be not contrary to the above, staff recommends the Land Management Committee approve this conditional use permit for a duplex with the following conditions:

1. The applicant shall work with the Town building inspector, Todd Dolan, to determine whether a permit from the town is needed and to ensure compliance with the Uniform Dwelling Code (UDC) requirements.
2. The applicant shall obtain a separate Uniform Address Number for the rented unit of the duplex.

**Submitted By:** Emily Lund,  
Assistant Zoning Administrator



# Land Management Committee

Mackenzie Zajec  
(August 16, 2017)  
**CUP - Duplex**

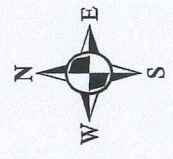
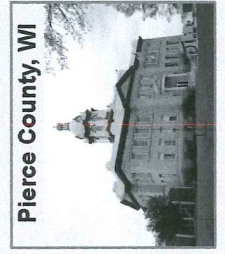
## Legend

-  Dwellings
-  CUP Site
-  Parcels
-  Contours (10ft)

## Zoning

-  General Rural Flexible
-  Primary Agriculture

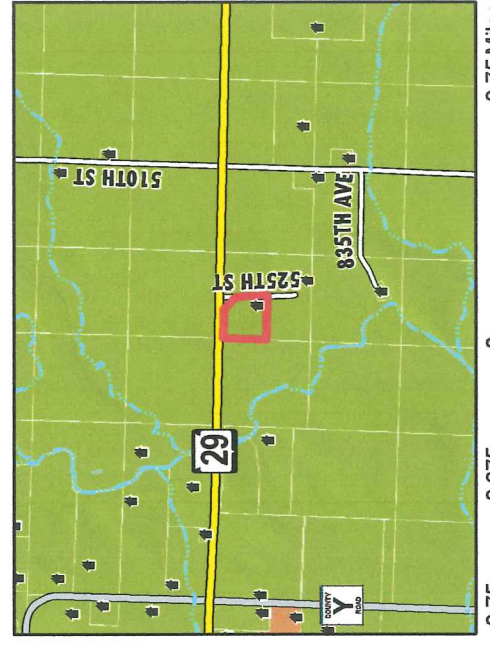
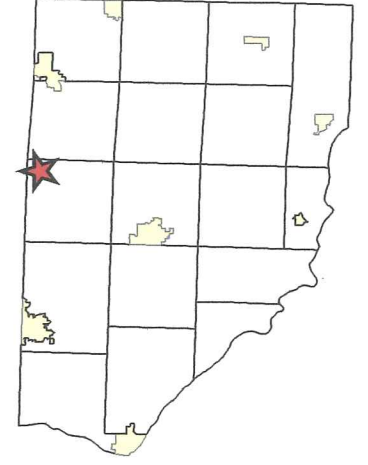
Orthophotography - 2015 Pierce County



Prepared by the Department of Land Management



**Site Location**  
N8467 525TH ST  
TOWN OF MARTELL



# STAFF REPORT      LAND MANAGEMENT COMMITTEE

**Land Management Committee Meeting,**

**August 16, 2017**

**Agenda Item 5**

**Applicant:**     Steven & Joan Tyvoll

**Request:**      Conditional use permit (CUP) for a Retreat Center

**Background:**

The Department received a complaint in June 2016 regarding an unpermitted garage/shed being used for religious gatherings on the applicant's property. Staff contacted the applicants about the use of the structure and the need for permits. Staff further explained that hosting worship services and similar organized gatherings required the issuance of a Conditional Use Permit. The applicants informed staff that the use of the structure was a multi-use shed for personal storage and office space. The applicants obtained a Land Use Permit on 7-26-2016 for a 24'x36' pole shed, 6'x8' pergola, and 10'x12' greenhouse that were permitted for residential use.

In April 2017, the Department received an additional complaint along with documentation confirming the use of the shed for religious worship and gatherings. Staff obtained additional information indicating the applicants are operating "River Apostolic Center, a non-profit, tax-exempt, Christian Retreat Ministry" at the site. The website (<http://riversapostolic.center>) indicates these activities have been taking place on the property since August 2015. The applicants are seeking an after-the-fact CUP to convert the use of the pole shed to a Retreat Center.

**Issues Pertaining to the Request:**

- The 30-acre property is located in the NW ¼ of the SE ¼ and the NE ¼ of the SE ¼ in Sec. 10, T27N, R15W, in the Town of Spring Lake. The property is in the General Rural zoning district.
- PCC § 240-88 defines Retreat Center as " A facility or facilities used for professional, educational, organizational, or religious meetings, conferences, or seminars and which may provide meals, housing, and recreation for participants, and may include multiple related uses managed as one operation.
- Pierce County Code (PCC) Table of Uses allows retreat centers in the General Rural zoning district with the issuance of a CUP and provisions in § 240-36M:
  - (1) Facilities may not be utilized by the nonparticipating public for meals or overnight accommodations.
  - (2) Housing may be in lodges, cabins, or dormitories, and other residential structures.
  - (3) Each housing structure may have one cooking facility.
  - (4) Minimum lot size for the parcel shall be 2-acres.
  - (5) There shall be one off-street parking space provided for each sleeping room provided.
  - (6) Retail activities outside the commercial district shall be limited to those specifically identified in the CUP.
  - (7) Adequate, code-compliant, on-site wastewater facilities shall be provided.
- The applicants propose to utilize the house and pole shed for 1-2 hour long worship gatherings on Sundays and occasional weeknights. Their home and pole shed are handicap and wheelchair accessible. In the future, they propose to provide a home school co-op. Children (2-5 families) would meet twice a month for fellowship and group learning.
- The applicant (Joan Tyvoll) is currently a part-time employee of Rivers Apostolic Center.

- There is no meal program, but an occasional potluck meal is offered.
- Current attendance is between 8-14 members. Staff has not been provided any information whether the applicants intend to add new members in the future.
- Applicants have a mound septic system sized for 3 bedrooms that was newly installed and inspected in 2001. They propose that the public use the restrooms in their home.

Staff has concerns about whether the septic system is sized appropriately for the additional use. Due to staff's inability to monitor membership, it is recommended that any septic system be designed based on the maximum occupancy limits of the structure.

- Staff has contacted the Building Inspector for the Town of Spring Lake to discuss whether the structure will need to comply with Uniform Commercial Code (UCC) requirements. The structure will not need Commercial Plan Approval from the State, but will need to comply with the UCC. The Building Inspector will work with the applicant to determine what structural modifications are necessary.
- Pierce County Code § 240-54 establishes parking requirements and suggests 1 parking space for 4 seats. A minimum of 1 parking spot per employee present on-site at a given time shall be provided. A minimum of 1 parking space shall be ADA compliant. There are more than 20 off-street parking spaces available, with 1 space ADA compliant.
- No advertising signs and no retail activities are planned at this time. Applicants will need to obtain a Land Use Permit prior to sign placement if they choose to have advertising signs in the future.
- The Spring Lake Town Board recommended approval of this request on 7-11-2017. The Town Recommendation Form is attached.

**Recommendation:**

Staff recommends that the Land Management Committee determine whether the proposed use at the proposed location is contrary to the public interest and whether it would be detrimental or injurious to public health, public safety, or the character of the surrounding area. If found to be not contrary to the above, staff recommends the Land Management Committee approve this conditional use permit for a retreat center with the following conditions:

1. Activities shall be conducted as presented in the application unless modified by a condition of this CUP.
2. The applicant shall work with the Town of Spring Lake Building Inspector, Todd Dolan, to determine whether a permit from the Town or State is needed and to ensure compliance with the Uniform Commercial Code (UCC) requirements. If the Building Inspector determines that a safety issue currently exists, use of the facility shall cease until it is code compliant.
3. There shall be at least 20 off-street parking spaces available, with a minimum of 1 parking space ADA compliant. There shall be no on-street parking.
4. Adequate portable outhouses (1 per 50 people) shall be provided and maintained until the maximum occupancy of the retreat center is determined and the septic system is upgraded (if necessary) to accommodate maximum occupancy.
5. Applicants shall obtain a Land Use Permit prior to construction if they choose to have advertising signs in the future.
6. Applicant understands that expansion or intensification of this use will require modification to this CUP.
7. The CUP expires in 1 year. Renewals shall be completed before the LMC.

**Submitted By:** Emily Lund, Assistant Zoning Administrator

**PIERCE COUNTY WISCONSIN  
DEPARTMENT OF LAND MANAGEMENT & RECORDS**

Zoning: 715/273-6747  
Planning: 715/273-6746 Fax: 715/273-6864

Pierce County Courthouse  
414 W. Main Street P.O. BOX 647  
Ellsworth, Wisconsin 54011  
www.co.pierce.wi.us

**Town Recommendation Form**

Request:  Conditional Use Permit  Plat Approval – Concept, Preliminary, Final (Circle One)  
 Map Amendment - (Rezone)  Other- \_\_\_\_\_

**Applicant/Agent:**

Name Steven + Joan Tyvoll

Site Address (if applicable) N8254 110<sup>th</sup> street Spring Valley, WI 54767

Property Description: NW ¼ of the SE ¼ or Government Lot # \_\_\_\_\_, Section 10, T 27 N, R 15 W

Subdivision \_\_\_\_\_ Town of Spring Lake

Parcel # 028 - 01026 - 0300 Alternate Parcel # 0282271510424175A

Zoning District General Rural Acreage 30

**A town recommendation is required as part of the application for a rezone (map amendment) or a conditional use permit.** This recommendation is necessary whether a town has adopted a comprehensive plan or has not. Pierce County will seek to further each Town’s planning goals when considering the establishment of conditionally permitted uses and when considering approval of a request for a rezone/map amendment.

Pierce County will consider adherence to applicable goals, objectives, and policies, of an adopted or amended town comprehensive plan to be consistent with the “public interest” for decisions relating to that Town. In cases where an adopted plan gives guidance regarding the establishment of a proposed conditional use, the specific portion of the plan relating to the request should be referenced. If a town plan is silent regarding the establishment of a proposed use, or a town has not adopted a comprehensive plan, the recommendation will be advisory in nature.

**Pierce County will approve re-zonings (map amendments) within a given town only when the proposed amendment is consistent with that town’s comprehensive plan.** The specific portion of the plan which supports the rezone request should be referenced. It should be noted that if a town’s comprehensive plan is silent on a proposed rezone, approval cannot be granted unless consistency is achieved through plan amendment. In cases where a town has not adopted a comprehensive plan, a rezoning request will be considered based upon its consistency with the Pierce County Comprehensive Plan. In such cases, a town’s recommendation regarding the proposed rezone will be used to assist the Land Management Committee in evaluating applicable goal statements.

Questions regarding the need for a Town Recommendation and its generation or use should be directed to Land Management Department Staff at (715) 273-6746.

Town Recommendation:  Approval  Denial

Justification/Plan Reference: Recommend CUP approval subject to two acre provision + requirements of a "retreat center", as described in Pierce County Code 240.360N.

Concerns/Suggested Conditions: \_\_\_\_\_

*Please attach additional information as necessary.*

Town Chair Signature: Richard E. Johnson Meeting Date: 7/11/17

- Pierce County
- Zoom In
- Zoom Out
- Pan
- Zoom Prev
- Zoom Next
- Zoom Select
- Zoom Extent
- X/Y
- Map Tips
- Measure
- Pictometry
- Legend
- Results
- Clear
- Search
- Identify

Print Map

+  
-

Map Title: N8254 110th Street  
 Author: Steven & Joan Tyvoll

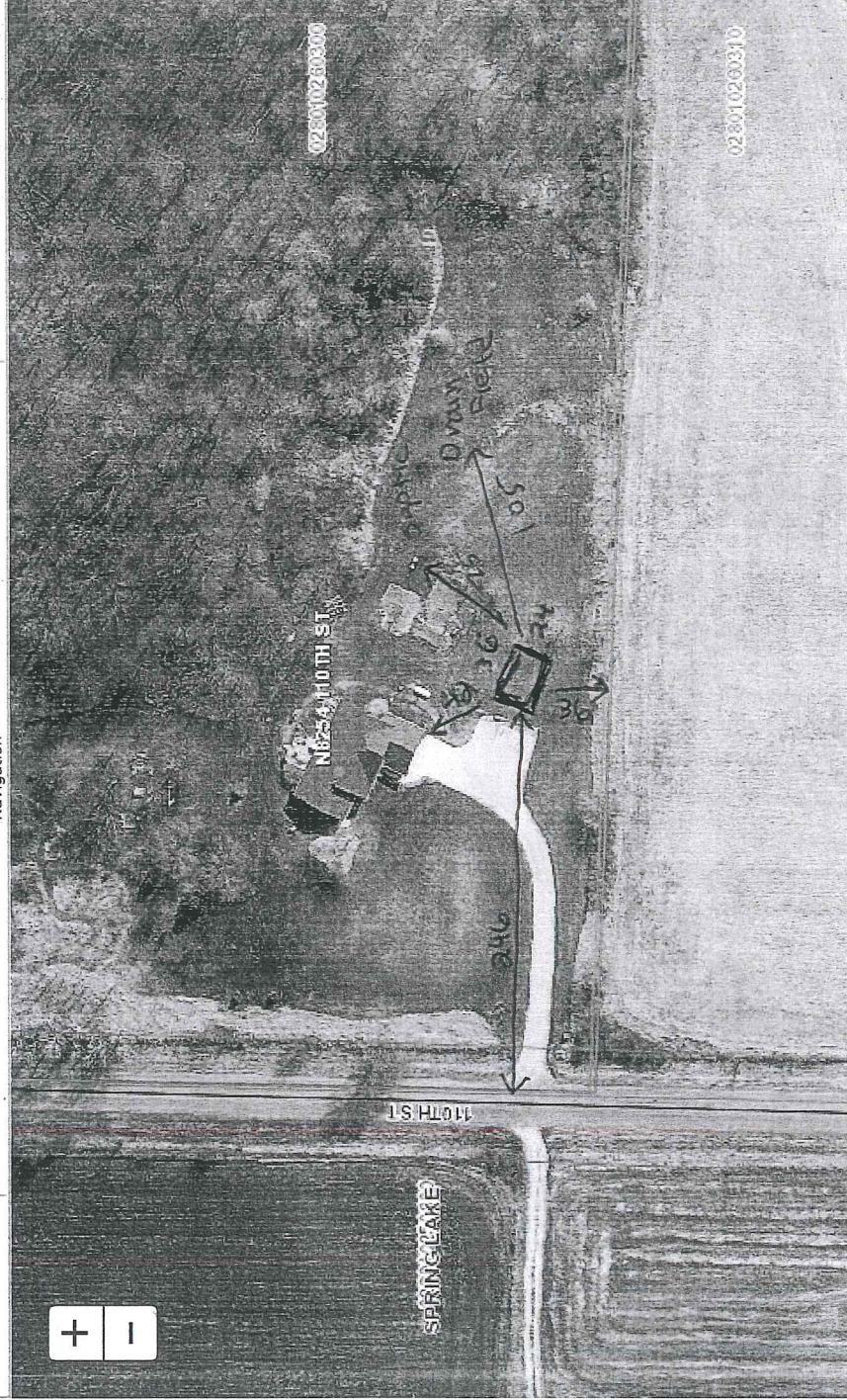
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 Low  
 Med  
 High

Layout Template: Landscape (8.5 x 11)

Format: PDF

Preserve Scale

Print Map



*Steven Tyvall*

Scale 1: 1200

X: 1402360.8764

Y: 372906.0629

**PIERCE COUNTY WISCONSIN  
DEPARTMENT OF LAND MANAGEMENT & RECORDS**

Zoning: 715/273-6747  
Planning: 715/273-6746 Fax: 715/273-6864

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Concerns/Suggested Conditions: \_\_\_\_\_

Please attach additional information as necessary.

Town Chair Signature: Richard E. Larson Meeting Date: 7/11/17

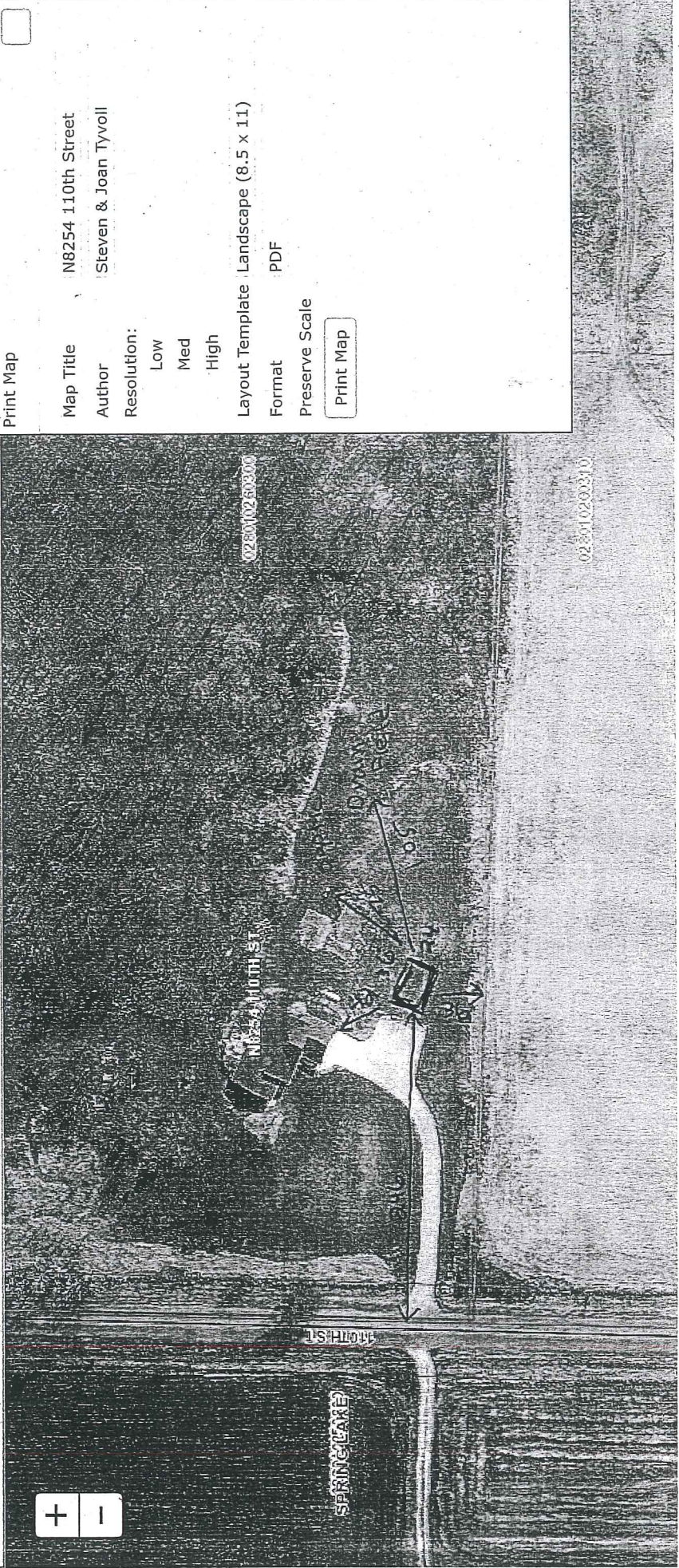


**Pierce County**

Navigation: Zoom In Zoom Out Pan Zoom Prev Zoom Select Zoom Extent X/Y Map Tips Measure Pictometry Legend Results View Clear Search Identify Commands

Print Map

Map Title: NB254 110th Street  
 Author: Steven & Joan Tyvoll  
 Resolution: Low Med High  
 Layout Template: Landscape (8.5 x 11)  
 Format: PDF  
 Preserve Scale:



*Steven Tyvoll*

Scale 1: 1200

X: 1402360.8764





Y: 372906.0629

# Land Management Committee

Steven & Joan Tyvoll  
(August 16, 2017)

## CUP - Retreat Center

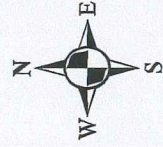
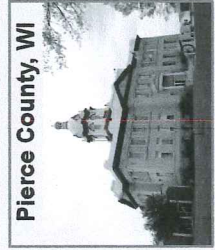
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-  Dwellings
-  CUP Site
-  Parcels
-  Contours (10ft)

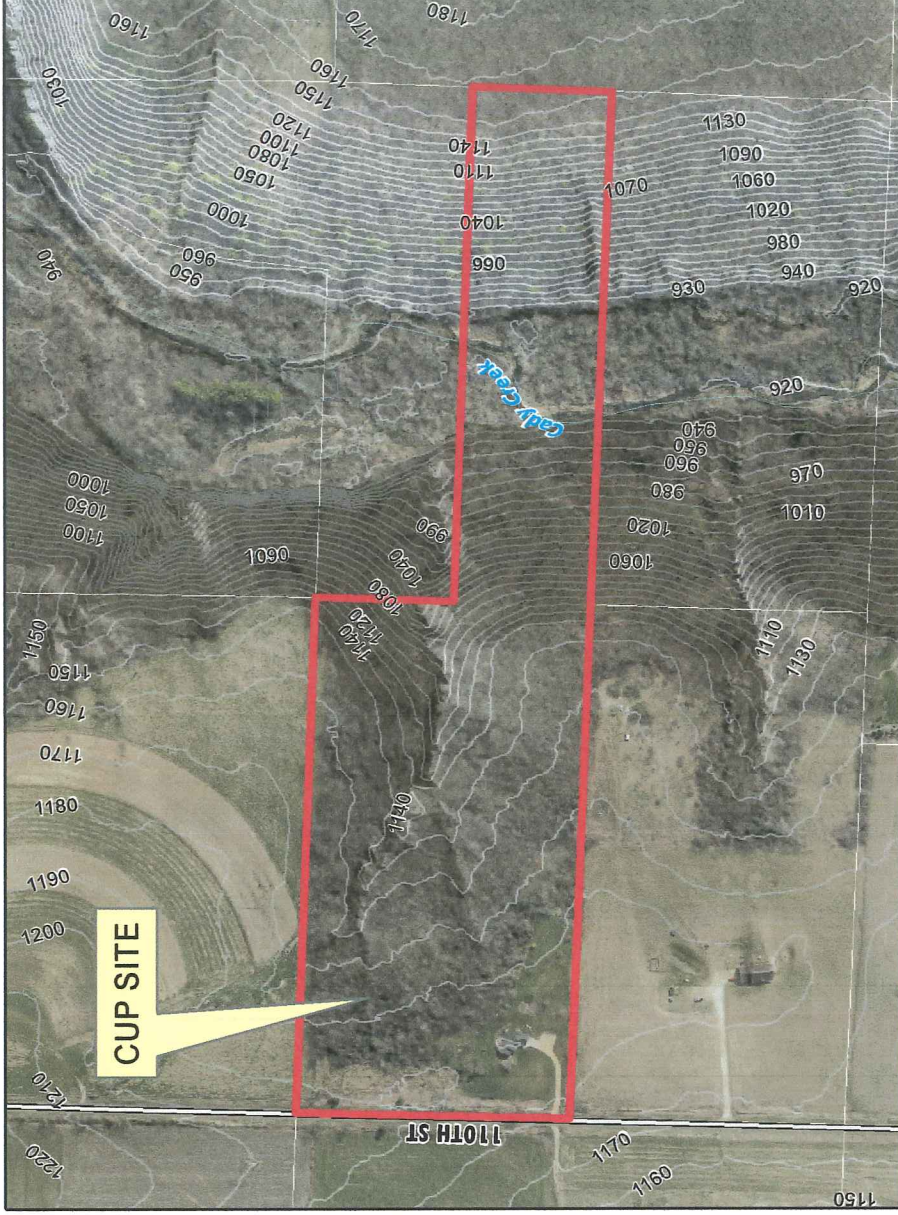
### Zoning

-  General Rural

Orthophotography - 2015 Pierce County

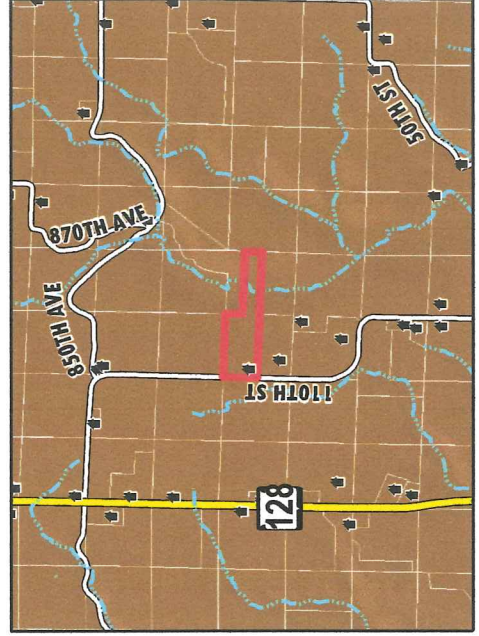
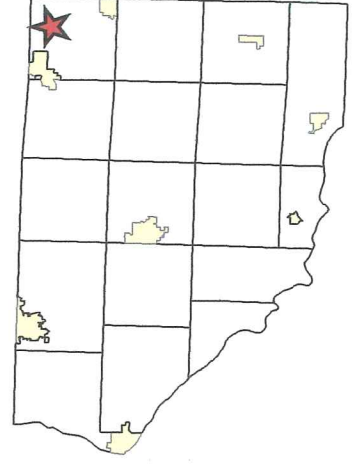


Prepared by the Department of Land Management

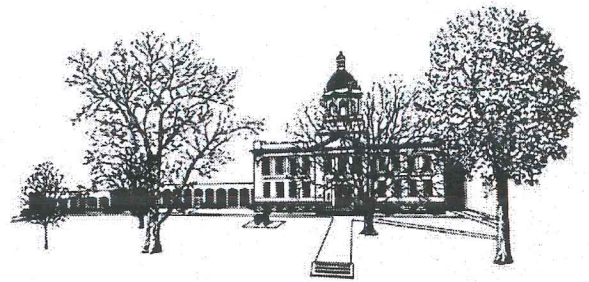


### Site Location

N8254 110TH ST  
TOWN OF SPRING LAKE



**PIERCE COUNTY WISCONSIN**  
**DEPARTMENT OF LAND MANAGEMENT & RECORDS**  
Pierce County Courthouse  
414 W. Main Street P.O. BOX 647  
Ellsworth, Wisconsin 54011  
ZONING OFFICE 715-273-6747  
PLANNING OFFICE 715-273-6746  
Fax: 715-273-6864



# MEMO

**To:** Land Management Committee  
**From:** Andy Pichotta, Director *AP*  
**Date:** August 16, 2017  
**Re:** Proposed 2018 Budget

Please find attached the proposed 2018 budget for the Department of Land Management and Records.

The following table summarizes the 2017 and proposed 2018 budgets.

| Division     | 2017<br>Budget | 2018<br>Proposed Budget | % Change     |
|--------------|----------------|-------------------------|--------------|
| Planning     | 306,132        | 313,696                 | 2%           |
| Zoning       | 271,912        | 294,025                 | 8%           |
| GIS          | 76,057         | 78,630                  | 3%           |
| Surveyor     | 117,518        | 118,970                 | 1%           |
| <b>Total</b> | <b>771,619</b> | <b>805,321</b>          | <b>4.3 %</b> |

### Planning Budget

This budget increased by roughly \$7,500 primarily due to personnel increases. The sign parts and supplies line item was increased by \$1000 and printing and duplication by \$50.

### Zoning Budget

This budget increased by approximately \$22,000 when compared to 2016. Increases in this budget are due to increased personnel costs. There is no proposed increase in operating expenses.

### GIS Budget

This budget has increased by approximately \$2,500. This is due to an increase in personnel costs.

### Surveyor Budget

This budget has increased by approximately \$1,400. This is due to primarily to an increase in personnel costs. The training and conferences line item is proposed to be increased by \$250.

### **Land Records Modernization Fund and Grant**

Each county participating in Wisconsin's Land Information Program is able to retain a portion of the fees associated with the recording of documents in the Register of Deeds Office. These fees are placed into a Land Records Modernization Fund and are to be utilized to implement the County's Land Records Modernization Plan. Retained fees, when combined with available grant dollars typically result in \$100,000 being available each year for implementation of a county's Land Records Plan.

The Land Information Council met on July 25th and recommended the following expenditures in 2018:

|                |   |
|----------------|---|
| \$8,000        | COGO Parcel Updates   |
| \$5,000        | GIS maintenance   |
| \$3,485        | ProWest LINK web map Maintenance - Annual                                   |
| \$4,995        | ESRI Arc Licenses – Annual  |
| \$1,000        | ArcGIS online credits (Data hosting)  |
| \$9,400        | Parcel Conversion to ESRI Parcel Fabric                                     |
| \$6,800        | GIS data Conversion to Government Model                                     |
| \$1,800        | Database upgrade - Install Workgroup SDE                                    |
| \$4,000        | Laminator (Survey/GIS Office)   |
| \$3,890        | R1 GPS unit and Handheld Collector (Parks)                                  |
| \$800          | New Printer (replace 850 –10+ years old) for GIS/Surveyor Office            |
| \$7,500        | Application Extender License upgrade (For surveys on website)               |
| \$1,800        | Application Extender Annual Maintenance (For Surveys on website)            |
| \$4,800        | Survey search website creation – Prowest                                    |
| \$6,000        | Fix CIS Geofile from updated MSAG (Sheriff)                                 |
| \$2,213        | 50 Pictometry Internal Website Licenses and 1 Public facing License- Annual |
| \$21,000       | Upgrading Fidler (Avid/IDOC) – Software/Hardware (ROD)                      |
| <u>\$3,000</u> | Building Footprint Creation (GIS Data)                                      |

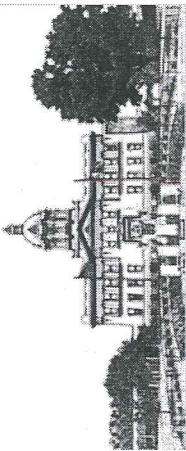
\$ 95,483.00 Total Potential Expenditure (Grant and Land Records Fund)

### **Revenues**

Revenues include land use permit fees, public hearing fees, sanitary and soil test review fees, GIS fees, CSM and plat review fees, Wisconsin Fund, etc. Revenues are expected to remain consistent with 2017 levels.

# Department Proposed Budget Worksheet

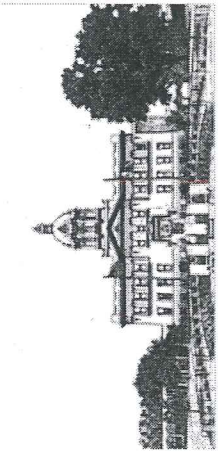
## Budget Year 2018



| Account Fund                           | Account Description           | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|--|-------------------------------|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| <b>EXPENSE</b>                         |                               |                    |                       |                     |                      |                   |               |               |
| Department 013 - LAND MANAGEMENT       |                               |                    |                       |                     |                      |                   |               |               |
| Division 56300 - COUNTY PLANNER        |                               |                    |                       |                     |                      |                   |               |               |
| 111                                    | SALARIES PERMANENT REGULAR    | 200,367.38         | 205,628.00            | 205,628.00          | 211,496.00           | 3                 | 217,840.00    | 224,376.00    |
| 151                                    | SOCIAL SECURITY               | 11,976.30          | 12,749.00             | 12,749.00           | 13,113.00            | 3                 | 13,600.00     | 14,200.00     |
| 152                                    | RETIREMENT EMPLOYER           | 13,242.18          | 13,983.00             | 13,983.00           | 14,170.00            | 1                 | 14,444.00     | 14,800.00     |
| 154                                    | HEALTH INSURANCE              | 51,400.80          | 58,390.00             | 58,390.00           | 58,390.00            |                   | 60,000.00     | 60,000.00     |
| 155                                    | LIFE INSURANCE                | 8.03               | .00                   | .00                 | 10.00                |                   | 10.00         | 10.00         |
| 161                                    | MEDICARE DEDUCTION            | 2,800.90           | 2,982.00              | 2,982.00            | 3,067.00             | 3                 | 3,120.00      | 3,200.00      |
| 219                                    | PROFESSIONAL SERVICES         | .00                | 2,500.00              | 2,500.00            | 2,500.00             |                   | 2,500.00      | 2,500.00      |
| 249                                    | SUNDRY REPAIR & MAINT SERVICE | 497.66             | 500.00                | 500.00              | 500.00               |                   | 500.00        | 500.00        |
| 311                                    | POSTAGE AND BOX RENT          | 1,990.67           | 2,500.00              | 2,500.00            | 2,500.00             |                   | 2,500.00      | 2,500.00      |
| 313                                    | PRINTING AND DUPLICATION      | 651.76             | 550.00                | 550.00              | 600.00               | 9                 | 600.00        | 600.00        |
| 319                                    | SUPPLIES                      | 1,902.05           | 2,850.00              | 2,850.00            | 2,850.00             |                   | 2,850.00      | 2,850.00      |
| 337                                    | TRAVEL                        | .00                | 500.00                | 500.00              | 500.00               |                   | 500.00        | 500.00        |
| 338                                    | TRAINING & CONFERENCES        | .00                | 500.00                | 500.00              | 500.00               |                   | 500.00        | 500.00        |
| 363                                    | SIGNS PARTS & SUPPLIES        | 2,413.62           | 2,500.00              | 2,500.00            | 3,500.00             | 40                | 3,000.00      | 3,000.00      |
| 810                                    | CAPITAL EQUIPMENT OVER \$5000 | 3,682.00           | .00                   | .00                 | .00                  |                   | .00           | .00           |
| Division 56300 - COUNTY PLANNER Totals |                               | \$290,933.35       | \$306,132.00          | \$306,132.00        | \$313,696.00         | 2%                | \$321,964.00  | \$329,536.00  |

# Department Proposed Budget Worksheet

## Budget Year 2018

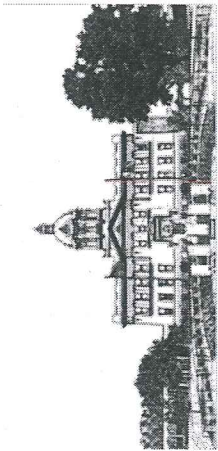


| Account Fund                          | Account Description        | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|---------------------------------------|----------------------------|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| <b>EXPENSE</b>                        |                            |                    |                       |                     |                      |                   |               |               |
| <b>Department 014 - ZONING</b>        |                            |                    |                       |                     |                      |                   |               |               |
| <b>Division 56400 - ZONING</b>        |                            |                    |                       |                     |                      |                   |               |               |
| 111                                   | SALARIES PERMANENT REGULAR | 176,477.47         | 179,351.00            | 179,351.00          | 181,906.00           | 1                 | 187,363.00    | 192,984.00    |
| 141                                   | PER DIEM                   | 3,360.00           | 5,500.00              | 5,500.00            | 6,000.00             | 9                 | 6,000.00      | 6,000.00      |
| 151                                   | SOCIAL SECURITY            | 10,738.99          | 11,120.00             | 11,120.00           | 11,278.00            | 1                 | .00           | .00           |
| 152                                   | RETIREMENT EMPLOYER        | 11,654.26          | 12,196.00             | 12,196.00           | 12,188.00            |                   | 12,250.00     | 12,500.00     |
| 154                                   | HEALTH INSURANCE           | 50,065.95          | 48,622.00             | 48,622.00           | 67,489.00            | 39                | 70,000.00     | 70,000.00     |
| 155                                   | LIFE INSURANCE             | 26.13              | 22.00                 | 22.00               | 26.00                | 18                | 26.00         | 26.00         |
| 161                                   | MEDICARE DEDUCTION         | 2,511.51           | 2,601.00              | 2,601.00            | 2,638.00             | 1                 | 2,680.00      | 2,700.00      |
| 225                                   | TELEPHONE                  | 855.13             | 1,500.00              | 1,500.00            | 1,500.00             |                   | 1,500.00      | 1,500.00      |
| 241                                   | REPAIRS MOTOR VEHICLES     | 75.21              | 1,000.00              | 1,000.00            | 1,000.00             |                   | 1,000.00      | 1,000.00      |
| 321                                   | PUBLISHING LEGAL NOTICES   | 1,162.64           | 2,000.00              | 2,000.00            | 2,000.00             |                   | 2,000.00      | 2,000.00      |
| 337                                   | TRAVEL                     | 868.53             | 1,000.00              | 1,000.00            | 1,000.00             |                   | 1,000.00      | 1,000.00      |
| 338                                   | TRAINING & CONFERENCES     | 434.00             | 3,000.00              | 3,000.00            | 3,000.00             |                   | 3,000.00      | 3,000.00      |
| 385                                   | UNLEADED GASOLINE          | 717.50             | 4,000.00              | 4,000.00            | 4,000.00             |                   | 4,000.00      | 4,000.00      |
| 811                                   | NEW VEHICLES               | 29,361.00          | .00                   | .00                 | .00                  |                   | .00           | .00           |
| <b>Division 56400 - ZONING Totals</b> |                            | \$288,308.32       | \$271,912.00          | \$271,912.00        | \$294,025.00         | 8%                | \$290,819.00  | \$296,710.00  |
| <b>Department 014 - ZONING Totals</b> |                            | \$288,308.32       | \$271,912.00          | \$271,912.00        | \$294,025.00         | 8%                | \$290,819.00  | \$296,710.00  |
| <b>EXPENSE TOTALS</b>                 |                            | \$861,321.93       | \$864,414.00          | \$864,414.00        | \$901,804.00         | 4%                | \$910,278.00  | \$926,802.00  |



# Department Proposed Budget Worksheet

## Budget Year 2018

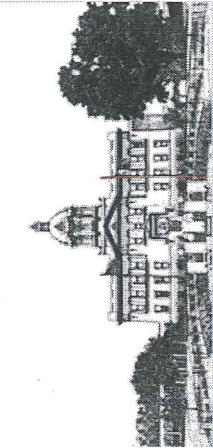


| Account Fund       | Account Description                     | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|--------------------|---|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| 101 - General Fund | EXPENSE                                 |                    |                       |                     |                      |                   |               |               |
|                    | Department 012 - SURVEYOR               |                    |                       |                     |                      |                   |               |               |
|                    | Division 51720 - COUNTY SURVEYOR        |                    |                       |                     |                      |                   |               |               |
| 111                | SALARIES PERMANENT REGULAR              | 66,941.28          | 67,518.00             | 67,518.00           | 68,623.00            | 2                 | 69,480.00     | 70,349.00     |
| 151                | SOCIAL SECURITY                         | 3,983.80           | 4,186.00              | 4,186.00            | 4,255.00             | 2                 | 4,355.00      | 4,455.00      |
| 152                | RETIREMENT EMPLOYER                     | 4,423.34           | 4,591.00              | 4,591.00            | 4,598.00             |                   | 4,600.00      | 4,615.00      |
| 154                | HEALTH INSURANCE                        | 24,177.60          | 27,464.00             | 27,464.00           | 27,464.00            |                   | 28,000.00     | 28,000.00     |
| 155                | LIFE INSURANCE                          | 35.40              | 30.00                 | 30.00               | 35.00                | 17                | 35.00         | 35.00         |
| 161                | MEDICARE DEDUCTION                      | 931.70             | 979.00                | 979.00              | 995.00               | 2                 | 1,000.00      | 1,000.00      |
| 239                | ROAD REPAIR SERVICES                    | 38.33              | 3,000.00              | 3,000.00            | 3,000.00             |                   | 3,000.00      | 3,000.00      |
| 242                | OTHER MACHINERY AND EQUIPMENT           | 910.53             | 1,000.00              | 1,000.00            | 1,000.00             |                   | 1,000.00      | 1,000.00      |
| 319                | SUPPLIES                                | 2,416.67           | 3,500.00              | 3,500.00            | 3,500.00             |                   | 3,500.00      | 3,500.00      |
| 337                | TRAVEL                                  | .00                | 250.00                | 250.00              | 250.00               |                   | 250.00        | 250.00        |
| 338                | TRAINING & CONFERENCES                  | 1,170.00           | 1,000.00              | 1,000.00            | 1,250.00             | 25                | 1,250.00      | 1,250.00      |
| 385                | UNLEADED GASOLINE                       | 840.08             | 4,000.00              | 4,000.00            | 4,000.00             |                   | 4,000.00      | 4,000.00      |
|                    | Division 51720 - COUNTY SURVEYOR Totals | \$105,868.73       | \$117,518.00          | \$117,518.00        | \$118,970.00         | 1%                | \$120,470.00  | \$121,454.00  |
|                    | Department 012 - SURVEYOR Totals        | \$105,868.73       | \$117,518.00          | \$117,518.00        | \$118,970.00         | 1%                | \$120,470.00  | \$121,454.00  |



# Department Proposed Budget Worksheet

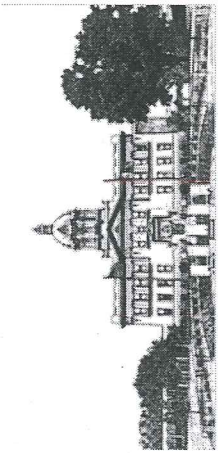
## Budget Year 2018



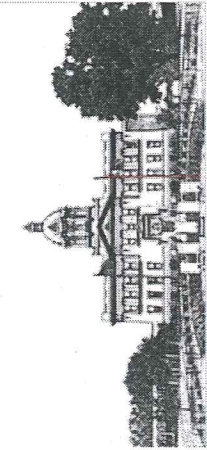
| Account                        | Account Description                  | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast  | 2020 Forecast  |
|--------------------------------|--------------------------------------|--------------------|-----------------------|---------------------|----------------------|-------------------|----------------|----------------|
| Fund 101 - General Fund        |                                      |                    |                       |                     |                      |                   |                |                |
| REVENUE                        |                                      |                    |                       |                     |                      |                   |                |                |
| Department 014 - ZONING        |                                      |                    |                       |                     |                      |                   |                |                |
| Division 000 - NON DIVISIONAL  |                                      |                    |                       |                     |                      |                   |                |                |
| 44401                          | ZONING PERMITS                       | 77,045.53          | 65,000.00             | 65,000.00           | 65,000.00            |                   | 65,000.00      | 65,000.00      |
| 44402                          | SANITARY FEES & REVENUES             | 28,900.00          | 20,000.00             | 20,000.00           | 20,000.00            |                   | 20,000.00      | 20,000.00      |
| 46132                          | LAND RECORD FEES                     | 3,087.75           | 2,000.00              | 2,000.00            | 2,000.00             |                   | 2,000.00       | 2,000.00       |
|                                | Division 000 - NON DIVISIONAL Totals | \$109,033.28       | \$87,000.00           | \$87,000.00         | \$87,000.00          | 0%                | \$87,000.00    | \$87,000.00    |
|                                | Department 014 - ZONING Totals       | \$109,033.28       | \$87,000.00           | \$87,000.00         | \$87,000.00          | 0%                | \$87,000.00    | \$87,000.00    |
|                                | REVENUE TOTALS                       | \$216,452.28       | \$143,750.00          | \$143,750.00        | \$140,750.00         | (2%)              | \$140,750.00   | \$140,750.00   |
| Fund 101 - General Fund Totals |                                      |                    |                       |                     |                      |                   |                |                |
|                                | REVENUE TOTALS                       | \$216,452.28       | \$143,750.00          | \$143,750.00        | \$140,750.00         | (2%)              | \$140,750.00   | \$140,750.00   |
|                                | EXPENSE TOTALS                       | \$861,321.93       | \$864,414.00          | \$864,414.00        | \$901,804.00         | 4%                | \$910,278.00   | \$926,802.00   |
|                                | Fund 101 - General Fund Totals       | (\$644,869.65)     | (\$720,664.00)        | (\$720,664.00)      | (\$761,054.00)       | 6%                | (\$769,528.00) | (\$786,052.00) |

# Department Proposed Budget Worksheet

## Budget Year 2018



| Account  | Account Description                              | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|--|--|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| Fund 101 - General Fund                          |  |                    |                       |                     |                      |                   |               |               |
| REVENUE  |  |                    |                       |                     |                      |                   |               |               |
| Department 012 - SURVEYOR                        |  |                    |                       |                     |                      |                   |               |               |
| Division 000 - NON DIVISIONAL MONUMENTATION FEES |  |                    |                       |                     |                      |                   |               |               |
| 46180  | Division 000 - NON DIVISIONAL MONUMENTATION FEES | 7,350.00           | 6,000.00              | 6,000.00            | 6,000.00             | 6,000.00          | 6,000.00      | 6,000.00      |
|  | Division 000 - NON DIVISIONAL Totals             | \$7,350.00         | \$6,000.00            | \$6,000.00          | \$6,000.00           | 0%                | \$6,000.00    | \$6,000.00    |
|  | Department 012 - SURVEYOR Totals                 | \$7,350.00         | \$6,000.00            | \$6,000.00          | \$6,000.00           | 0%                | \$6,000.00    | \$6,000.00    |



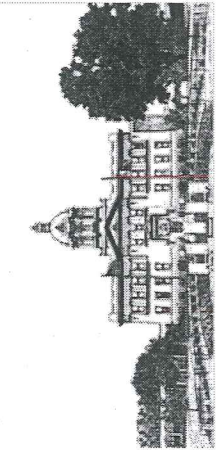
# Department Proposed Budget Worksheet

Budget Year 2018

| Account                          | Account Description                     | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|----------------------------------|---|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| Fund 101 - General Fund          |   |                    |                       |                     |                      |                   |               |               |
| REVENUE                          |   |                    |                       |                     |                      |                   |               |               |
| Department 013 - LAND MANAGEMENT |   |                    |                       |                     |                      |                   |               |               |
| Division 000 - NON DIVISIONAL    |   |                    |                       |                     |                      |                   |               |               |
| 43591                            | ST AID LAND INFORMATION GRANT           | 98,456.00          | 49,000.00             | 49,000.00           | 46,000.00            | (6)               | 46,000.00     | 46,000.00     |
| 45102                            | COUNTY FINES VIOLATIONS                 | .00                | 250.00                | 250.00              | 250.00               |                   | 250.00        | 250.00        |
| 46190                            | G I S REVENUE                           | 1,613.00           | 1,500.00              | 1,500.00            | 1,500.00             |                   | 1,500.00      | 1,500.00      |
|                                  | Division 000 - NON DIVISIONAL Totals    | \$100,069.00       | \$50,750.00           | \$50,750.00         | \$47,750.00          | (6%)              | \$47,750.00   | \$47,750.00   |
|                                  | Department 013 - LAND MANAGEMENT Totals | \$100,069.00       | \$50,750.00           | \$50,750.00         | \$47,750.00          | (6%)              | \$47,750.00   | \$47,750.00   |

# Department Proposed Budget Worksheet

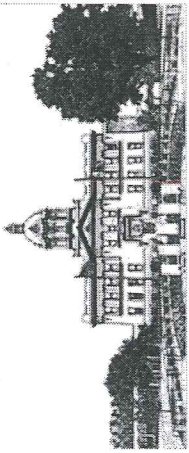
## Budget Year 2018



| Account                 | Account Description                            | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|-------------------------|--|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| Fund 101 - General Fund |  |                    |                       |                     |                      |                   |               |               |
| EXPENSE                 |  |                    |                       |                     |                      |                   |               |               |
|                         | Department 013 - LAND MANAGEMENT               |                    |                       |                     |                      |                   |               |               |
|                         | Division 56302 - LAND INFORMATION GRANT        |                    |                       |                     |                      |                   |               |               |
| 219                     | PROFESSIONAL SERVICES                          | 96,078.50          | 49,000.00             | 49,000.00           | 46,000.00            | (6)               | 46,000.00     | 46,000.00     |
| 338                     | TRAINING & CONFERENCES                         | 879.88             | 1,000.00              | 1,000.00            | 1,000.00             |                   | 1,000.00      | 1,000.00      |
|                         | Division 56302 - LAND INFORMATION GRANT Totals | \$96,958.38        | \$50,000.00           | \$50,000.00         | \$47,000.00          | (6%)              | \$47,000.00   | \$47,000.00   |
|                         | Department 013 - LAND MANAGEMENT Totals        | \$458,857.66       | \$432,189.00          | \$432,189.00        | \$439,326.00         | 2%                | \$449,989.00  | \$459,638.00  |

# Department Proposed Budget Worksheet

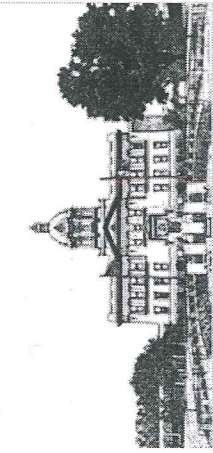
Budget Year 2018



| Account  | 2016 Actual Amount     | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|--|------------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|----------|------------------------|---------|---|--|--|--|------------|-------------|---|------------|-------------|--|--|-----|--|--|-------------|--|--|-------------|--|--|-----|--|--|-------------|--|--|-------------|
| Fund 101 - General Fund  |                        |                       |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| EXPENSE  |                        |                       |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| Department 011 - REGISTER OF DEEDS   |                        |                       |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| Division 51721 - LAND RECORDS MODERNIZATION  |                        |                       |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| 299 SUNDRY CONTRACTUAL SERVICES  | 8,287.22               | 42,795.00             | 42,795.00           | 49,483.00            | 16                | 49,000.00     | 49,000.00     |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Comments</th> <th style="text-align: left;">Level/ Proposed (Dept)</th> <th style="text-align: left;">Comment</th> </tr> </thead> <tbody> <tr> <td colspan="3">Expenses for ROD Office of \$21,000-Avid software/hardware upgrade approved by Land Council</td> </tr> <tr> <td>Division 51721 - LAND RECORDS MODERNIZATION Totals</td> <td>\$8,287.22</td> <td>\$42,795.00</td> </tr> <tr> <td>Department 011 - REGISTER OF DEEDS Totals</td> <td>\$8,287.22</td> <td>\$42,795.00</td> </tr> <tr> <td></td> <td></td> <td>16%</td> </tr> <tr> <td></td> <td></td> <td>\$49,483.00</td> </tr> <tr> <td></td> <td></td> <td>\$49,000.00</td> </tr> <tr> <td></td> <td></td> <td>16%</td> </tr> <tr> <td></td> <td></td> <td>\$49,483.00</td> </tr> <tr> <td></td> <td></td> <td>\$49,000.00</td> </tr> </tbody> </table> |                        |                       |                     |                      |                   |               |               | Comments | Level/ Proposed (Dept) | Comment | Expenses for ROD Office of \$21,000-Avid software/hardware upgrade approved by Land Council |  |  | Division 51721 - LAND RECORDS MODERNIZATION Totals | \$8,287.22 | \$42,795.00 | Department 011 - REGISTER OF DEEDS Totals | \$8,287.22 | \$42,795.00 |  |  | 16% |  |  | \$49,483.00 |  |  | \$49,000.00 |  |  | 16% |  |  | \$49,483.00 |  |  | \$49,000.00 |
| Comments   | Level/ Proposed (Dept) | Comment               |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| Expenses for ROD Office of \$21,000-Avid software/hardware upgrade approved by Land Council  |                        |                       |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| Division 51721 - LAND RECORDS MODERNIZATION Totals   | \$8,287.22             | \$42,795.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
| Department 011 - REGISTER OF DEEDS Totals  | \$8,287.22             | \$42,795.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | 16%                   |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | \$49,483.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | \$49,000.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | 16%                   |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | \$49,483.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |
|  |                        | \$49,000.00           |                     |                      |                   |               |               |          |                        |         |   |  |  |  |            |             |   |            |             |  |  |     |  |  |             |  |  |             |  |  |     |  |  |             |  |  |             |

# Department Proposed Budget Worksheet

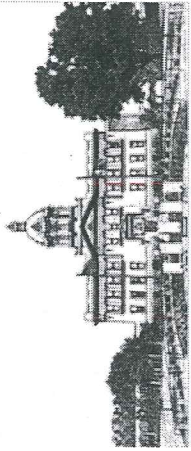
## Budget Year 2018



| Account  | Account Description                  | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Dept) | Percentage Change | 2019 Forecast | 2020 Forecast |
|----------|--------------------------------------|--------------------|-----------------------|---------------------|----------------------|-------------------|---------------|---------------|
| Fund 806 | Wisconsin Sanitary Fund              |                    |                       |                     |                      |                   |               |               |
| REVENUE  |                                      |                    |                       |                     |                      |                   |               |               |
| 43587    | Department 014 - ZONING              |                    |                       |                     |                      |                   |               |               |
|          | Division 000 - NON DIVISIONAL        |                    |                       |                     |                      |                   |               |               |
|          | ST AID ZONING AIDS                   |                    |                       |                     |                      |                   |               |               |
|          | Division 000 - NON DIVISIONAL Totals | .00                | 15,000.00             | 15,000.00           | 15,000.00            |                   | 15,000.00     | 15,000.00     |
|          | Department 014 - ZONING Totals       | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00   | \$15,000.00   |
|          | REVENUE TOTALS                       | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00   | \$15,000.00   |

# Department Proposed Budget Worksheet

## Budget Year 2018



| Account        | Account Description   | 2016 Actual Amount | 2017 Estimated Amount | 2017 Adopted Budget | 2018 Proposed (Depl) | Percentage Change | 2019 Forecast  | 2020 Forecast  |
|----------------|---|--------------------|-----------------------|---------------------|----------------------|-------------------|----------------|----------------|
| Fund 806       | Wisconsin Sanitary Fund EXPENSE                                       |                    |                       |                     |                      |                   |                |                |
| Department 014 | ZONING  |                    |                       |                     |                      |                   |                |                |
| Division 56411 | WISCONSIN FUND ZONING AIDS ZONING AIDS REIMBURSEMENT                  |                    |                       |                     |                      |                   |                |                |
| 306            | Division 56411 - WISCONSIN FUND ZONING AIDS ZONING AIDS REIMBURSEMENT |                    |                       |                     |                      |                   |                |                |
|                | Department 014 - ZONING   |                    |                       |                     |                      |                   |                |                |
|                | EXPENSE TOTALS  | .00                | 15,000.00             | 15,000.00           | 15,000.00            |                   | 15,000.00      | 15,000.00      |
|                |   | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
|                |   | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
|                |   | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
| Fund 806       | Wisconsin Sanitary Fund Totals  | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
|                | REVENUE TOTALS  | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
|                | EXPENSE TOTALS  | \$0.00             | \$15,000.00           | \$15,000.00         | \$15,000.00          | 0%                | \$15,000.00    | \$15,000.00    |
| Fund 806       | Wisconsin Sanitary Fund Totals  | \$0.00             | \$0.00                | \$0.00              | \$0.00               | +++               | \$0.00         | \$0.00         |
|                | Net Grand Totals  |                    |                       |                     |                      |                   |                |                |
|                | REVENUE GRAND TOTALS  | \$216,452.28       | \$158,750.00          | \$158,750.00        | \$155,750.00         | (2%)              | \$155,750.00   | \$155,750.00   |
|                | EXPENSE GRAND TOTALS  | \$861,321.93       | \$879,414.00          | \$879,414.00        | \$916,804.00         | 4%                | \$925,278.00   | \$941,802.00   |
|                | Net Grand Totals  | (\$644,869.65)     | (\$720,664.00)        | (\$720,664.00)      | (\$761,054.00)       | 6%                | (\$769,528.00) | (\$786,052.00) |

**Program Worksheet: 2018 Fiscal Year Budget**  
**2017 Budget and Staffing Levels**  
**Department: Land Management**

| Program   | Description  | Mandated   | FTE's | Cost      | Income (2016) | Levy      | Priority |
|-----------|--|--|-------|-----------|---------------|-----------|----------|
| Planning  | Generally, to promote public health, safety and general welfare, to encourage planned and orderly land use development, to protect property values, and to promote efficient use of public funds.  | Mandated if administering: general zoning, subdivision regulation, shoreland zoning, or official mapping.  | 3.5   | \$306,132 | \$12          | \$306,120 | 3        |
| Zoning    | Mechanism used to achieve public health, safety and general welfare, and land use goals, and to protect property values. Program includes General Zoning, Subdivision, St. Croix Riverway, Shoreland, Floodplain, Nonmetallic Mining Reclamation Program, and POWTS Inspections. | Mandated:<br>Floodplain<br>Shoreland<br>St. Croix Riverway,<br>POWTS Oversight,<br>Nonmetallic mining<br>reclamation<br><br>Not Mandated:<br>General Zoning<br>Subdivision | 3     | \$271,912 | \$107,815     | \$164,097 | 1        |
| Surveying | Check and establish or re-establish and reference at least 5% of all corners originally established in the county by government surveyors so that within 20 years or less, all the original corners will be established or reestablished and thereafter perpetuated.             | Yes  | 1     | \$117,518 | \$7350        | \$110,168 | 4        |
| GIS       | Maintain and improve County geographic information mapping system. Implement WLIP program.   | No.  | 1     | \$76,057  | \$1,613       | \$74,444  | 2        |