

Planning and Zoning Department And Land Information Office

2022-2023 Annual Report

PLANNING AND ZONING DEPARTMENT STAFF

Matt Zangl – Director of Planning and Zoning/Land Information

Deb Magritz - Administrative Specialist I

Sarah Higgins – Zoning/On-site Waste Systems Technician

Laurie Miller – Zoning Program Assistant

Brett Scherer – Zoning/On-site Waste Systems Technician

Vacant – Solid Waste Clean Sweep Specialist

Caleb Dammen – Zoning Intern

Land Information Office Staff

Tracy Saxby – Real Property Lister

Jim Morrow – County Surveyor

Nicholl Ostopowicz – GIS Specialist

Vacant – Administrative Specialist 0.4 FTE

Gerry Kokkonen – GIS Specialist II

The Planning and Zoning Department is responsible for the implementation and enforcement of the Jefferson County Comprehensive Plan, the Jefferson County Agricultural Preservation and Land Use Plan, and the ordinances adopted related to these plans. Ordinances administered by the Zoning Department include the Jefferson County Zoning Ordinance, which also includes the Shoreland –Wetland regulations, the Private Sewage System Ordinance, which includes the Wisconsin Fund Program and POWTS Maintenance Program, the Land Division and Subdivision Ordinance, and the Floodplain Ordinance.

The Department’s work is conducted under the guidance of the Jefferson County Planning and Zoning Committee and Solid Waste Committee. We also work with the Zoning Board of Adjustment, which is a Board made up of three county residents who are appointed. The Board grants or denies petitions for variances from the terms of the Zoning Ordinance.

Planning and Zoning Department Revenues

2016	\$235,106
2017	\$240,847
2018	\$219,297
2019	\$235,168
2020	\$217,414
2021	\$225,784
2022	\$210,184
2023 YTD	\$169,072

Department revenues have stayed relatively consistent over the past few years. 2022 revenues were slightly below 2021 revenues. 2023 revenues are on track to be comparable to 2021.

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Private On-site Waste Systems (Septic Systems)

TYPE OF SYSTEM	Number of Sanitary Permits Issued						
	2017	2018	2019	2020	2021	2022	2023*
Conventional Systems	74	81	88	83	106	82	54
Mound Systems	46	52	50	63	54	56	38
Holding Tanks	14	7	9	17	10	13	6
Permits issued	134	140	147	163	170	151	98

* YTD as of Oct 18, 2023

The Planning and Zoning Department implements Wi. Stat. Ch. NR 145 and related DSPS Codes for new and replacement private on-site waste systems or septic systems. The Department issues permits for new systems, replacement systems and work to repair existing system. The Department also inspects, reviews and verifies soil tests to ensure the proper septic is being installed and for characteristics such as adequate separation to ground water.

Zoning Permits Report

Shown below is a table illustrating the number of zoning and land use permits that the department has issued for the past several years. Overall, the total number of permits continue to remain consistent with a few exceptions. 2020 saw a peak in the total number of permits issued. The total number of new homes permitted decreased after 2019 and continue to remain around 75 each year. It is anticipated that the number of new homes will slowly begin to increase as new subdivisions are created in the coming years. The Department continues to see small projects (additions, decks, shed/garages) throughout the County.

Number of Zoning Permits Issued and Estimated Value of Construction

Land Use Code	Type of Construction	2019		2020		2021		2022		2023 YTD*	
		Permits	Value/Cost	Permits	Value/Cost	Permits	Value/Cost	Permits	Value/Cost	Permits	Value/Cost
101	New Single Family	100	34,471,237	77	25,700,701	79	32,997,484	71	33,342,111	45	22,181,853
107	MH in MH Park	12	533,400	1	55,000	2	71,000	7	613,043	4	36,700
320	Industrial	3	3,210,400	9	936,955	3	7,337,400	1	90,000	2	420,000
325	Public Works/Utilities	16	948,400	14	100,500	11	13,500	17	10,628,312	23	122,500
328	Other Non-Residential Buildings	95	4,931,037	140	5,624,827	122	9,376,793	103	8,544,558	98	5,776,678
329	Structures other than Buildings	26	649,450	40	696,421	43	1,562,438	36	1,044,196	55	3,303,720
330	MH in MH Park- Accessory Structure	0	0	2	4,300	1	2,000	1	5,600	1	250
350	Moved/Relocated Detached Building	1	10,000	3	3,300	2	0	1	0	0	0
434	Residential- Additions, Alterations, Conversions	108	2,921,092	155	5,406,859	141	5,337,329	123	5,475,626	112	4,089,471
436	MH in MH Park- Additions, Alterations, Conversion	1	12,100	4	33,732	2	100	2	42,892	0	0
437	Non-Residential-Add, Alterations, Conversion	44	1,115,304	39	1,272,800	44	2,071,604	43	1,601,219	42	2,045,031
438	Additions of Garages & Carports	82	2,596,407	62	1,711,775	75	2,499,850	64	3,008,448	67	2,685,884
439	Tower/Antenna Additions	12	330,000	13	499,000	14	242,500	17	800,000	17	339,450
645	Demolition (Razing of Residential Bldgs)	5	-	3	0	3	0	19	0	5	7,500
649	Demolition (Razing) of Non-Residential Bldgs	0	0	1	0	0	0	1	0	2	0
700	Sign Permit	3	0	4	0	8	0	4	0	7	0
800	Shoreland/Wetland Permit	29	216,401	39	39,540	37	201,165	42	80,500	24	83,616
900	Floodplain Permit	57	133,817	45	116,017	68	223,203	35	308,560	43	104,773
*as of Oct 1, 2023 Total		594	\$52,079,045	651	\$42,201,727	655	\$61,936,366	587	\$65,585,065	547	\$41,197,426

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Septic System and Soil Test Inspections



New in 2023, Zoning staff have worked with the GIS staff to implement GPS collection of septic system inspections and soil test locations. GIS and GPS integration into the septic inspection process has created time efficiencies and improved location accuracy.

Solid Waste and Clean Sweep Program

Housed under the Planning and Zoning Department is the County’s Solid Waste/Clean Sweep Program. The program continues to provide the County’s residents with recycling information, education, and Clean Sweep Events for the proper and legal disposal of hazardous waste. The program includes providing collection sites for medication, prescription drugs, and electronic waste. These recycling efforts are for residents, farms, and businesses in Jefferson County. The program is supported by non-levy tax dollars. Most of the program’s support comes from host fees generated by the agreement between Deer Track Park Landfill, the Town of Farmington, and Jefferson County. Below is a table outlining the revenue received from the host agreement and the yearly expense of Clean Sweep Events. Grants are received the State, which in 2022 totaled \$21,630. The program also receives donations from multiple Towns, Cities, Villages, and local businesses totaling \$5,750 in 2022. In 2022, 489 residents took part in three Clean Sweep Events, spanning five days. Also in 2022, an estimated 150 residents participated in two Electronic and Appliance Disposal Events. Expenses and revenue fluctuate yearly and are dependent on the total number of participants and the types of waste brought to events. In 2023, we were awarded a new grant to hold a new appliance and electronic waste recycling event in Lake Mills. Unfortunately, this was a one time grant, however, the event showed the need for expanding the program into different communities and we hope to have addition events in 2024.

Solid Waste Events Summary

Year	Host Agreement Revenue	Grants Received	Clean Sweep Event Expenses
2018	\$71,405	\$17,000	\$77,497
2019	\$77,133	\$17,560	\$74,413
2020	\$79,896	\$17,580	\$39,077
2021	\$105,591	\$21,630	\$100,804
2022	\$108,215	\$20,853	\$71,331
2023 YTD* Estimate	\$100,00	\$21,840	\$62,381

*as of October 1, 2023

Land Information Office

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The Land Information Office (LIO) maintains and updates Jefferson County's land records, which includes parcel numbers, addresses, parcel ownership, assessments and property tax bills. The Office coordinates with local municipal assessors to compile assessment values for each property, as well as creates the property tax bills for every parcel within the County. The Office develops and maintains the County's Geographic Information Systems (GIS) database. The LIO is established through Wi. Stat. Ch. 59.72 and implements the Land Information Program.

Land Information Office Revenues	
2017	\$41,250
2018	\$42,528
2019	\$27,019
2020	\$32,663
2021	\$14,032
2022	\$11,914
2023 YTD	\$9,857

The Land Information Office receives revenues from services offered to the public and other governmental entities. Revenues are generated from the assignment of addresses, creating and printing maps and remote access fees. The decrease in revenue for 2020 can be attributed to a decrease in billed surveyor hours, as the surveyor was included in non-billable services for the County. The surveyor is also transitioning from County Hwy Department work, to regularly maintaining the County's coordinate system, which is utilized by all surveyors to perform accurate work.

The County Surveyor was busy with a multitude of projects in 2022 and 2023. In addition to field surveying completed for the County, the surveyor annually reviews approximately 90 final certified survey maps and 100 preliminary certified survey maps for the Planning and Zoning Department.

2022 and 2023 County Surveyor Projects

Boundary Surveys for:
Flood Mitigation Properties
Old Highway Shop parcel

The Land Information Office is also responsible for reviewing and filing all surveys or plats completed within Jefferson County.

70 remonumentations throughout County

Real Estate Activity for Land Information Office

Year	Documents Reviewed By Real Property Lister	Rural Address Assignments	Parcel Combinations	New Parcels
2020	3,631	119	9	157
2021	4,097	117	9	177
2022	2,885	88	5	93
2023 YTD	2,448	67	4	109

Number of Recorded or Submitted Surveys in Jefferson County

Year	Certified Survey Maps	Plats of Surveys	Subdivision Plats	Transportation Plats	Condominium Plats
2020	96	314	1	4	7
2021	113	251	3	3	5
2022	79	278	1	2	2
2023 YTD	72	249	1	2	1

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GIS and Land Records

The Land Information Office maintains the County's online GIS and Land Records system. Both systems are heavily used and relied upon by stakeholders (attorneys, realtors, title company, property owners, general public). The Department continues to review and implement new techniques to create reliable sites.

Land Records:

<https://apps.jeffersoncountywi.gov/jc/JCLRS>

Online GIS:

<https://ieffarcgis.jeffersoncountywi.gov/apps/PublicGISmr/>

Land Information Program

The Land Information Office implements the Land Information Program and the Land Information Plan. Per State Law, when a document is recorded with in the Register of Deeds, a portion of the recording fee is placed into the Land Records Modernization Fund at the State level and County level. Individual Counties are then able to apply for grants through the Land Records Modernization grant. In order to be eligible to the grant opportunity, the County must meet certain criteria, which includes adopting a Land Information Plan. The Land Information Program is overseen by the Land Information Council which is comprised of representatives from different County Departments, a County Board member and a member of the local real estate community.

In 2022 and 2023, the funds from the Land Information Program were able to help fund multiple projects:

2023 Pictometry and Aerial Imagery:

In 2023, the Land Information Office contracted to have a 2023 Pictometry and aerial imagery flight completed in the spring of 2023. Aerial imagery, especially when it is flown on frequent yearly intervals, has been shown to be an important project to multiple departments and stakeholders. This year, the aerial imagery was flown with a Pictometry flight, which produces a three dimensional image of the landscape.

Upgrades to Online GIS:

In 2022, the Land Information Office utilized a contractor to review and recommend changes to our GIS server design to mitigate down times and increase overall performance. Based on the recommendation and best practices, the GIS server was upgraded from a two server design to a five server design during the summer of 2022. In 2023, the office continued to implement best practices for data management to improve the GIS system which includes the parcel fabric model and organization of large data files.

NextGen 911:

In 2023, the Land Information Office was awarded a grant to hire an intern to assist with the implementation and conversion of data to the State NG 911 Data Standard. The intern has been extremely beneficial and we hope to have the data conversion completed in 2024.

Municipal Tax Receipting and Pet Licensing:

In 2021, the Land Information Office received notice that the current software vendor that is utilized by local municipalities for tax receipting and pet licensing will be discontinued in 2023. The Land Information Office and MIS Department explored various options and determined that the MIS Department would design and create a new software to be utilized by local municipalities and feed into the County's system. During 2022, the MIS department and Land Information Office worked to design a new software system. During the fall of 2023, local municipalities will begin to utilize the software to collect and receipt tax payments, as well as, license pets.