

AGENDA

Eau Claire County

• PLANNING & DEVELOPMENT COMMITTEE •

Date: Tuesday, March 23, 2021

Time: 7:00 p.m.

*Event link below can be used to connect to meeting and interact (by the chair) from computer or through the WebEx Meeting smartphone app.

Join WebEx Meeting: <https://eauclairecounty.webex.com> Meeting ID: **145 701 6034** Password: **Pd4XApwVR68**

*Meeting audio can be listened to using this Audio conference dial in information.

Audio conference: 1-415-655-0001 Access Code: **1457016034##**

For those wishing to make public comment, you must e-mail Rod Eslinger at Rod.Eslinger@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public comment period to make your comments.

**Please mute personal devices upon entry*

1. Call to Order and confirmation of meeting notice.
2. Public Comment **(15 minute maximum)**
3. Public Hearings
 - a. A conditional use permit (CUP-0004-21) request for a Cottage Industry - Bakery in the proposed A-2 Agriculture-Residential District. Town of Pleasant Valley (Flaten/Kehoe) / Discussion – Action **PAGES 2-21**
4. Oral Report Zoning Code (Title 18) Updated / Discussion
5. 2020 Annual Report / Discussion **PAGES 22-36**
6. Review of January & February bills / Discussion **PAGES 37-38**
7. Review/Approval of February 23, 2021 Meeting Minutes / Discussion – Action **PAGES 39-41**
8. Proposed Future Agenda Items / Discussion
 - a. Next scheduled meeting – April 13, 2021
9. Adjourn

Prepared by:

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters, or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703



EAU CLAIRE COUNTY PLANNING STAFF RECOMMENDATION

CONDITIONAL USE PERMIT NUMBER: CUP-0004-21
COMPUTER NUMBER(S): 018-1136-05-010
PUBLIC HEARING DATE: March 23, 2021

STAFF CONTACT: Jared Grande, Land Use Manager
OWNER: Christian Flaten and Carrie Kehoe, S 10095 Minnesota Dr., Eleva, WI 54738
APPLICANT: owners
REQUEST: Cottage Industry - Bakery
LOCATION: S 10095 Minnesota Dr., Eleva, WI 54738
LEGAL DESCRIPTION: PRT SE-SW COM AT INTERS OF N LN RD R/W & W LN SD 40 TN N TO NW COR SD 40 TN E 1192' TN S 409' TN W 532' TN S TO PT ON N LN RD R/W TN W 660' TO POB CONT 24.84 AC M/L, Section 34, T26N, R9W, Town of Pleasant Valley.

SUMMARY

Operate a Cottage Industry – Bakery in the A-2 Agriculture-Residential zoning district.

BACKGROUND

The proposed conditional use permit (CUP) request is to operate a cottage industry – bakery in the A-2 district. The owners currently reside at S 10095 Minnesota Dr., Eleva, WI 54738 with an existing single-family home and accessory structure. The proposal is to utilize an area within the existing accessory structure for the business; this is identified on the floor plans (approx. 360 sq./ft., 17-foot by 21-foot) provided with the application. The owner intends on adding on the accessory structure for personal use as well.

The business will involve making baked goods including, but not limited to cheesecakes, cookies, muffins, and cinnamon rolls. There will be no direct sales on the property, all goods will be to small businesses, farmers markets, and other retail locations and festivals. The proposal indicates no additional employees outside of the owners, no signage, no business activities taking place outside the existing building, and no additional development for the business-related activities. In addition to these items, the applicant stated “no set days or hours” of operation for the business.

The application materials include site plans, narrative, floor plans/layouts of business area, and plans showing the addition onto the accessory structure for personal use (not related to the business).

SITE CHARACTERISTICS:

- Owner also owns parcel # 018115304000 where the property is entered off Minnesota Dr.
- Parcel is 24.84 acres.
- Existing house and accessory structure onsite.

CURRENT ZONING:

A-2 Agriculture-Residential District. The purpose of the A-2 District is to, "Provide areas for limited residential and hobby farm development in a rural atmosphere," and to "preserve the county's natural resources and open space."

ADJACENT ZONING & LAND USES:

DIRECTION	ZONING	LAND USE
North	A-P	Agriculture
West	R-H	Residential
South	A-2/R-H	South/Forested
East	A-2	Agriculture/Residential

LAND USE PLANS: The County Land Use Plan, adopted in 2010, includes this property in a Rural Lands planning area.

Rural Lands (RL)

Intent and Description: The primary intent of these areas is to preserve productive agricultural lands, protect existing farm & forestry operations from encroachment by incompatible uses, promote further investments in farming, maintain farmer eligibility for incentive programs, and preserve wildlife habitat and open spaces. In other words, to preserve the rural character of these areas.

APPLICABLE ZONING REGULATIONS

Section 18.01.010 Purpose. This section describes the purpose of the zoning code. Generally, the purpose of the zoning ordinance is as follows: to separate incompatible land uses from one another; to maintain public health and safety; to protect and conserve natural resources; to prevent overcrowding; to preserve property values; and to maintain the general welfare of the citizens.

Section 18.05.001 Purpose. The A-2 agriculture-residential district is established to: A. Provide an area for limited residential and hobby farm development in a rural atmosphere; B. Preserve the county's natural resources and open space.

Chapter 18.21 Conditional Uses. Standards for approval of conditional uses: 1) the use must be in conformance with the purpose of the zoning district it is located in; 2) the use will not be injurious to the use and enjoyment of other property in the immediate vicinity; 3) adequate utilities, access, drainage and other necessary facilities have been or are provided; 4) adequate off-street parking is provided; 5) adequate measures have been taken to prevent or control offensive odors, fumes, dust, noise and vibration so these will not constitute a nuisance, and lighting is controlled so that it does not result in disturbance to neighboring properties; 6) soil conditions are adequate to support the use; 7) access does not pose traffic congestion or hazards.

Section 18.23.001 Purpose. The purpose of this chapter is to set standards under which home occupations, home businesses and cottage industries may be conducted so that such occupations, businesses, and industries do not undermine the purpose and intent of this subtitle and the purposes of all agricultural and residential districts.

Section 18.23.030 Cottage Industries. Cottage industries are a conditional use in the following zoning districts: A-1 Exclusive Agricultural District, A-2 Agricultural-Residential District...and the use conforms to the following performance standards: A-V.

Section 18.32.001 Purpose. The A-P Agricultural Preservation District is established to: Subsections A-H

ANALYSIS: The following is an analysis of the request based upon the standards for approval of conditional use permits:

Chapter 18.21 Conditional Uses. Standards for approval of conditional uses:

- 1) The use must be in conformance with the purpose of the zoning district it is located in; *cottage industries are allowed in the A-2 District with a conditional use permit approval.*
- 2) The use will not be injurious to the use and enjoyment of other property in the immediate vicinity; *it appears that proposed use will not affect the use and enjoyment of other properties. All business activities will be taking place inside the existing accessory structure including no onsite sales or signage.*
- 3) Adequate utilities, access, drainage, and other necessary facilities have been or are provided; *the property has the existing accessory structure, and the owner has been in discussions with WDNR and City-County Health Department regarding sanitary requirements.*
- 4) Adequate off-street parking is provided; *adequate off-street parking could potentially exist, although in this situation with no onsite sale or advertising, staff is not recommending the site to adhere to section 18.25 of the county code.*
- 5) Adequate measures have been taken to prevent or control offensive odors, fumes, dust, noise, and vibration so these will not constitute a nuisance, and lighting is controlled so that it does not result in disturbance to neighboring properties; *assessing the request, staff does not believe there will be any negative impacts related to offensive odors, fumes, dust, noise, and vibration.*
- 7) Access does not pose traffic congestion or hazards; *the site has an existing access off Minnesota Drive and will not have any onsite sales or advertising.*

TOWN BOARD ACTION: The Town of Pleasant Valley Town Board met on March 8th, 2021 and did not hold a public hearing on the matter; the Town Board had no objections to the request.

STAFF CONCLUSIONS AND RECOMMENDATION: Staff has concluded that the proposed cottage industry meets the standards for conditional use permit, is consistent with the purpose of the zoning ordinance, and adheres to 2017 Wisconsin Act 67 and Wis. Stat. 59.69(5e).

Staff recommends approval of the conditional use permit with the following conditions:

1. The conditional use permit is granted for a cottage industry to operate a bakery. The application materials shall be attached to and made part of the permit.
2. The applicant shall obtain all other necessary local and state permits and approvals.
3. The business shall follow the standards in 18.23.030.A-V of the Zoning Code.
4. The applicant identified the area within the existing accessory structure dedicated to the business approx. 360 sq./ft. (17-foot by 21-foot). The approval allows an additional 200 sq./ft. dedicated to the business as a minor amendment with submittal and review by the Land Use Manager.
5. The applicant indicated there would be no additional employees other than the owner(s).
6. All outside lighting shall be shielded downward to reduce glare to adjacent properties and not to cause light pollution. Any new lighting will be required to be shielded as to direct the light source downward.
7. The area dedicated to the cottage industry shall adhere to the application materials.
8. All activities associated with the cottage industry shall be within the accessory structure and designated area according to condition #6. Due to the nature of the business including no sales onsite, staff is recommending no set days and hours of operation.
9. No signage is proposed. Any change to this would require review by the Land Use Manager per section 18.20.100 of the county code.

10. No onsite parking is proposed or required due to the nature of the proposed business.
11. Uses authorized under this conditional use permit shall be limited to the cottage industry proposed in the application. However, future changes in the cottage industry located at this site shall require approval from the Land Use Manager and may require approval by the committee at a public hearing.
12. The owner shall allow staff from the Eau Claire County Department of Planning and Development to enter the property at reasonable times to inspect the premises for compliance with the conditions of this permit.
13. The permit is subject to Sections 18.21.080 to 18.21.100 of the Zoning Code. These provisions establish when a conditional use permit lapses, the conditions under which it can be revoked, and when a CUP expires due to the abandonment of a use.

**Eau Claire County
Conditional Use Permit - County**

Permit Type: Land Use

Permit Number: CUP-0004-21

Applicant: owner

Town Meeting Date:
N/A

County Meeting Date:
March 23, 2021

Permit Fee: \$525.00

Application Date: February 24, 2021

Site Address: S 10095 MINNESOTA DR

Parcel Number: 1801822609343400002

Municipality: Town of Pleasant Valley

Property Owner: CHRISTIAN FLATEN
S 10095 MINNESOTA DR
ELEVA, WI 54738-2201

Request:

			<u>Width (ft)</u>	<u>Length (ft)</u>	<u>Height (ft)</u>
Conditional Use	Other	Bakery	0.00	0.00	0.00

Applicable Zoning District(s):

A2 - Agriculture-Residential District

Permit Issuer: Jared Grande

Signature: Jared Grande



Department of Planning and Development

Eau Claire County Courthouse
721 Oxford Avenue, Room 3344
Eau Claire, Wisconsin 54703
(715) 839-4741

Office Use Only

Form with fields: Date Application Accepted: 2/18/21, Accepted By: Jared Grande, Receipt Number, Town Hearing Date, Scheduled Hearing Date

CONDITIONAL USE PERMIT APPLICATION

Property Owner Name: CHRISTIAN FLATEN & CARRIE KEHOE, Phone# 218-349-3703
Mailing Address: 510095 MINNESOTA DR ELEVIA WI 54738
Email Address: OUTLAW 9761 @ YAHOO.COM

Agent Name, Mailing Address, Email Address, Phone#

SITE INFORMATION

Site Address: 510095 MINNESOTA DRIVE ELEVIA WI 54738
Property Description: SE 1/4 SW 1/4 Sec. 34, T 26 N, R 9 W, Town of PLEASANT VALLEY
Zoning District: A-2, Code Section(s)
Overlay District: Check Applicable, Shoreland, Floodplain, Airport, Wellhead Protection, Non-Metallic Mining
PIN #(s): 180 - 18 - 22609 - 343 - 400002

GENERAL APPLICATION REQUIREMENTS

Applications will not be accepted until the applicant has met with department staff to review the application and determine if all necessary information has been provided. Applications are due by 12:00 PM of the Tuesday three weeks prior to the Planning and Development Committee meeting. All information from the checklist below must be included.
[] Complete attached information sheet
[] Site Plan Drawn to Scale
[] Contact the Town to coordinate a recommendation on the application
[] Provide \$525.00 application fee (non-refundable), payable to the Eau Claire County Treasurer. Forms of acceptable payment are check or online

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Eau Claire County Department of Planning and Development to enter my property for the purpose of collecting information to be used as part of the public hearing process. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner/Agent Signature [Signature] Date 02/19/2021

NOTICE: PERMIT FEES DOUBLE WHEN WORK BEGINS PRIOR TO ISSUANCE OF PERMITS & APPROVALS.

At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence, and arguments in support of the application. All site plans, pictures, etc. become the property of the Department, and will remain in the file.

STANDARDS FOR CONDITIONAL USE PERMITS

The Committee on Planning and Development has the authority to grant conditional use permit only when the standards are met. The conditional use permit standards are located in Section 18.21.060 of the Eau Claire County Code. Those standards are as follows:

- A. The proposed use is in conformance with the purpose of the zoning district in which it is located.
- B. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for purposes already permitted.
- C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
- D. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
- E. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;
- F. Soil conditions are adequate to accommodate the proposed use.
- G. Proper facilities and access points are provided which would eliminate any traffic congestion or hazard which may result from the proposed use.

SUPPLEMENTAL INFORMATION FOR A CONDITIONAL USE PERMIT

In order to process your application as quickly as possible, please fill in all the sections below that are applicable to your request, and attach all appropriate maps or plans described below that are relevant to your request.

WRITTEN DESCRIPTION OF THE PROPOSED USE:

General description of the use (home occupation, accessory structure in excess of 1,200 square feet, filling in a floodplain, non-metallic mining, or any other listed conditional use in zoning districts).

REVISION OF EXISTING SPACE. APPROX 360 SQ FT. OF LICENSED COMMERCIAL BAKERY.
BAKERY GOODS TO INCLUDE CHEESECAKES, COOKIES, MUFFINS, CINNAMON ROLLS, BUT NOT LIMITED TO.

IF THE PROPOSED USE INVOLVED A BUSINESS ACTIVITY, DESCRIBE THE PROPERTY

Description of the type of business activity:

COTTAGE INDUSTRY. OWNERS TO HAVE BAKERY IN EXISTING BUILDING. NO DIRECT RETAIL - CUSTOMER SALES. SALES - WHOLESALE TO SMALL BUSINESSES, AT FARMERS MARKETS, RETAIL AT OTHER BUSINESS PLACES, FESTIVALS

Equipment used in the business activity:

ELECTRIC OVEN, INDUCTION RANGE, REFRIGERATOR, FREEZER, MIXER, FOOD PROCESSOR. ALL APPLIANCES WILL BE ELECTRIC. NO LP GAS. NO GREASE SINKS.

Days and hours of operation: NO SET DAYS OR HOURS.

Number of employees: 2 OWNERS

Nuisance abatement measures that will be implemented:

Noise abatement measures: NONE

Vibration abatement measures: NONE

Dust control measures: NONE

Measures to control fumes or odors: NONE

Visual screening measures (plants, fences, walls, etc.) NONE

DESCRIPTION OF ANY OTHER FEATURES OR CHARACTERISTICS THAT MAY BE SUBJECT TO ZONING REGULATIONS

Exterior appearance of any structure, including a description of the building materials used, the height of eaves, the color of the structure, etc. (required for conditional use permit applications for accessory structures in excess of 1,200 square feet)

Existing Building - Complete / Finished.

Any proposed excavation or fill, the amount of material that will be mined in a non-metallic mining operation, the amount of material that will be stockpiled, etc.

None

Other features or characteristics (signs, fences, outdoor display areas, etc.)

None.

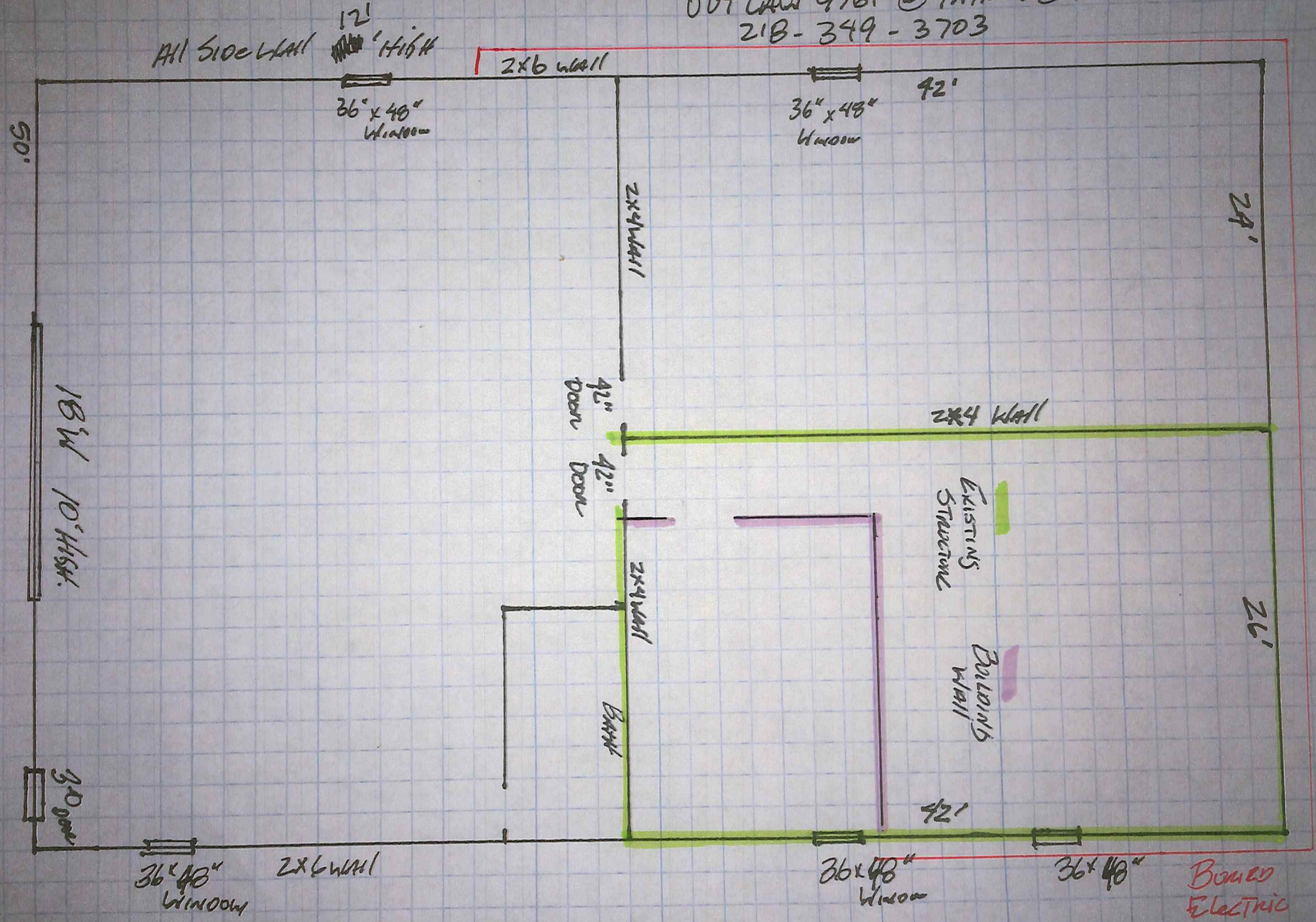
SCALED SITE PLAN

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Show parcel and building dimensions of all existing and proposed structures | <input type="checkbox"/> Landscape and screening plans |
| <input type="checkbox"/> Show all signs, fences and other features that may be regulated by zoning | <input type="checkbox"/> Show the well and septic system |
| <input type="checkbox"/> Site access, driveway, and nearest road (labeled) | <input type="checkbox"/> Parking areas with spaces |
| <input type="checkbox"/> Drainage plans including the erosion control plan | <input type="checkbox"/> Show all navigable water ways, wetlands, floodplains, slopes in excess of 20%, and any other unique limiting condition of the property |
| <input type="checkbox"/> The layout of the use within the structure; if the use only occupies part of the structure, the floor plan should illustrate only the layout of that part of the structure occupied by the use and any access to the use through halls, doorways, etc. | |
| <input type="checkbox"/> The location of any equipment that will be used | |

FOR ALL NON-AGRICULTURAL ACCESSORY STRUCTURES

- | |
|------------------------------------------------------------|
| <input type="checkbox"/> Show floor plan, including attics |
| <input type="checkbox"/> Show scaled building elevations |
| <input type="checkbox"/> Show color scheme |

CHRIS FUATEN
OUTCALL 9761 @ YAHOO.COM
218-349-3703



BOLEND
ELECTRIC

SEWING

WASHING

To Elec.
Meter
Box

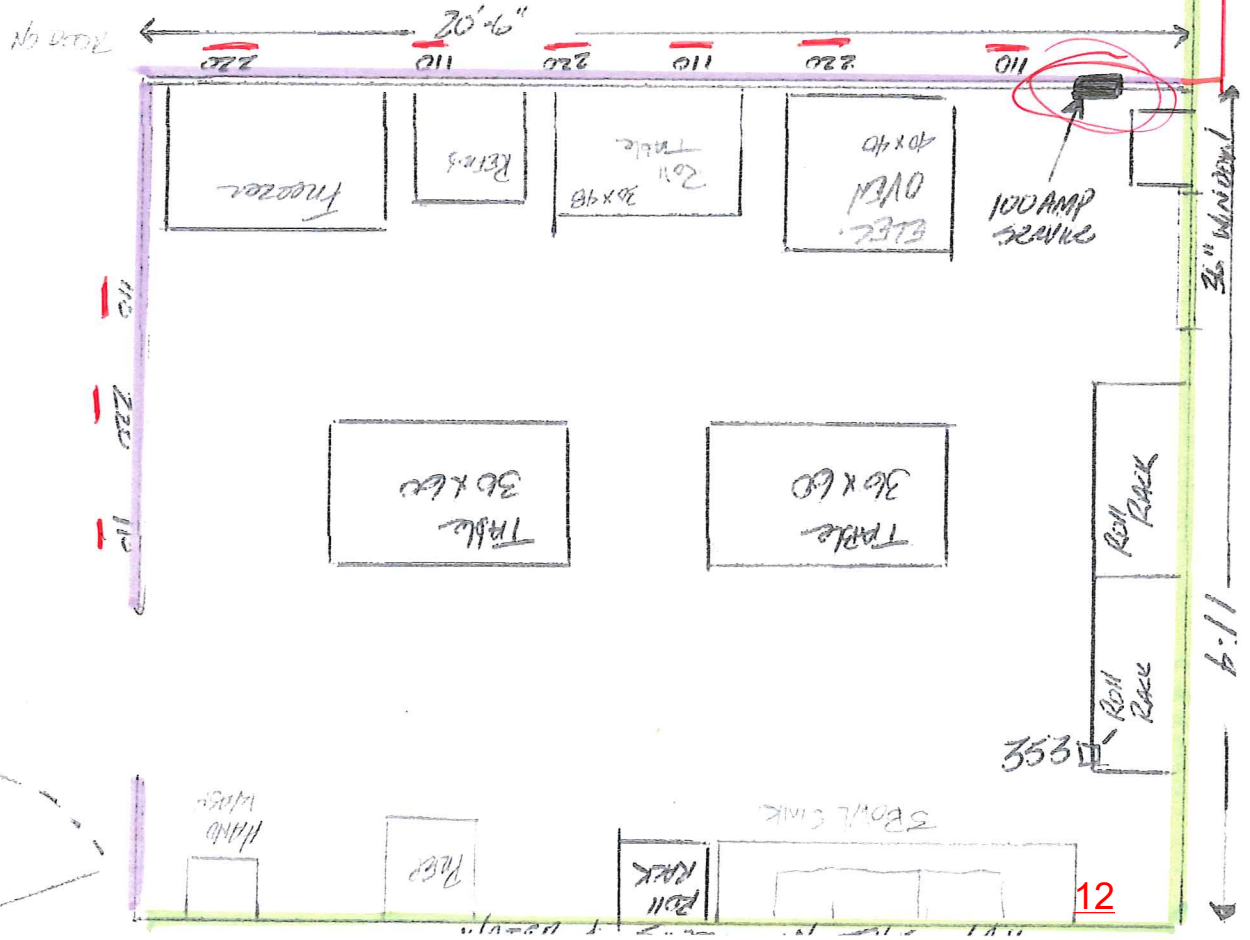
CHRIS FLATEN & CARRIE KENTHOE
510095 MINNESOTA DR.
ELEVIA, WI 54738
218-349-3703

EXISTING FINISHED ROOM 26'x42' - 12' ceiling

BASIC POWER IN CONDUIT

EXISTING STRUCTURE
NEW INTERIOR WALL
ELECTRIC ADDED

NEW PARTITIONS IN DOUBLE LINE
FRP BOARD OVER STEEL ROCK
1/2" FIRE ROCK
2"x6" STUFS



1/4" = 1'

12

Christian Flaten / Carrie Kehoe
S10095 Minnesota Drive
Eleva, WI 54738
218-349-3703

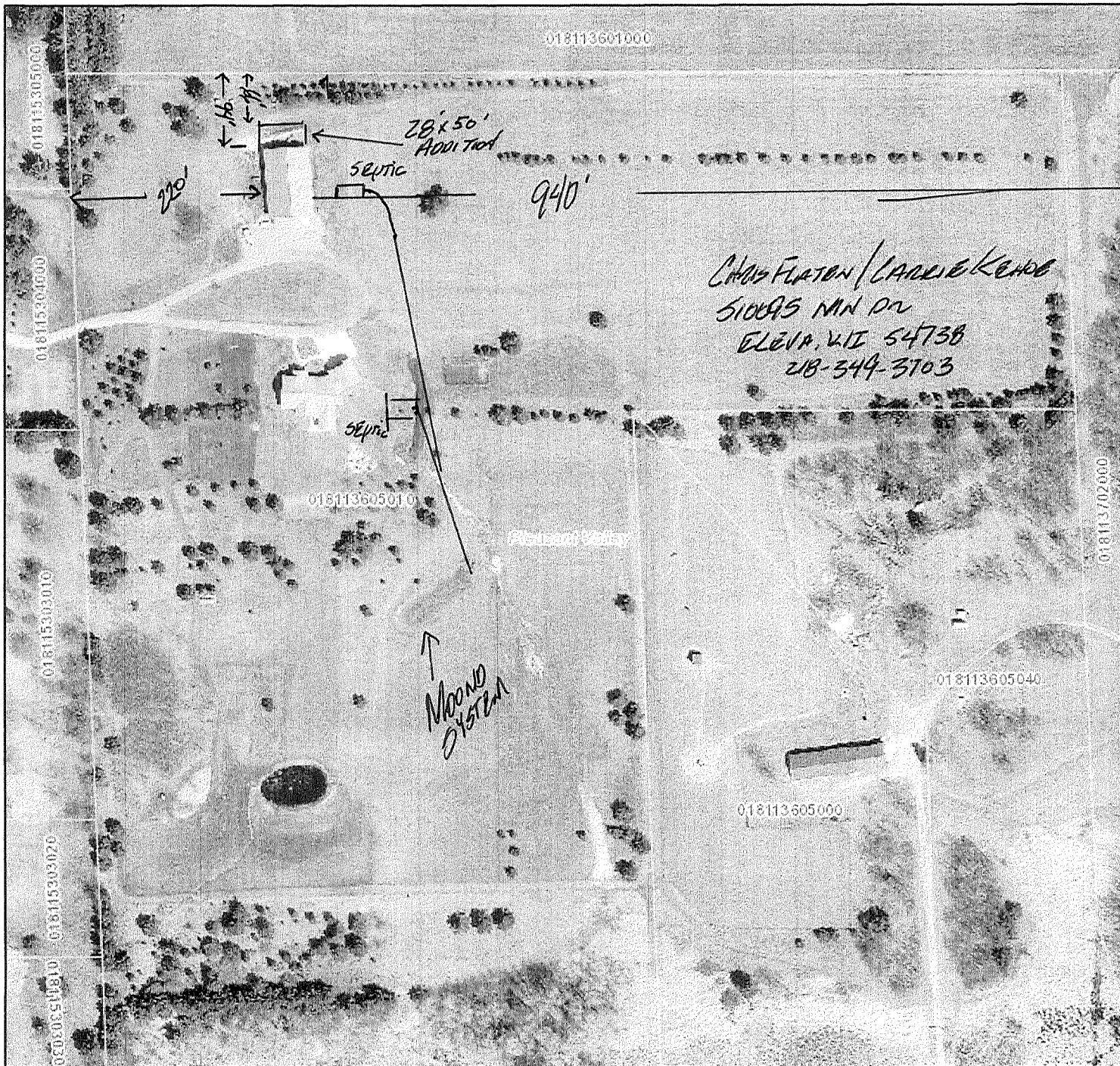
02/20/2021

Re: Remodeling interior room of existing outbuilding - business

- Remodeling of existing room is for a certified bakery for wholesale baked goods. There will not be customers in the building and no in-person retail sale in the building.
- EC County Electrical Inspector has been notified of projects and been helpful with proper electrical codes.
- EC County Health Dept. (Jennifer Hanson) has done a preliminary on-site inspection to make sure that the space is proper for bakery.
No concern noted.
- EC County Health Dept. contacted about connecting into existing septic system. Existing plumbing is in building to remodeled. This remodel would be gray water connection only. 1000 Gallon tank at outbuilding location with drainage to property mound system. Mound system 2015, build for 3 bedroom home. With only 2 persons residing in home. Mound system is located on large sloping field area. Septic tanks are pumped every 2-3 years by certified business.

Re: Addition to existing outbuilding. 28' x 50'

- Insulated storage: agriculture equipment, wood, outdoor equipment.
- Continue same building design and color. 4/12 roof, ribbed steel exterior.
- Addition to existing structure would be 66' for surveyed property line.



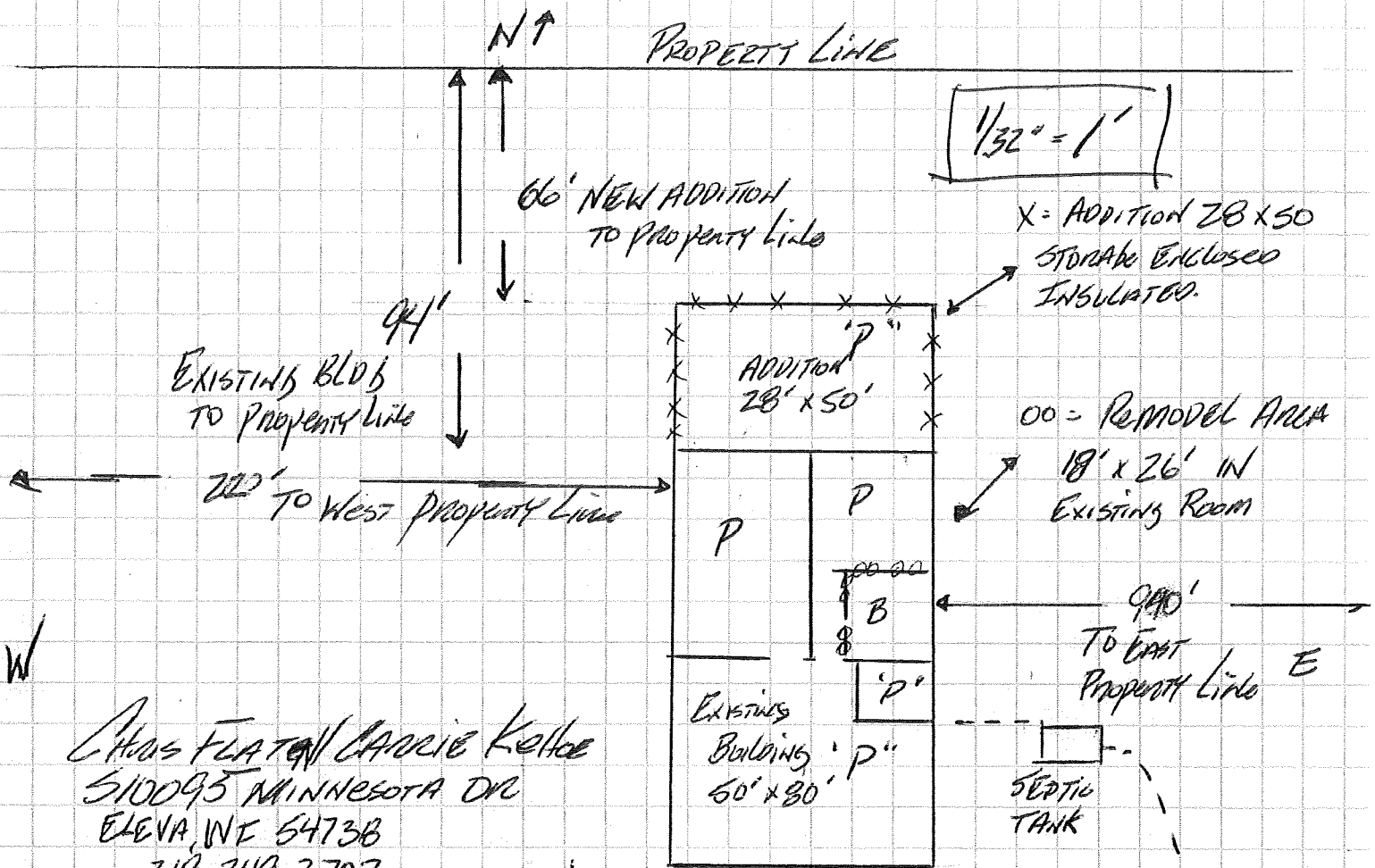
Legend

- Addresses
- Address Labels
- Parcels
- Parcel Labels
- Parks
- Sections
- Villages (Scale below 35K)
- Cities (Scale below 35K)
- Towns
- Surrounding Counties
- Rivers and Streams
- Lakes and Rivers
- Interstate
- US Highway
- State Highway
- Ramp
- Major Arterial
- Minor Arterial
- Collector
- Local
- Private Drive
- Recreation
- Service
- Other
- Railroads
- Ortho 6 Inch 2018 (Color)



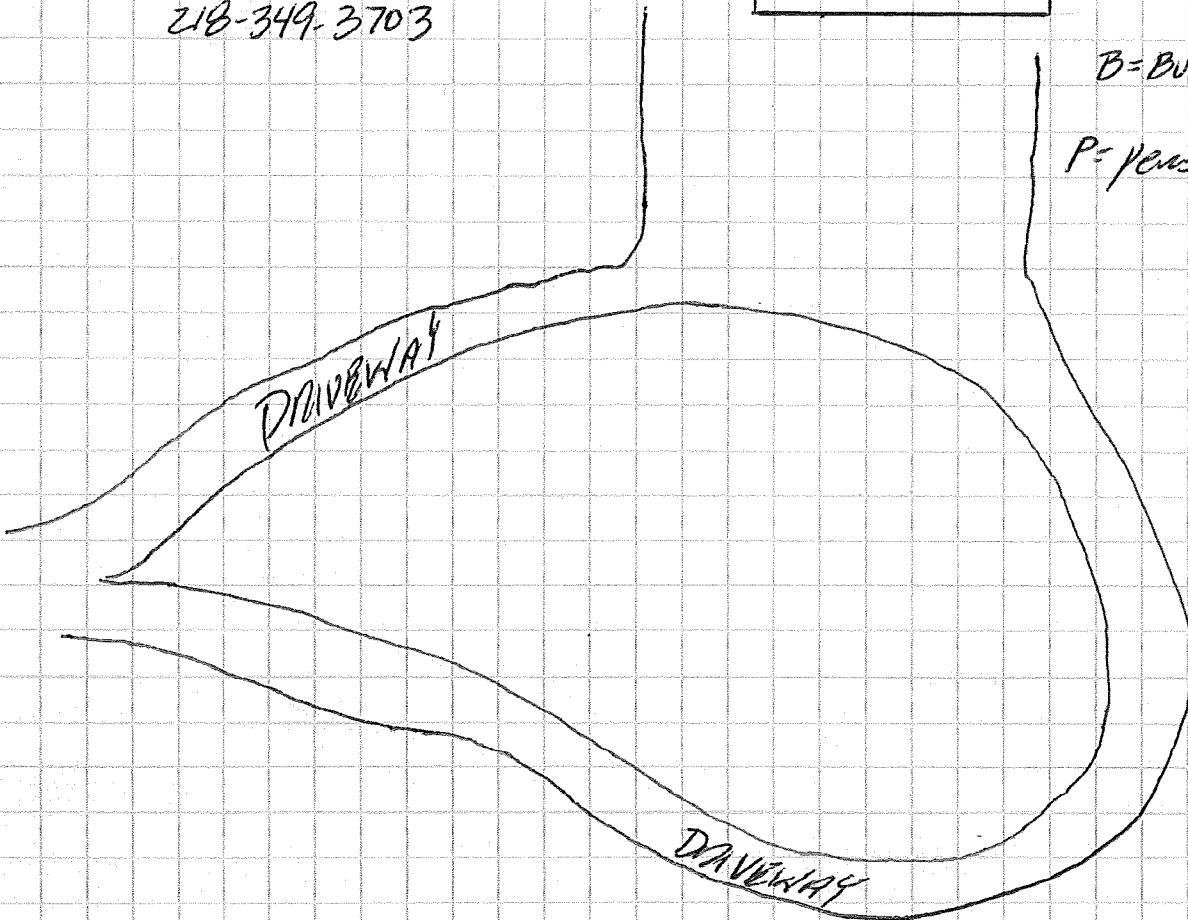
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Asst. Dir.	
Date Printed 02/22/21 3:33 PM	
Operator	



Chris Flaten / Annie Keltie
 510095 MINNESOTA DR
 ELENA, NE 68738
 218-349-3703

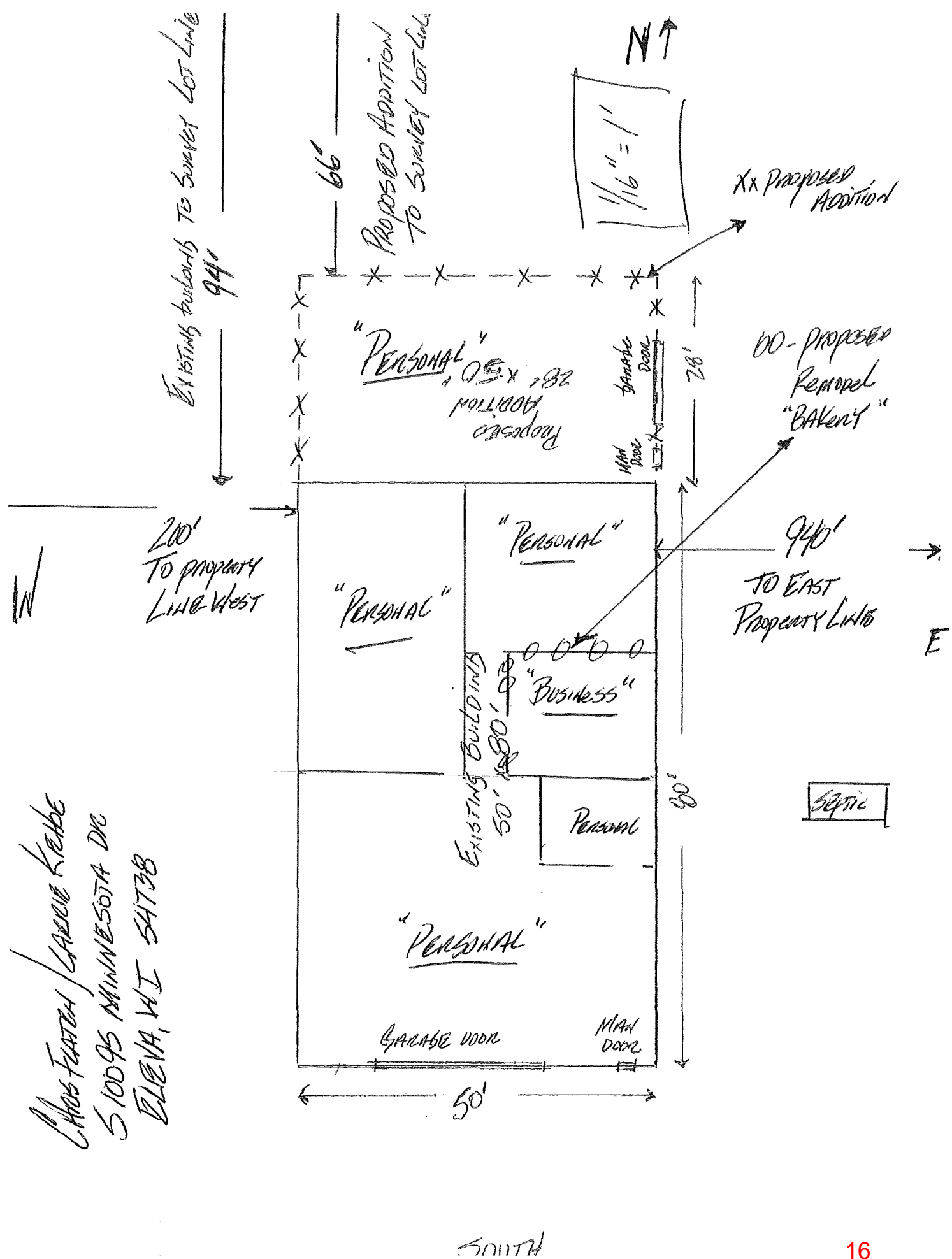
B = BUSINESS
 P = PERSONAL



TO MAIN SEPTIC MOUND SYSTEM
 New 2015

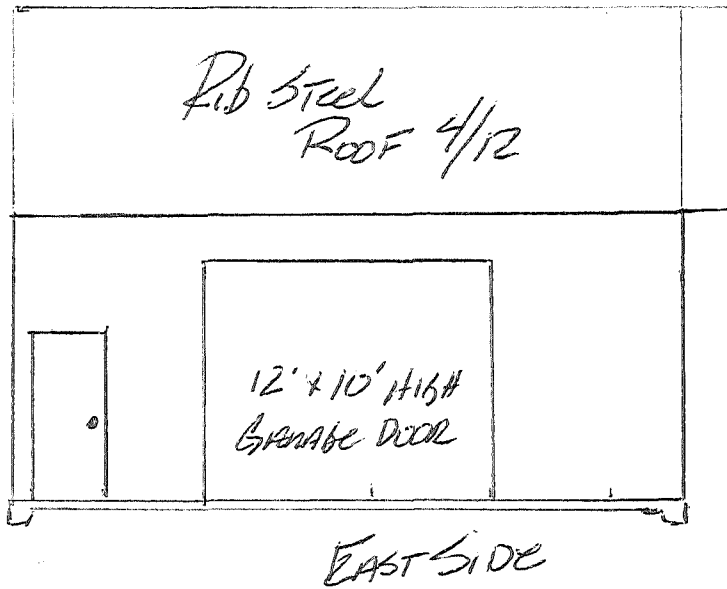
Outliers House

CAROL FEATON / CAROL KENBE
 5100 95 MINNESOTA DR
 ELENA, WI 54738



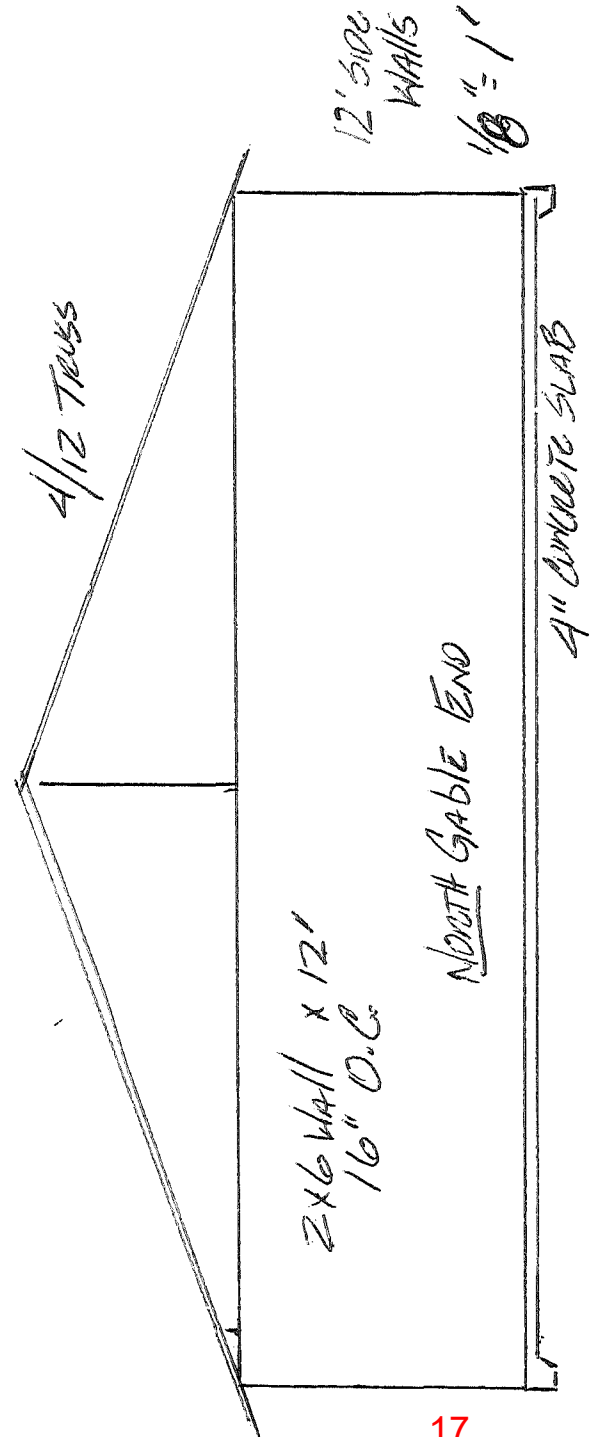
SOUTH

CHRIS FLATEN / CARRIE KEMHOE
510095 MINNESOTA DR
ELEVIA, WI 54738
218-349-3703

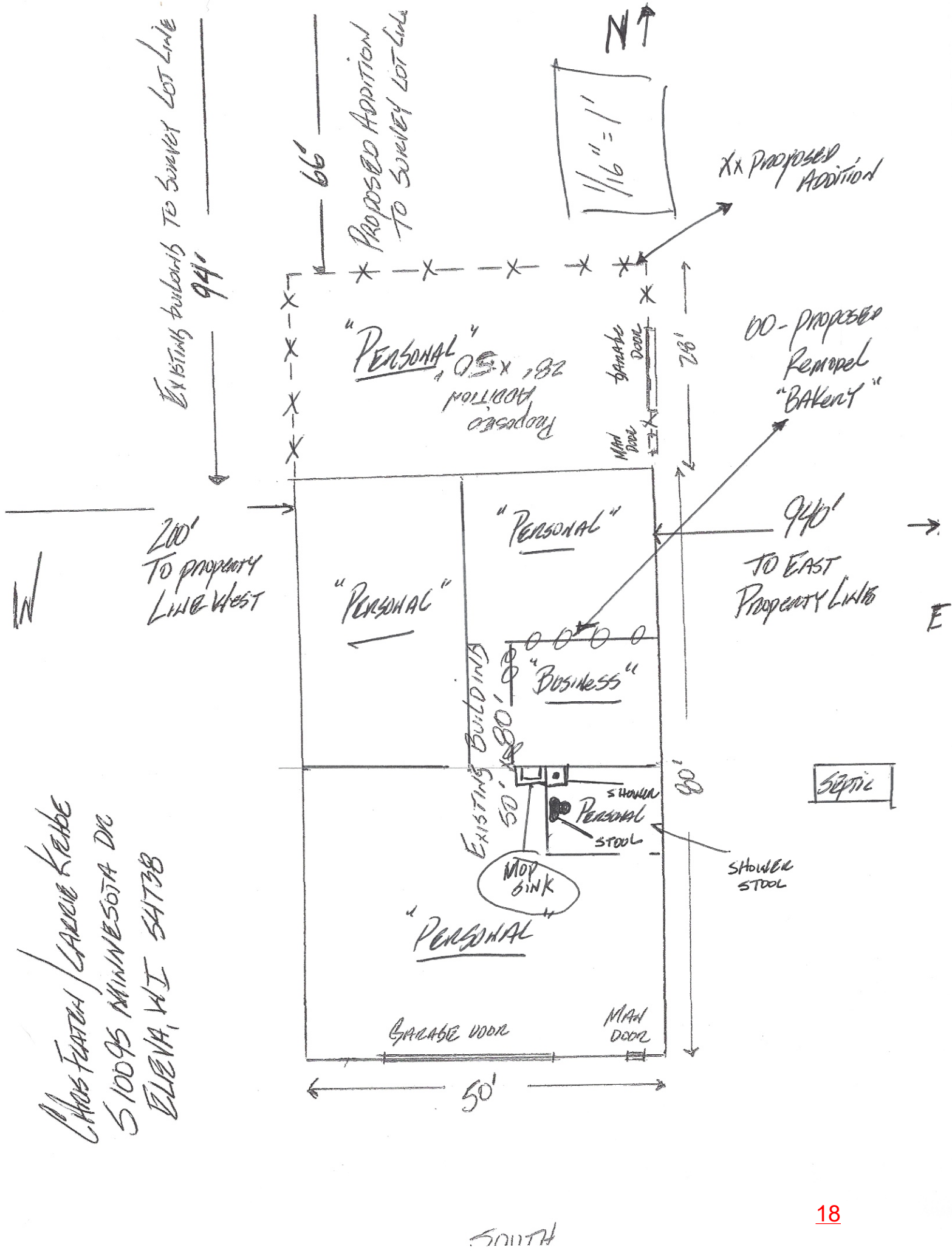


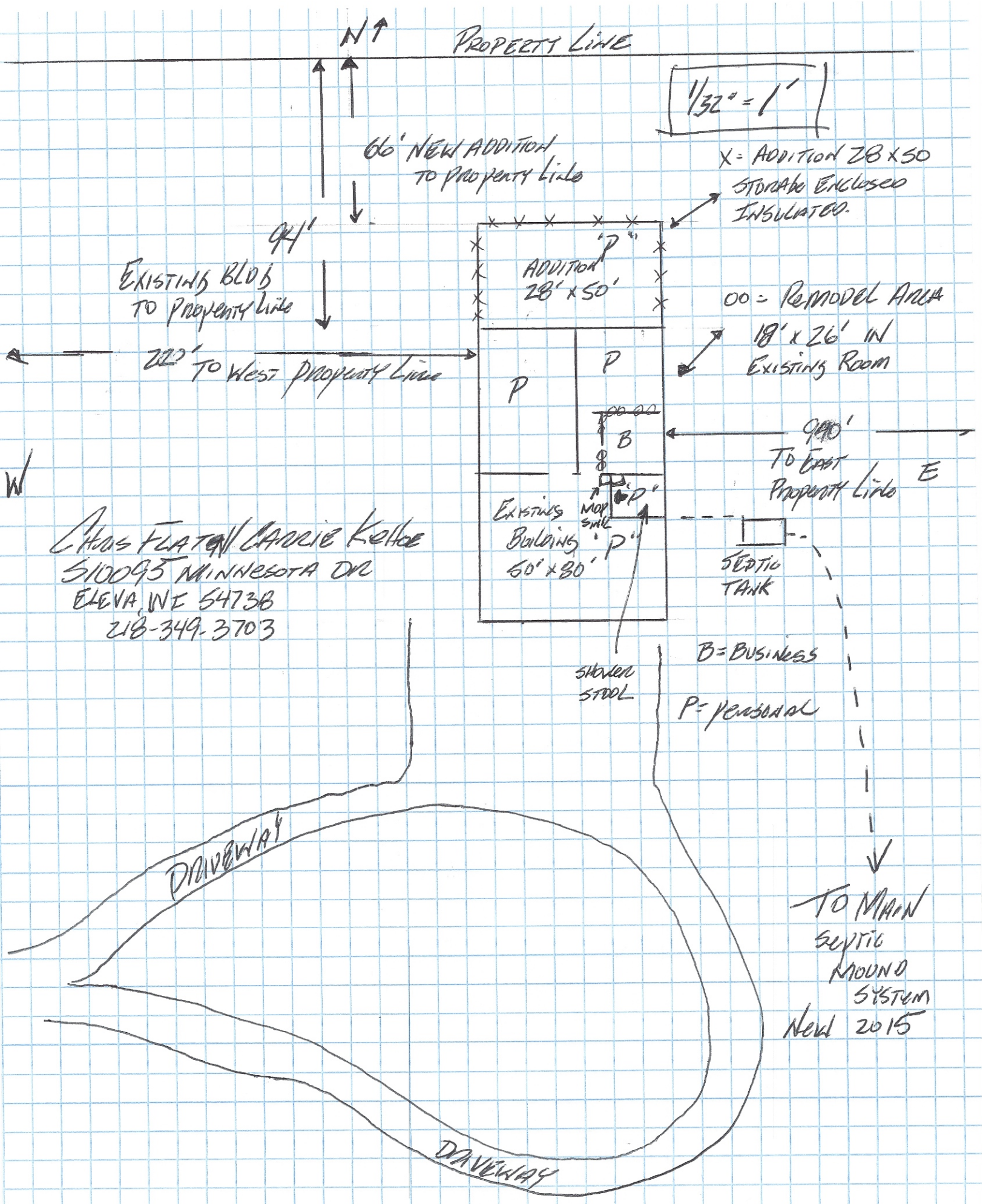
Rib steel
SIDE WALLS

1/8" = 1'



CHAS FEATON / CAROL KEHE
510095 MINNESOTA DR
ELEVNA, WI 54738





CHAS FLATON / CAROLIE KELLER
 510095 MINNESOTA DR
 ELEVATION 54738
 218-349-3703

1/32" = 1'

66' NEW ADDITION TO PROPERTY LINE

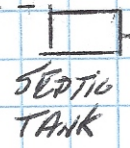
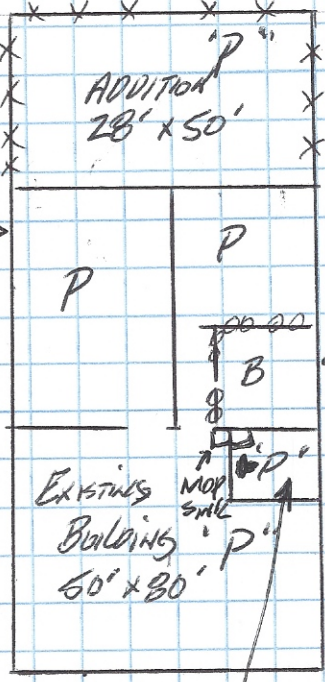
X = ADDITION 28 x 50 STORAGE ENCLOSED INSULATED.

EXISTING BLOB TO PROPERTY LINE

OO = REMODEL AREA 18' x 26' IN EXISTING ROOM

222' TO WEST PROPERTY LINE

940' TO EAST PROPERTY LINE



B = BUSINESS
P = PERSONAL

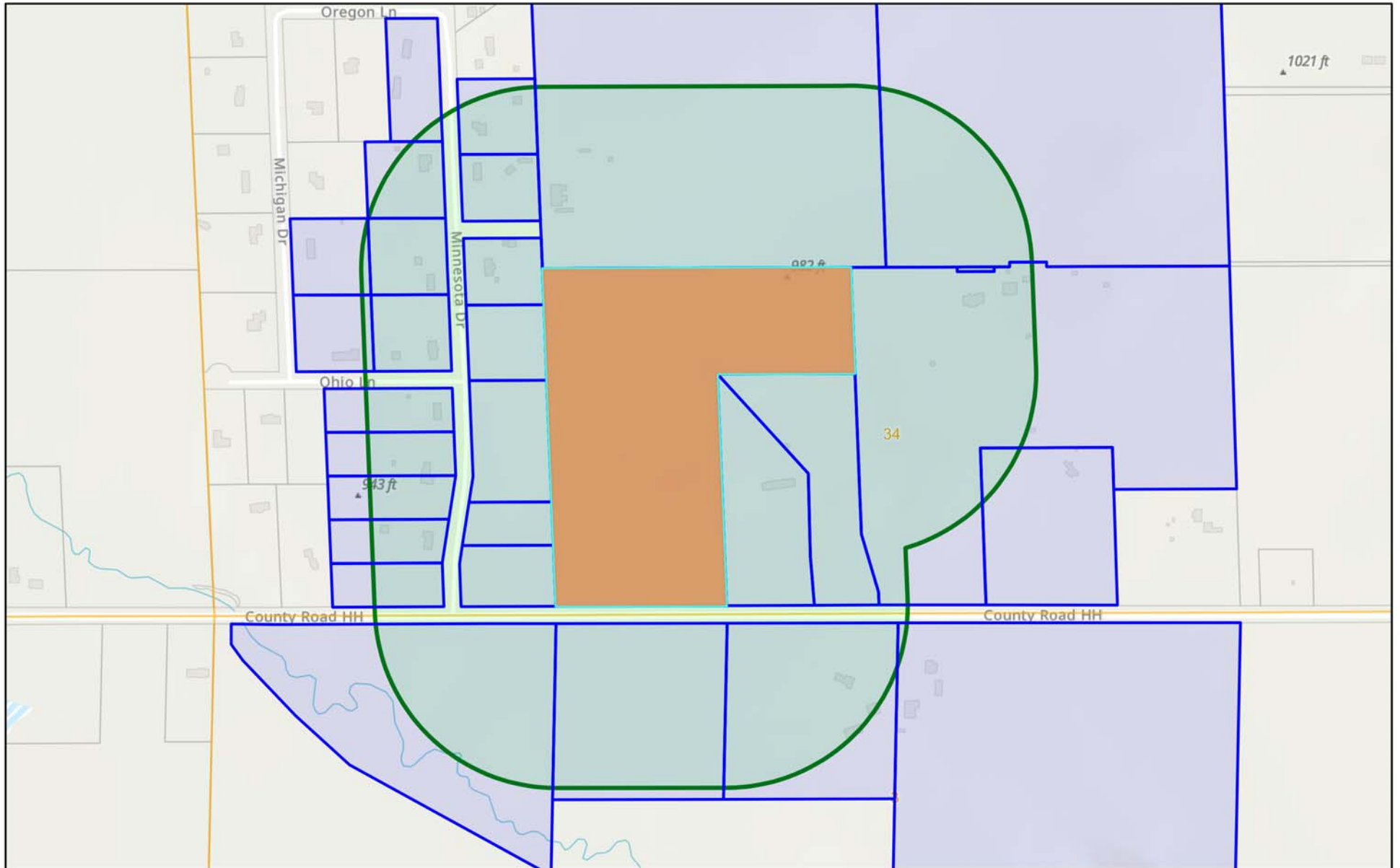
DRIVEWAY

DRIVEWAY




TO MAIN SEPTIC MOUND SYSTEM
New 2015

Older's House

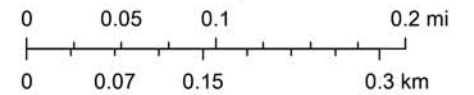
Public Notification



2/26/2021, 1:26:02 PM

-  County Boundary
-  Tax Parcel
-  Section

1:9,028



Esri, NASA, NGA, USGS, FEMA, Esri Community Maps Contributors, Esri,

Eau Claire County, WI

Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, BuildingFootprintUSA, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA |

FirstName LastName	Address	City State Zip
WAYNE C & CONSTANCE J ROINESTAD	E 3065 COUNTY ROAD HH	ELEVA WI 54738-9017
BETH LARSON	3121 SUMMERFIELD DR	EAU CLAIRE WI 54701-5054
DEPT NATURAL RESOURCES STATE OF WISCONSIN	PO BOX 7921	MADISON WI 53707-7921
CHRISTIAN FLATEN	S 10095 MINNESOTA DR	ELEVA WI 54738-2201
MICHAEL DUDZIK	S 10045 MINNESOTA DR	ELEVA WI 54738-9055
GEORGE M & BONITA A ICKSTADT	E 2552 OHIO LN	ELEVA WI 54738-9059
MARY JOHNSON	S10250 MINNESOTA DR	ELEVA WI 54738-9056
JASON LIERMAN	S 10060 MINNESOTA DR	ELEVA WI 54738-9053
SARA GRYGLEWSKI	E 2450 OHIO LN	ELEVA WI 54738-9059
JEROLD W & AMY S MOLDENHAUER	S 10200 MINNESOTA DR	ELEVA WI 54738-9056
JOSEPH KOPACZ	1926 11TH ST	EAU CLAIRE WI 54703-5052
JAD C & JULIE K ROESKE	S 9830 STATE ROAD 93	ELEVA WI 54738-9134
JEFFREY A JACKSON	E3130 COUNTY ROAD HH	ELEVA WI 54738-9018
CASEY LOBACK	S 10055 MICHIGAN DR	ELEVA WI 54738-9052
LACEY HORLACHER	S 9935 MINNESOTA DR	ELEVA WI 54738-9054
RYAN MODL	S 9985 MINNESOTA DR	ELEVA WI 54738-9054
TRAVIS J & AMY L QUELLA	E 3015 COUNTY ROAD HH	ELEVA WI 54738-9017
WILLIAM J & ADA KARNER	S 10160 MINNESOTA DR	ELEVA WI 54738-9056
ANTHONY MOSEL	6958 TOWER DR	EAU CLAIRE WI 54703-8779
GAIL FELTON	S 10023 MINNESOTA DR	ELEVA WI 54738-9055
RICHARD BAUER	S 9970 MINNESOTA DR	ELEVA WI 54738-9053
JULIE MARTINEZ	S 9880 MINNESOTA DR	ELEVA WI 54738-9053

Planning and Development

The Department of Planning and Development provides internal technical and professional services to all Eau Claire County operations, as well as externally to state and federal agencies; local governmental partners, the development community; and county landowners, residents, and visitors. Additionally, Planning and Development balances the use and protection of natural resources with the economic growth of the county in order to enhance the quality of life for current and future generations. The six programs of Planning and Development provide customer-focused services and are organized into the following areas: Land Conservation, Land Records, Land Use Controls, Geographic Information Systems (GIS), Planning & Solid Waste Management (Recycling), and Emergency Management.

2020 Accomplishments – Highlights

Emergency Management

- Emergency Management Coordinator and the EM Program Assistant assisted the Health Department with the ongoing COVID-19 Response.
- EM was recognized by the National Weather Service as a Weather-Ready Nation Ambassador of Excellence
- Provided messaging on behalf of Chippewa County EM when they had a tornado.
- Assisted local emergency response agencies by utilizing our Rave notification system for several incidents.
- Completed all required training, exercises, and plan updates to ensure grant deliverables were met.

Land Conservation

- Purchased a no-till drill (planter) program and established a lease program. The inaugural year resulted in 26 farmers planting 622 acres.
- 3 un-used manure storage pits were properly abandoned.
- Provided local cost-share to help with the closure of 8 wells.
- Transition the Farmland Preservation Program data into the Transcendent software package.
- With Eau Claire River Watershed Coalition partners and funding through EPA grant, hosted Soil Health workshop in Augusta with over 50 participants, and hosted Nutrient Management Workshops with nearly 40 participants.
- Developed virtual methods to deliver field demonstrations as COVID-19 continues to place restrictions on events.
- Land Stewardship subcommittee worked with Landmark Conservancy on developing a joint project focusing on the lower Eau Claire River area utilizing grant funds awarded to Landmark Conservancy.
- West Central Regional Planning, Clark County Land Conservation, Eau Claire River Coalition continues to work jointly on implementing 9 Key Plan Element Activities within the watershed.

Land Records

Field Surveying

- Staff was able to visit, reference and reset PLSS Section Corner monuments on all road project areas and draft 51 tiesheets preserving said corners.
- Completed Town 25 North, Range 6 West migration of tiesheets to the web.
- Completed 25-06 Project tiesheets, along with merging of corner folders and migration to web.
- Reviewed 48 preliminary CSM's.

Real Property

Onboarded new Land Records System (Transcendent Technologies Ascent Land Records Suite) and shifted all Property Listing activities to the new system.

Land Use Controls

- Onboarded the new Ascent Permitting module. This included converting zoning data from GIS into Ascent Permitting.
- Pervious foresight to incorporate online building permit application system with accepting email applications and utilizing new software/programs to facilitate sound development in the County during the pandemic.
- The department supported the “Skip the Trip” campaign by providing alternative options to conduct business including, but not limited to: electronic application submittals, online payment, and virtual meetings/discussions.
- Worked on the final draft changes to the Zoning Code update with MSA and Corporation Counsel.
- Conducted inspections of all permitted nonmetallic mining sites to determine continued compliance with the permit conditions. Permitted a new nonmetallic mining site prior to the Safer at Home Order.
- We have been collaborating with contactors/builders and/or businesses to continue to review and issue permits.
- 2020 permitting activity was parallel with 2019.

Geographic Information Systems (GIS)

- Developed a new GIS Hub site for county users that offers new search options and will contain the GIS options in one searchable location.
- Presented a demo on the “new” GIS Hub site and discussed addressing at an Eau Claire County Towns Association Unit meeting on July 29th.
- Supported the Health Department with creating a new COVID-19 hub site.
- Worked with Highway, Sheriff, and Parks and Forest staff on ATV and snowmobile trail mapping that will ultimately update a web map service that will be accessible via user’s electronic devices. Staff will be trained on how to update the template, so the maps reflect real time changes.
- Participated in the Legislative Technology Services Bureau’s Redistricting Pilot Program. This effort will improve the accuracy of census block geography in Eau Claire County streamlining the 2020 creation of wards and districts.
- Developed a new parcel-based zoning GIS data schema to accurately feed the Ascent system zoning information.
- Reviewed the deliverables for our 2020 LiDAR and Orthophoto Project. This process will ensure our final deliverables will meet our contract specifications and staff expectations.
- Created data exports for all parcel, zoning, annexation, political boundary, and address edits that will allow the county to submit our data to Department of Administration on time.

Planning & Solid Waste Management (Recycling)

Long Range (Comprehensive) Planning

- County Comprehensive Plan update draft completed and was recommended for approval by the Board of Health, the Comprehensive Plan Update Steering Committee, and the Committee on Planning & Development.
- Completed county-wide Greenhouse Gas (GHG) in support of the County’s 2019 Carbon Neutrality resolution. We will be working with ICLEI-Local Governments for Sustainability staff to discuss ClearPath's Forecasting and Planning module to help meet the County’s interim carbon reduction targets, with a primary

focus on county government facilities and operations. The aim is to identify, finance, and implement carbon reduction measures that help achieve county carbon neutrality goals while achieving cost savings through improved efficiency.

- Senior Planner served as a liaison on the 2020 Census Complete Count Committee to ensure every Eau Claire Citizen knows about the census count and why it is important to be counted.

Current Planning

- Prepared and presented 27 staff reports for rezone requests in 2020.
- Hired a Planning intern to assist with various planning projects.

Solid Waste Management and Recycling

- Received County Board approval to create a full-time Recycling and Sustainability Coordinator position. The new coordinator will devote approximately 24 hours per week (.6 FTE) to recycling duties – similar to the previous Recycling Coordinator position – and will devote approximately 16 hours per week (.4 FTE) to sustainability/carbon neutrality projects.
- Partnering with First Choice Computer Recycling in a pilot project to offer alkaline battery recycling at the courthouse and at First Choice.
- Recycling special collections events, including household hazardous waste Clean Sweep, electronics waste collection events, curbside bulk item pickup, and curbside yard waste collections are all proceeding as scheduled. We had excellent participation in the July and September Clean Sweep and electronics waste collection events.
- Collected 68,340 lbs. of hazardous materials, 7,875 bulbs, and 555 lbs. of batteries during two Clean Sweep events in 2020.

Alignment with 2020 – 2022 Strategic Plan

GOAL 1: Stabilize Finances and Operations	GOAL 2: Enhance communities and the equity of citizens' lives	GOAL 3: Position county for economic development
<ul style="list-style-type: none"> • Annually develop financially responsible department budget. • Continue to identify outside funding opportunities/sources that would offset dependence of levy dollars. • Maintained internal controls and reconciliation processes within department in coordination with county directive. • Review departmental fees annually to verify the fees cover administrative costs and services without putting a burden on the citizens of Eau Claire County • Incorporate sustainability planning into operational and capital budgeting. (i.e.: Fleet purchases, LED bulb replacement, solar, geothermal, wind, and/or purchasing renewable energy from our utility providers) • Use the carbon neutrality survey results identify types of best practices that can be used in county buildings to lower the county's overall carbon footprint. • Evaluate department operating procedures to identify areas to improve efficiencies and to save costs. 	<ul style="list-style-type: none"> • Enhance the department's online permitting services to allow 24/7 submittal of permit applications along with the acceptance of fees. This will also create efficiencies and improve overall effectiveness with our delivery services. • Support the expansion of Rural Broadband in the County through the efforts of the County's Broadband Committee. • After COVID restrictions are reduced, the department will look at ways to provide outreach programming again for the professional development community, engineering and planning consultants, agricultural partners, excavating companies, Chippewa Valley Realtor's Association, Chippewa Valley Home Builder's Association, Eau Claire County Town's Association, and others on related departmental services and processes. • Continue staff training/education/conference opportunities that will promote staff development, resulting in continued excellent customer service, increased morale, and job knowledge. • Department communications need to align with public expectation for reasonable response time. • Continued to serve as the lead agency for internal planning efforts, preparing the update to the County Hazard Mitigation Plan, County Comprehensive Plan, along with providing staff to represent the County at the Future Regions meetings, and engaging staff in other similar projects. 	<ul style="list-style-type: none"> • Staff and the committee will review department policies and county land use and building codes on an annual basis to ensure alignment with the goals and policies of local and county comprehensive plans, protecting property values, and fostering both development and economic growth, while complying with local, state, and federal law. • Support economic development in the rural parts of Eau Claire County. This includes supporting ag. tourism, ag. related businesses, and properly located commercial developments. • Evaluate Chapter 2.44 of the County Code to ensure the department's responsibilities support proper economic growth in areas that are planned for that development. • Continue to provide professional planning assistance and guidance to Towns for preparing updates to their respective comprehensive plans and other special projects. • Partner with Eau Claire Economic Development Corporation to develop a plan to attract businesses to Eau Claire County that support diverse and equitable job force.

2021 Future Opportunities

The current economic activity remains strong within Eau Claire County and early indications for 2021 that we will see similar development activity as we did in 2020. Planning and Development serves as one of the frontline teams to foster and guide growth through a variety of means and/or efforts. In 2021, Planning and Development teams will be implementing updates to the county code that are meant to better adapt codes and regulations to meet current needs and emerging trends of the development community, while at the same time protecting and preserving our most sensitive or vital natural and cultural resources. The County Board recently adopted the update to the County's Comprehensive Plan that will further protect the county's resources while encouraging economic development.

Innovate and Adapt

- Develop goals and strategies to reduce greenhouse gas (GHG) emissions in County operations, including facilities and vehicle fleet, based on data from the 2020 GHG inventory and consistent with the County Board's 2050 carbon neutrality resolution.
- Continue to expand utilization of technology to improve public access to data, internal and external communications, efficiency of operations, and timely response to inquiries. In June of this year, the department will go live with Ascent; a new permitting and land records solution.
- Review and update Title 12 of the County Code pertaining to recycling.
- Evaluate utilization of county recycling drop-off sites to determine most effective use of resources to provide recycling services to all residents of the county.
- Utilize Ascent software for LCD permitting.
- Complete the final adoption steps for the Zoning Code and the Comprehensive Plan updates
- Provide the County Board an overview of the rezoning process.
- Develop guidance with IS to create a process to back scan all paper files so that the department can eliminate its paper folders.
- Technological improvements continue to bring airborne UAV photographic equipment (drones) closer to municipal ownership.
- Cross training across all Planning and Development programs is essential to improvement overall efficiencies and does not delay completion of the important processes. This effort supports long term succession planning as well.
- Promote staff development by allowing staff to attend training and education. This will grow and offer excellent customer service.
- Increase focus on social media as part of public education program and a means to disseminate information to the public accurately and efficiently.

Improve Collaboration

- Use of virtual technology is leading to more discussion among our Local Emergency Planning Committee (LEPC) members at meetings which will improve the plans moving forward.
- Work ahead on Fiscal Year 21 projects (Off-Site Response Plans, County EOP, Multi-Year Training and Exercise Plan).
- Continue to assist the Eau Claire County Broadband Committee to develop a plan to serve rural Eau Claire County with improved broadband services in areas of the county that are unserved or underserved with broadband.
- Collaborate with and provide technical assistance to other departments, including County Parks & Forest Department to complete the County Outdoor Recreation Plan (CORP) update and towns in the county to complete comprehensive plan updates.

- Planning and land use staff are providing continual coordination, collaboration, and support for Town partners planning and zoning activities (e.g., attending meetings related to and providing staff support for development activities in the Town of Washington).
- Evaluate GIS opportunities to publish map services in the County as needs arise.
- Review merging the County and City's staff in area of real property listing for efficiency and overall effectiveness.
- Land Conservation will continue to implement the Eau Claire River Watershed Management Plan. This multi-agency and partners, multi-county collaborative effort takes a more comprehensive and proactive approach to improve water quality and enhance overall environmental health of this significant water resource for residents and visitors of Eau Claire County.
- With increasing public awareness of groundwater protection, additional resources will be needed by land conservation, including increased collaboration with public health. The priority recommendations are outlined in the state of the groundwater report.
- Expand recycling education to the school systems in Eau Claire County and increase recycling audits for multi-family units in the County.
- Improve communication with area legislators as changes in state law can create inconsistencies with local regulations.
- Develop additional public/private partnerships (medical, faith based, media, vendors) for emergency management efforts.
- Evaluate the Surveyor I position which is currently on the Bridge Plan to see if there is an opportunity to partner with the Highway Department to share the position to reduce burden on the levy.

Financial Stability

- Economic status of the Chippewa Valley progressing into year 2021 (health, social, etc. areas that impact economic activity related to development)
- Seek grant funding opportunities for sustainability projects.
- Evaluate department operating procedures to identify areas to improve efficiencies and to save costs.
- Utilized the Emergency Management Performance Grant-Supplemental that was part of the CARES package to pay for some staff time and equipment related to the COVID-19 response.
- Evaluate recycling program revenues and expenditures to determine if adjustments to recycling charges are warranted.
- Continue to leverage grant dollars to support P&D programs area and staff to allow relief on the levy.
- Continue to implement the Nine-Key Element Plan of the Eau Claire River Watershed to address water quality and quantitative issues of the Eau Claire River. Identify other funding sources to support this watershed initiative to proactively address causes of water quality degradation in Eau Claire County.
- Continue to promote increased participation in the Farmland Preservation Program and the Golden Triangle Ag Enterprise Area.
- Continue to evaluate the department's performance management metrics to ensure our outcomes align with our goals and replace outdated metrics where necessary.
- Identify specific opportunities, projects, partners, resources, and funding sources to achieve measurable reductions in GHG emissions and cost savings for county operations. Near-term opportunities may include the new Highway Department shop and additional energy efficiency improvements, such as provision of electric vehicle charging stations at the government center and planning for electrification of the county fleet, where practical and cost-effective.

Performance Management

Emergency Management

Emergency Management Planning provides planning, training, and exercise to clarify disaster response roles and issues relating to all community threats in preparation for development of response plans and agency protocols. With emergency service departments and community organizations, identify roles, resources, and management needs that exceed local capabilities during disaster response in order to locate disaster assistance through regional, state, and federal agencies.

OUTPUTS	2017	2018	2019	2020
Number of media events to provide information on disaster preparedness	10	12	27	15
Number of Emergency Operation Plans updated during the year (13 ANNEXES)	13	6	13	13
Number of Emergency Off Site Plans updated per year	10	7	10	10
Number of emergency response exercises that are supported during the year	5	5	4	3
Number of Hazard Mitigation Plan funding grant requests (updated every 5 years)	1	Plan I/P	Plan adopted in 2019	N/A
Number of HazMat Team spill responses	0	0	0	1
Plan for two tabletop, drill or exercises per year	3	2	4	2

OUTCOMES	Benchmark	2017	2018	2019	2020
Complete media campaigns annually as listed below - Tornado Awareness Campaign - EPCRA Outreach Campaign - Additional Outreach Campaigns - To provide a minimum of two speaking engagements annually to improve public awareness with an evaluation tool before and after to measure change in hazard mitigation awareness.					Metric previously reported as a percentage. Completed Grant Requirements
Update 50% of County Departments COOP and COG plans each year (100 % in each two year cycle)	13	N/A	New	*Changes at Dept head Level	No work done due to COVID-19. Plan for a revamp of COOP/COG in 2022/2023 due to lessons learned
Work with three new external partners					Chippewa Housing Authority, EC Housing Authority, Many community orgs due to COVID-19 response
Develop Public-Private Partnerships					Disaster Ready Chippewa Valley-No events in 2020
Increase in Social Media Followers					FB-Over 3,800 followers, Twitter-Over 1,200 followers, Rave-1,900 signed up, Instagram-300 followers
Assist with Local, State, Federal disasters					1 (COVID-19)
Work with 6 different internal departments					Had interaction with all depts due to COVID-19
Support continuation of the hazardous materials spill response team contract to remain prepared for chemical spill incidents					Metrics previously reported as percentages. Completed Grant Requirements
Complete grant application for consulting work on the county hazard mitigation plan					
Complete State and Federal grant programs to receive full eligible grant amount					

Geographic Information System (GIS)

The Geographic Information System (GIS) Division is responsible for the production and improvement of county base maps including: Tax Parcel, 911 Street Centerline & Addressing, Supervisory Districts, Zoning, and others. GIS technology helps Eau Claire County to streamline business practices while adhering to complex political and regulatory requirements. GIS mapping and analysis are critical components of Farmland Preservation, Comprehensive Planning, Ground Water Protection, Emergency Management, and Land Use and Zoning.

OUTPUTS	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Number of Parcel Splits, Combines, Plats and Annexations produced during year	171	186	196	196
Tax parcels were either newly created or had their boundary modified.				334*
Number of Addresses created or updated for 911	298	188	149	289
Eau Claire County Land Information Plan (2019-2021)	Plan is current through 2021.			
Submit current boundaries of Municipalities, Wards, and Supervisory Districts to LTSB	2	2	2	0
Searchable survey documents uploaded to the GIS website	460	285	x	0

OUTCOMES	<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Completed a Land Information Plan describing current status of county GIS and plans for 2016-2018. Received Strategic Initiative Grant and retained fees funding to further our GIS innovation and achieve goals of WLIP and public/county.					Metrics previously reported as percentages
The GIS Program's solutions will conform to Eau Claire County's Land					
GIS Web Page receives an average of 10,000 page views per month, providing users access to GIS information and application services online.					
Collaborated with the Land Records Division to make Survey Documents accessible to the public on the GIS website. In 2016 we uploaded, spatial referenced, and made searchable PLSS Timesheets, Map of Surveys, and Section Breakdown.					
The GIS Division used a WIDOA Strategic Initiatives Grant to convert our parcel data to ESRI's Parcel Fabric and the LGIM. The project improved workflow processes and will increase parcel geometric accuracy over time.					
New addresses assigned are accurate.					
100% of property address corrections are completed within 5 working days of					
Twice a year, on or before January 15th and July 15, we will submit current boundaries of Municipalities, Wards, and Supervisory Districts to LTSB.					

* With the conversion to the parcel fabric we can now track the number of parcels modified, a more accurate indicator of activity

Land Conservation and Watershed

The Eau Claire County Land and Water Resource Management (LWRM) Plan outlines programming for the Land Conservation Division (LCD) to protect and conserve the County's natural resources, reduce nutrient and sediment inputs into our waters, maintain productive agricultural lands, and preserve special habitats on the landscape. The LCD activities encompass several sub-programs including; Erosion Control & Storm Water planning/permitting, Lake Rehabilitation, Groundwater Protection, Cost-Share to landowners, State Ag & Urban Non-Point Pollution Standards administration, Animal Waste Ordinance administration, Nutrient Management Planning, Farmland Preservation compliance, Wildlife Damage Program, Conservation Tree Sales, Land Stewardship, and other outreach activities. Many of these programs are mandated under the authority of Wisconsin Statute 92 as directed by the Land Conservation Commission.

OUTPUTS	2017	2018	2019	2020 *
Number of landowner contacts	332	310	270	198
Number of acres planned for Nutrient Management	22,962	19,292	24,594	24,723
Number of acres stabilized using cost-shared funds	990.4	70.3	---	
Pounds of Phosphorus Reduction achieved	6,316	3,127	3,720	2,142
Tons of soil (sediment) Reduction achieved	3,820	366	---	452
Number of erosion control & stormwater permits issued	38	33	45	36
Number of animal waste storage facilities constructed	2	---	---	---
Number of un-used animal waste storage facilities properly closed	2	1	3	3
Number of acres controlled to allowable soil lost (T)	102,934	97,269	85,557	#
Number of acres enrolled in Farmland Preservation Program (FPP)	46,576	46,442	46,570	47,868
Number of acres enrolled in Agriculture Enterprise Area Program (AEA)	5,347	7,016	7,016	7,583
FPP tax credit dollars made available to landowners via LCD review	\$ 362,031	\$ 364,423	\$ 365,313	\$ 376,420
Number of trees sold	23,125	27,311	** 23,519	23,403
Number of wildlife damage complaints addressed	9	5	8	5

OUTCOMES	Benchmark	2017	2018	2019	2020 *
Percent of Eau Claire County Cropland in compliance with nutrient management performance standard.	additional 2 % annually	18.30%	13.67%	22.06%	22.17%
Percent of Eau Claire County Cropland in compliance with Tolerable Soil Loss (T).	additional 2 % annually ***	82.05%	77.53%	76.73%	#
At least 80% reduction in Total Suspended Solids (TSS) on construction sites as a result of Stormwater Permitting	at least 80% reduction	84.33%	88.10%	85.74%	83.26%
Targeted Watershed Inventories completed on at least 1,000 acres/year	1,000 acres	0	48,935	---	---
Additional Conservation grant funding opportunities sought	3			6	---
Provide public outreach or education presentations / workshops	5	30	31	26	21
Provide one-on-one conservation outreach or education contacts to Eau Claire County residents	200	282	450	274	245
Review/revise at least 50 conservation plans each year to evaluate whether or not farmers are in compliance with Title 17.04 Ag Performance Standards or have conservation needs	50	84	66	44	43

Due to COVID-19 the Transect Survey was not performed in 2020. The Transect Survey provided these numbers.

* 2020 numbers reflect activity through December 31, 2020

** 2019 Tree sale included Native Plant sales for the first time: 1,444 native plants sold in addition to the tree sales. Native plants continue to be sold in 2020

*** based on Transect Survey; 2017 survey was not completed but data was estimated from crop residue in 2018. 2019 field data was updated and corrected to better reflect actual cropland areas of the survey.

Real Property Listing

Coordinate and maintain up to date and accurate assessment information for 17 municipalities. Integrate and monitor all real estate and personal property data into the Land Records software systems for assessment and taxation purposes to ensure Eau Claire County maintains an open and accountable process with equity in taxation. Coordinate the assessment process - including those prescribed by the Department of Revenue - collaborating with state, county, municipal and private sectors.

OUTPUTS		<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	
Number of municipality property rolls finalized during the year		17	17	17	17	17	
Number of municipality parcel data provided to Land Use Controls Division		17	17	17	17	17	
Number of recorded documents viewed		New 2019 Metrics			4,370	No Longer Tracked	
Number of documents processed					1,844	1,140	
OUTCOMES		<u>Benchmark</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Affected parties are notified by First Class Mail when a mistake is found in their recorded document. Number reflects letters sent.		New 2019 Metrics			13	12	
All CSM's are processed to reflect new land configurations and acreages.					54	48	
Parcel Splits, Combines, Plats and Annexations (from MENS table)					New 2020 Metric	196	
Provide current parcel information to the public through the County website by supplying GIS staff with parcel split and ownership changes.					Previously Reported as Percentage		
Yearly Assessment data conforms to current standards set by the State and Statement of Assessment is provided to the State Department of Revenue with municipal assessors and clerk approval.					Previously Reported as Percentage		
Process all prior year recorded documents pertinent to land records by January 31 and provide assessors with working roll for upcoming year.					Previously Reported as Percentage		
Real Property Specialist and Administrative Specialist trained to aid public, assessors or officials on subjects of Real Property issues, assessment and tax role preparation.					Previously Reported as Percentage		

Survey/Land Records

A Dependent Resurvey of the United States Public Land Survey System (PLSS) that comprises Eau Claire County. The Public Land Survey System is the backbone that supports our real estate and property ownership framework. A major component includes the perpetual maintenance of 2,000 Eau Claire County corners, accessory survey monuments, together with all supporting documentation. An additional facet of the Land Records Division is to serve as the library of survey maps for the County. Filing and cataloging survey documents is an ongoing operation and preparing those survey documents for web research is a new, key component for this division.

OUTPUTS		<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Number of PLSS Corners replaced by maintenance		48	8	29	24
Number of PLSS Corners with Survey-grade Latitude/Longitude values determined		46	86	59	0
Percentage of total County monuments perpetuated		7	5	5	7
Number of documents uploaded for web research		290	106	285	258
OUTCOMES	<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
2,000 PLSS Corners will be perpetuated to standards of the United States Code, Title 43, Chapter 17; Wisconsin Statute 59.74 and the Wisconsin Administrative Code A-E 7. ~1,250 are complete	750	46	86	98	144
Each of the correctly perpetuated PLSS Corners will serve as the framework from which to construct the base parcel maps in the County's Geographic Information System (GIS) and for tracking of parcels for the Real Property Program.	750	16	55	127	130
Number of monuments visited, located, perpetuated and replaced (if needed) per year.	60	94	94	98	51
Upload all filed map documents to website; 5,550 total at start of project.	5,550 (3,300 complete) plus new receipts	3,300	229	153	114
2,000 documents/document folders will be available for web-researchers. - Number represents project area docs.	2,000	1,250	118	132	144
All road projects provide notification to our office prior to the destruction of any monuments occurring during road work.	100%	100%	100%	100%	100%

Code Administration - Land Use and Building

Land Use Code: The Land Use Controls division administers the county's land use codes. The land use code implements policies and objectives based in the county comprehensive plan. The land use code applies to all land and water located outside the limits of incorporated cities and villages in towns that have adopted county zoning, which include 9 towns; additionally floodplain, shoreland, subdivision, and non-metallic mining apply to all 13 towns.

Building Code: The Land Use Controls division also administers and enforces the one and two family dwelling and commercial building codes. The purpose of the program is to promote the development of quality housing, public buildings and places of employment and to protect the health, safety and welfare of the public and employees.

OUTPUTS		<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Land Use Code:	Land use permits issued:	382	347	348	344
	Conditional use permits processed:	20	19	19	23
	Variance and Appeals processed:	1	1	5	1
	Lots approved via Certified Survey Map or Plat	185	105	102	196
	Complaints received:	45	50	64	37
	Text amendments processed:	1	58	0	0
	Value of new construction in millions:	\$59	\$44	\$43	\$55
Building Code:	Residential UDC permits issued:	310	250	276	256
	Residential UDC permits issued for new dwellings:	109	109	85	82
	Commercial building permits issued:	36	51	45	52
	Number of complaints received:	8	8	7	5
	Value of new construction in millions (Residential/Commercial):	\$40	\$41	\$34	\$34

OUTCOMES		<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Land Use Code:	Land use permit applications will be reviewed for compliance with the County Code within 10 working days of filing the application with the department.					Metrics previously reported as percentages.
	Investigate all complaints filed with the department within 5 working days.					
	All written compliance notices will be issued within 5 working days where staff concludes the compliant to be in violation of the code.					
	Develop a new zoning ordinance that will continue to enforce the policies, goals and objectives of the County's comprehensive plan, along with meeting the township needs of while providing improved services to the community by creating an user friendly code with charts and easy to understand text.	Adopted Code	5%	10%	50%	90%
	<ol style="list-style-type: none"> 1. Organize and participate in the Town/County Annual Forum Meeting 2. Attend Town Association Meetings 3. Attend regular Town Board Meetings throughout the year. 					Annual

OUTCOMES		<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Building Code:	Uniform Dwelling Code and/or Commercial building permit applications will be reviewed within 10 working days of filing the application with the department.					Metrics previously reported as percentages.
	Inspect all Uniform Dwelling Code and Commercial Building Permits within 2 working days following the request for inspection.					

Planning - Current and Long Range

Protect, preserve and promote the health, safety and general welfare of county residents by providing high-quality, efficient, professional planning services. This is accomplished by proactively assisting residents, townships, and other community stakeholders in the development of long-range plans and through the implementation, amendment, interpretation, and administration of existing plans and ordinances. Examples of long-range planning activities include development of comprehensive plans, outdoor recreation plans, farmland preservation plans.

OUTPUTS		<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Current Planning:	Number of land use codes assigned to all new and existing parcels	468	425	325	550
	Number of staff reports prepared	12	16	24	27
	Number of new and corrected land use codes input into Ascent - Land Records	422	405	320	550
Long Range Planning	Eau Claire County Comprehensive Plan (updated every 10 years; includes amendments and updates)	0	0	1	Adopted March 2, 2021.
	Eau Claire County Farmland Preservation Plan (updated every 10 years)	0	0	0	2015
	Eau Claire County Outdoor Recreation Plan (updated every 5 years)	0	0	0	2021
	Other plans and reports on various issues as directed (ex: Bicycle-pedestrian plan)	1	1	Bike Ped Plan: 2019	Carbon emissions baseline study completed

OUTCOMES	<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Ensure that 100% of long range plans are consistent with statutory requirements and completed in the appropriate timeframes.					Metrics previously reported as percentages
Complete 100% of other plans and reports on long-range issues within a timeframe that does not exceed 1½ times the projected timeframe.					
Complete 100% of annual reports documenting consistency of development with the county's Comprehensive Plan and Farmland Preservation Plan, and the status of conditions that are intended to be protected, maintained or improved.					
Complete all assigned comprehensive code amendment tasks within projected timeframes, including support to steering committee, research, ordinance drafting, and public outreach/hearing processes					
Explore and integrate at least two alternative housing choices for individuals of all incomes and abilities in the comprehensive code amendment					
All calls and emails answered within a timeframe of no more than 1 day (24 hours)					
Attend at least 1 Towns Association Meeting					
Participate in and provide technical assistance to at least one local jurisdiction each year on a project or plan amendment of mutual interest or jurisdiction (i.e. regional bike/pedestrian plan; comprehensive plan update, subarea plan, etc)					

* The Senior Planner has assisted the following Towns with updates to their Comp Plans: Lincoln, Otter Creek, Seymour, Washington, and Union. Staff anticipates assisting the Towns of Brunswick, Drammen, and Pleasant Valley with their plan updates over the next three years.

Planning - Recycling

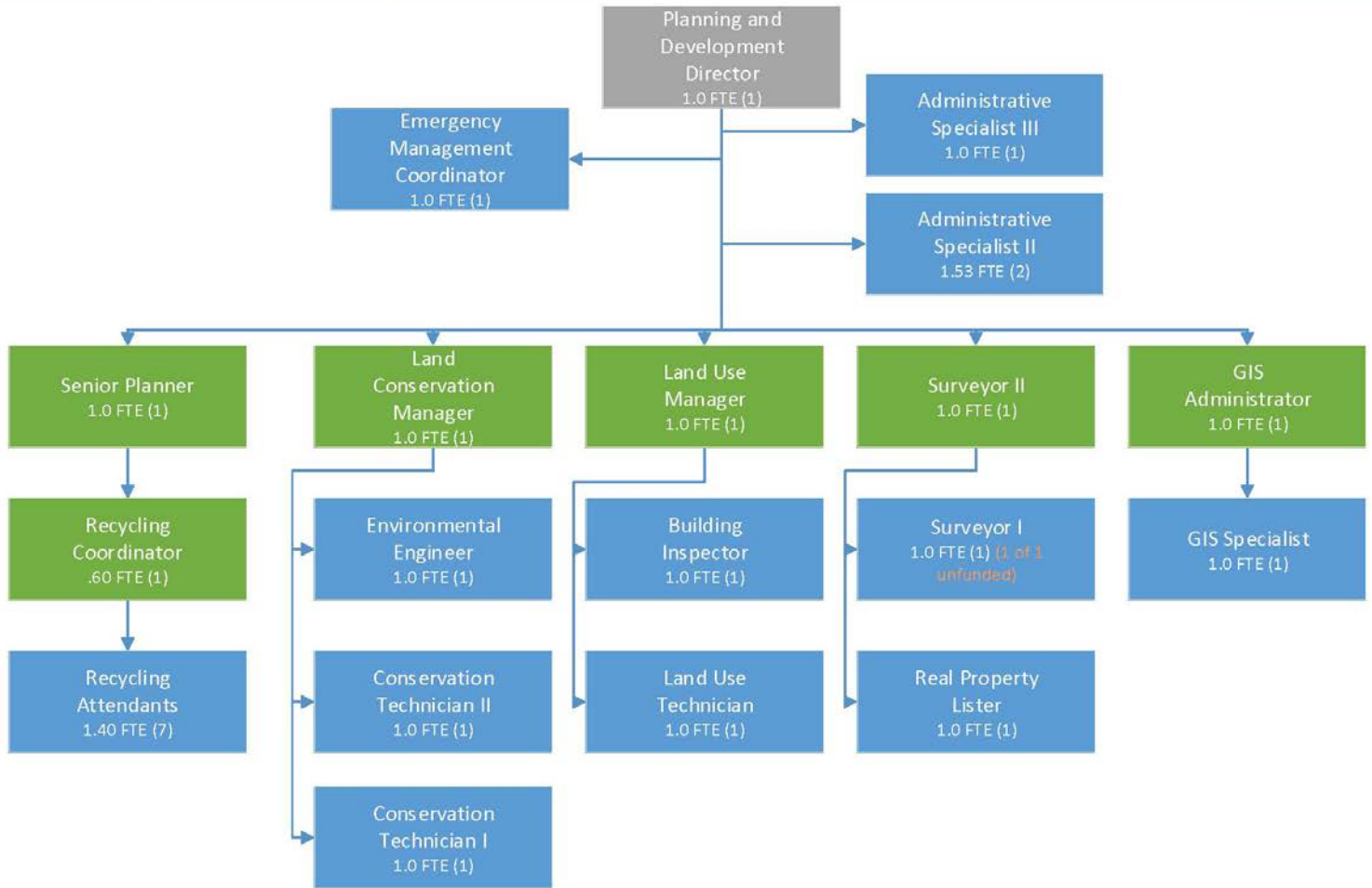
PROGRAM OBJECTIVES: Work in collaboration with solid waste haulers and private and public community organizations to provide residents with high-quality, efficient solid waste disposal and recycling services as well as provide education and information on ways to reduce, reuse and recycle waste and hazardous materials with the objective of diverting reusable and recyclable materials from the waste stream and protecting the environment

OUTPUTS	2017	2018	2019	2020
Number of households participating in curbside recycling	28,719	29,285	30,013	30,401
Tons of recyclables collected and recycled	7,386	7,124	6,619	6,427
Number of Clean Sweep events held per year	3	3	3	2
Number of households participating in Clean Sweep	916	1,020	1,188	758
Pounds of household hazardous waste collected and disposed of in Clean Sweep	75,951	79,018	80,835	68,340
Cost per pound of hazardous waste recycling	\$0.45/lb	\$0.41/lb	\$0.74/lb	\$0.57/lb
Pounds of waste medication collected and disposed of (lbs.)	3,200	1,750	1,850	1,400

OUTCOMES	<u>Benchmark</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
All residents receive current up-to-date educational information about recycling					Metric previously reported as a percentage.
Collaborate with First Choice Computer Recycling on at least two (2) E-Waste recycling events per year				2	2
Use multi-media technology and other sources to more effectively communicate with county residents	# of posts on Facebook	123	169	224	65
Build and maintain undesignated fund balance to 30% of program budget	30% of annual budget	>30%	>30%	>30%	>30%
95% of households in Eau Claire County participate in recycling	95%	71%	74%	74%	75%
Increase participation in recycling by at least 100 single or multi-family households per year	# of households			728	379
All county residents have access to recycling services through curbside collection or rural drop-off sites					Metric previously reported as a percentage.
Conduct at least two (2) Clean Sweep events annually	# of events	3	3	3	2

STAFFING/ORGANIZATION CHART

Planning and Development



Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
FTE	20.76	20.56	20.56	20.56	23.10	23.10	20.53	20.53	20.53	19.53	19.53

Budget 2021

**Planning and Development
January 2021**

The following bills were sent to the Finance Department for payment:

Planning

Vendor	Amount	Description	Line Item#
MSA -2020	608.94	CONTRACT SERVICES	56920-200-000
Wis.County Surveyors Assoc	180.00	Membership Dues	51740-324-200
John Robertson	150.00	Refund	44400-000-000
MSA - 2020	310.36	CONTRACT SERVICES	56920-200-000
Wis County Surveyors Assoc	100.00	Membership Dues	51740-324-200
First Net	338.28	Cell Phone	56920-226-000

Resurvey

Vendor	Amount	Description	Line Item#
WRPLA	80.00	MEMBERSHIP DUES	51740-324-200
WI SOCIETY OF LAND SURVEYORS	180.00	MEMBERSHIP DUES	51740-324-200
First Net	50.48	Cell Phone	51740-226-200

Emergency Management

Vendor	Amount	Description	Line Item#
Rave Wireless	12,110.00	Rave Wireless	52924-390-723
First Net	82.68	Cell Phone	52924-226-000

Recycling

Vendor	Amount	Description	Line Item#
Advanced Disposal	\$4,557.90	Drop Box Service for Jan	211-15-53635-208-000
Advanced Disposal	\$38,808.72	Curbside Services Jan	211-15-53635-201-000
Boxx Sanitation	\$44,160.66	Curbside Services Jan	211-15-53635-201-000
Earthbound Environmental	\$1,857.12	Curbside Services Jan	211-15-53635-201-000
Express Disposal	\$566.04	Curbside Services Jan	211-15-53635-201-000
Waste Management	\$12,284.34	Curbside Service-Jan	211-15-53635-201-000
Town of Wilson	\$102.60	Drop Box Service for Jan	211-15-53635-208-000
Village of Fairchild	\$136.41	Drop Box Service for Jan	211-15-53635-208-000

Land Conservation

Vendor	Amount	Description	Line Item#
NACD	\$ 125.00	2021 NACD Dues	56922-324-000
Rogge, Tim	\$ 400.00	Well Abandonment-CCS	56924-390-703
Wi Land + Water	\$ 1,776.00	2021 WI Land and Water Dues	56922-324-000
Anderson, Dean	\$ 1,344.00	SEG-20-08/SEG-20-09	56924-200-707
Geske, Scott	\$ 11,454.00	SEG-20-04/SEG-20-05	56924-200-707
Krenz, Matthew	\$ 4,552.00	SEG-20-12	56924-200-707
Rindal, Steve	\$ 3,720.00	SEG-20-13	56924-200-707
Stensen Excavating	\$ 374.60	BD-06-20 MCAvoy WW-CCS	56924-390-703
Stensen Excavating	\$ 5,244.40	BD-06-20 MCAvoy WW-Bond	56924-200-706
Voyager	\$ 97.01	Dec 2020 Fuel	56920-330-000
Wehling, Eric	\$ 1,776.00	SEG-20-03	56924-200-707
Gunderson, Allyn	\$ 1,520.00	SEG-20-10 SEG 20-11	56924-200-707
Schaffer, Patrick	\$ 334.70	CCS-BD-19-06	56924-390-703
Schaffer, Patrick	\$ 4,685.80	BOND-BD-19-06	56924-200-706
Schumacher, james	\$ 3,528.00	SEG-20-12	56924-200-707

Division	Totals
Planning	1,687.58
Resurvey	310.48
Emergency Management	12,192.68
Recycling	102,473.79
Land Conservation	40,931.51
Total	116,664.53

**Planning and Development
February 2021**

The following bills were sent to the Finance Department for payment:

Planning

Vendor	Amount	Description	Line Item#
ECC Highway	369.64	Fuel	56920-330-000
APG	231.61	Legal Notice	56920-321-000
ECC Highway	144.62	Auto Value EC	56920-241-000

Resurvey

Vendor	Amount	Description	Line Item#
UWSP_Pcard	200.00	Continuing ED	56920-340-000

Emergency Management

Vendor	Amount	Description	Line Item#
ECC Highway	472.32	EM Trailer	56920-241-000

Recycling

Vendor	Amount	Description	Line Item#
Advanced Disposal	\$4,557.90	Drop Box Service for Jan	211-15-53635-208-000
Advanced Disposal	\$38,808.72	Curbside Services Jan	211-15-53635-201-000
Boxx Sanitation	\$44,160.66	Curbside Services Jan	211-15-53635-201-000
Earthbound Environmental	\$1,857.12	Curbside Services Jan	211-15-53635-201-000
Express Disposal	\$566.04	Curbside Services Jan	211-15-53635-201-000
Waste Management	\$12,284.34	Curbside Service-Jan	211-15-53635-201-000
Town of Wilson	\$102.60	Drop Box Service for Jan	211-15-53635-208-000
Village of Fairchild	\$136.41	Drop Box Service for Jan	211-15-53635-208-000

Land Conservation

Vendor	Amount	Description	Line Item#
2020** Gabler Farms	\$ 996.10	2020 Demo Farm Crop Reimbursement	207-15-56929-200-719
2020**Mikes Star Market	\$ 3,010.00	2020Deer DonationReimbursement	100-15-56922-390-702
Berge, Chad	\$ 21.28	CB Jan Expenses	100-15-56922-340-000
Bush Brothers	\$ 2,800.00	2021 Demo Farm Rent Payment	207-15-56929-389-719
Gunderson, Allyn	\$ 236.00	2021 NMFE Reimbursement	207-15-56924-200-708
Rain to Rivers	\$ 2,000.00	2021 Intergovernmental Agreement	100-15-56922-821-000
WDATCP	\$ 50.00	2021 Nursery Dealer License	100-15-56922-324-000
WI Land + Water	\$ 775.00	2021 WLW Conference GL, GA, CB, AP, LF	100-15-56920-324-000
WI Assoc of the Lakes	\$ 40.00	Conference LF	100-15-56920-324-000
WI Land + Water	\$ 120.00	SW Workshop	100-15-56920-324-000
Amazon	\$ 29.02	Folders	100-15-56920-310-000
Amazon	\$ 321.04	Video Equipment	100-15-56920-360-000
Well N Tell	\$ 1,008.00	2021 Data Service	100-15-56922-905-000
Country Today	\$ 52.00	1 year subscription	100-15-56922-320-000

Division	Totals
Planning	745.87
Resurvey	200.00
Emergency Management	472.32
Recycling	102,473.79
Total	103,891.98

MINUTES

Eau Claire County

• PLANNING & DEVELOPMENT COMMITTEE •

Date: Tuesday, February 23, 2021

Time: 7:00 p.m.

*Event link below can be used to connect to meeting and interact (by the chair) from computer or through the WebEx Meeting smartphone app.

Join WebEx Meeting: <https://eauclairecounty.webex.com> Meeting ID: **145 633 2957** Password: **4wyBHYJVS42**

*Meeting audio can be listened to using this Audio conference dial in information.

Audio conference: 1-415-655-0001 Access Code: **1456332957##**

For those wishing to make public comment, you must e-mail Rod Eslinger at Rod.Eslinger@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public comment period to make your comments.

**Please mute personal devices upon entry*

Members Present: Gary Gibson, Robin Leary, Nancy Coffey, James A. Dunning, Dane Zook

Members Absent:

Ex officio Present:

Staff Present: Rodney J. Eslinger, Matt Michels, Jared Grande

1. Call to Order and confirmation of meeting notice.
2. Roll Call

Chairperson Gibson – present, Supervisor Leary – present, Supervisor Coffey – present, Supervisor Dunning – present, Supervisor Zook – present.

3. Public Comment (**15 minute maximum**)

None

4. Public Hearings

- a. **Proposed Ordinance: File No. 20-21/113** “Amending the 1982 Zoning District Boundary Map for Town of Pleasant Valley (Daniel P & Patricia L Green) / Discussion – Action

Matt Michels, Senior Planner for Eau Claire County presented the staff report. He stated the applicant is requesting to rezone 5.73 acres +/- of land from A-P (Agricultural Preservation) District to A-2 (Agriculture-Residential) District to provide a home site for his daughter. Matt reviewed an aerial map, site plan, environmental sensitive areas, soils, current zoning and planning designations, floodplain map, and adjacent land uses with the committee. Mr. Michels noted that the similar development patterns exist on adjacent lots in the neighborhood. The Town of Pleasant Valley recommended approval of the petition. Matt reviewed staff findings with the committee and gave his recommendation to approve the rezoning.

Dan Green, applicant, spoke in favor of the request and clarified where the potential building site would be located on the 5 acres.

No one else spoke in favor or against the petition.

Action: Motion by James A. Dunning to approve the Proposed Ordinance: File No. 20-21/113. Motion carried on a roll call vote: 5-0-0.

- b. A conditional use permit request for a duplex in the RH-Rural Homes district (Town of Pleasant Valley) CUP-0003-21 / Discussion – Action

The applicant withdrew their application prior to the meeting.

Action: Motion by James A. Dunning to table the conditional use permit request for a duplex in the RH-Rural Homes district. Motion carried on a roll call vote: 5-0-0.

- c. A conditional use permit request for a 122-lot planned unit development in the RH and A1 Districts (Town of Washington) CUP-0002-21 / ***Postponed from 01/26/2021 & Withdrawn by Applicant***

Action: Motion by Robin Leary to table the conditional use permit request for a 122-lot planned unit development in the RH-Rural Homes district. Motion carried on a roll call vote: 5-0-0.

5. Preliminary for Orchard Hills Plat / ***Postponed from 01/26/2021 & Withdrawn by Applicant***

The applicants withdrew their application prior to the meeting.

Action: Motion by Nancy Coffey to table the preliminary Plat of Orchard Hills. Motion carried on a roll call vote: 5-0-0.

6. Request to Amend “No Build Line”/“No Disturbance Area” on Lot 18 of recorded plat “Cedar Springs”. (Tunender/Gartmann) Town of Pleasant Valley / Discussion – Action

Jared Grande, Land Use Manager for Eau Claire County presented the staff report for the request to amend the building pad location for lot 18 of the Plat of Cedar Springs. He provided background information relating to floodplain elevation for the lot and the no construction line. Mr. Grande concluded with a recommendation to approve the request based on the findings listed in the staff report. No one else spoke in favor or in opposition.

Action: Motion by Robin Leary to approve the request to Amend “No Build Line”/“No Disturbance Area” on Lot 18 of recorded plat “Cedar Springs”. Motion carried on a roll call vote: 5-0-0.

7. WCA Initial Summary of 2021-2023 Proposed State Biennial Budget – Discussion

Rodney Eslinger, Director of Planning and Development provided an overview of the Wisconsin Counties Association’s summary of the 2021-2023 proposed state budget. He highlighted areas of the budget which could provide additional funding sources to the department’s programs.

8. Review/Approval of February 9, 2021 Meeting Minutes / Discussion – Action

The committee reviewed the February 9th meeting minutes

Action: Motion by Dane Zook to approve the February 9, 2021 Meeting Minutes as presented. Motion carried on a roll call vote: 5-0-0.

9. Proposed Future Agenda Items / Discussion

- a. Next scheduled meeting – March 23, 2021

10. Adjourn

Action: Meeting adjourned by unanimous consent at 7:58 p.m.

Respectfully Submitted,

Rodney Eslinger
Clerk, Committee on Planning & Development