

Door County Planning Department 2013 Annual Report

A. Mission Statement

The Door County Planning Department does not have a formal mission statement. We do, however, have various policies and procedures in place as well as an overall departmental work ethic which guides our activities: We strive to effectively and efficiently administer the programs under our jurisdiction; to be efficient, accurate, courteous, helpful, knowledgeable, and timely in our work with our clients; and to ensure our activities are coordinated with the work of the many other local and state agencies and organizations with which we interact.

B. Summary of Responsibilities

The primary responsibilities of Planning Department staff members are to administer the county-level planning program, as mandated by state statute; to administer and enforce the county-level zoning, land division, and floodplain zoning ordinances, as mandated by state statute; to administer and enforce the telecommunication tower, wind energy facility, and airport height limitation ordinances, as mandated by the county board; and to administer and enforce the county addressing ordinance and program, as mandated by the county board. Staff members during 2013 were:

Mariah K. Goode	Planning Department Director
David W. Sautebin	Senior Zoning Administrator (retired March 1 st)
Richard D. Brauer	Zoning Administrator II
Kay E. Miller	Zoning Administrator II
Susan Vanden Langenberg	Zoning Administrator II
Rebecca Kerwin	Planner II
Audrey A. Forslund	GIS Mapping Specialist
Linda Riemer	Administrative Assistant III
Ruth A. Neinas	Clerk Typist I (.5 FTE)

The department's oversight committee is the Resource Planning Committee, comprised of five county board members. Per state statute, the county board-appointed Board of Adjustment (all laypersons) also participates in administration of the zoning ordinance. Both bodies typically hold public hearings and regular business meetings once or twice monthly.

C. Program Summary

Door County Zoning Ordinance Administration

Administered and enforced by Door County Planning Department staff, the Door County Board of Supervisors' Resource Planning Committee, and the Board of Adjustment, the Door County Zoning Ordinance is in effect in all areas of nine towns – Baileys Harbor, Clay Banks, Forestville, Gibraltar, Jacksonport, Liberty Grove, Sevastopol, Sturgeon Bay, and Washington – per their voluntary enrollment in comprehensive county zoning, and, per state statute, in the shoreland areas of the Towns of Brussels, Egg Harbor, Gardner, Nasewaupee, and Union. Zoning applications processed in the shoreland areas of the county's fourteen towns, as mandated by the state, constitute about 55% of the department's processed zoning applications.

Door County Land Division Ordinance Administration

Administered and enforced by Planning Department staff and the Resource Planning Committee, the Door County Land Division Ordinance is in effect in all fourteen towns, regardless of whether or not the town is under county zoning.

Other Ordinance Administration

Planning Department zoning administration staff members and, in certain cases, the Resource Planning Committee, also administer and enforce several other county ordinances: 1) the Door County Floodplain Zoning Ordinance, in effect per state statute in all 14 towns; 2) the Door County Telecommunications Tower Ordinance, also in effect in all 14 towns; 3) the Door County Wind Energy Facility Ordinance, in effect in all 14 towns; and 4) the Door County Height Limitation Zoning Ordinance, in effect in areas surrounding the Cherryland Airport.

Planning Programs

Door County Planning Department planning program staff members are responsible for developing and implementing comprehensive, farmland preservation, and other land use-related plans, as well as developing and updating the department's multiple ordinances. Planning staff also organize and participate in a variety of educational and information-sharing programs, primarily with local municipalities, government agencies, and non-profits.

Addressing and Mapping Programs

These functions are carried out by the GIS Mapping Specialist, whose primary responsibilities are to maintain land information data and to create a variety of maps for zoning and planning purposes for county staff, local municipalities and agencies, residents, and property owners. The addressing program, in effect in the unincorporated areas (towns) and the four villages, ensures consistent address number assignment, avoidance of duplicative road names, and transfer of information to E-911 dispatch entities. The Sanitarian Department is responsible for installation of addressing signs.

D. Goals / Objectives Achieved in 2013

Planning Department goals and objectives for 2013, as stated in the 2012 Annual Report, were to:

1. Continue to administer ordinances/programs under our jurisdiction as effectively and efficiently as we are able.
2. Continue working on the new county farmland preservation plan, as a component of an updated comprehensive plan, with the ultimate goal of completion of the plan during 2014.
3. Continue drafting ordinance amendments necessary to work toward consistency between ordinances and the comprehensive plan, and/or to comply with changing state requirements.

These goals are discussed below, in conjunction with the appropriate program area.

Zoning Ordinance Administration

The Planning Department's zoning administrators – Senior Zoning Administrator Sautebin (until he retired March 1, 2013) and Zoning Administrators II Brauer, Miller, and Vanden Langenberg – and administrative staff members – Administrative Assistant III Riemer and .5FTE Clerk Typist I Neinas – process all regular zoning permit applications, as well as conditional use permit applications, which eventually go to the Resource Planning Committee for public hearing and approval or disapproval.

The zoning administrators and administrative staff members also process the paperwork for petitions for variance from the Door County Zoning Ordinance, appeals of either Resource Planning Committee or zoning administrator decisions, and petitions for text or map amendments to the

zoning ordinance. The public hearings at which decisions are made regarding variances and appeals are held by the Door County Board of Adjustment. Public hearings regarding text or map amendments are conducted by the Resource Planning Committee, with the County Board making the final determinations regarding such petitions. Zoning ordinance-related matters constitute the majority of the work of the zoning administrators and administrative staff, and about one-third of GIS Mapping Specialist Forslund's time.

Goals set in 2012 related to zoning program administration were largely met for 2013: zoning staff continued to effectively and efficiently administer zoning ordinances and programs (goal 1); drafting of ordinance amendments in conjunction with planning staff in order to ensure consistency with the comprehensive plan and state mandates continued, as for the past few years (goal 3); and zoning and planning staff continued working on county farmland preservation planning activities (goal 2).

The chart below shows permit application levels for 2009-2013. (For town-level information, please call (920) 746-2323.) Numbers should be considered approximate, due to continual refinement and upgrades to the permit tracking system. Note that the chart does not reflect most activities related to these regulatory programs, such as: 1) pursuit of violations, including site visits, correspondence, phone calls, court appearances, citation issuance; 2) completion of formal research requests for the development community; 3) informal information exchanges (e-mails, phone calls, drop-in client visits, and letters other than "formal" research requests); 4) project-related meetings with applicants, builders, surveyors, architects, attorneys, etc.); 5) educational meetings with municipal officials, interest groups, residents, etc.; 6) meetings with other local, county, regional, or state governmental bodies or agencies; 7) RPC- and BOA-related work each month, including preparation of notices, agendas, mailings, and packets, meeting facilitation, preparation of minutes, and other follow-up work requested/required; and 8) preparation of materials for monthly county board meetings. Note, too, that zoning administrators conduct site visits for nearly all applications.

Door County Planning Department Permit Application Levels, 2009-2013

	2009	2010	2011	2012	2013	5-year total	5-year median	5-year average
PERMIT TYPE								
<i>Regular zoning permit types:</i>								
<i>New single-family residences (SFR)</i>	77	75	49	79	84	364	77	72.8
<i>SFR additions</i>	150	124	108	124	133	639	124	127.8
<i>Accessory structures</i>	166	199	208	160	163	896	166	179.2
<i>Permit renewals</i>	15	15	11	7	5	53	11	10.6
<i>Other</i>	137	74	96	101	133	541	101	108.2
Total, Regular Zoning Permits	545	487	472	471	518	2493	487	498.6
Conditional use permits	15	15	13	10	27	80	15	16.0
Variances	30	32	27	18	13	120	27	24.0
Zoning map & text amendments	9	14	9	11	7	50	9	10.0
Appeals	2	0	1	0	5	8	1	1.6
Telecommunications towers	2	4	0	1	8	15	2	3.0
Floodplain permits*	4	14	22	20	12	72	14	14.4
Wind energy facility permits	2	0	1	0	3	6	1	1.2
TOTAL APPLICATIONS	609	566	545	531	593	2844	566	568.8
Certificates of Compliance**	871	546	543	418	225	2603	543	520.6

* Note that floodplain permitting procedures changed significantly between 2009 and 2010.

** In addition to the on-site inspections required to issue permits, zoning administrators conduct inspections subsequent to project completion to ensure permit conditions have been met.

Land Division Ordinance Administration

The zoning administrators process all applications related to land divisions. Minor land divisions are reviewed by staff only; major land divisions are reviewed first by staff and then reviewed and approved or disapproved by the Resource Planning Committee at regular business meetings. Staff continued to effectively and efficiently administer this ordinance (goal 1).

The following chart shows the number and types of land divisions processed each year for the past five years and the resultant number of new lots comprised of ten or fewer acres. (For information at the town level, please contact the Planning Department at (920) 746-2323.)

Land Divisions Processed and Lots Created, By Year

Year	Minor Land Divisions		Major Land Divisions	
	# of CSMs	# of Lots Created	# of Plats	# of Lots Created
2013	46	68	1	5
2012	41	71	0	0
2011	48	90	0	0
2010	33	62	0	0
2009	41	65	0	0

Notes

Applications processed but not approved due to non-compliance with ordinance standards not included.

A Minor Land Division – or Certified Survey Map (CSM) – is a division of land whereby 4 or fewer new lots of 10 acres or less are created. A Major Land Division – or plat – is a division of land whereby more than 4 new lots of 10 acres or less are created.

Other Ordinance Administration

Staff continued to effectively and efficiently administer all other regulatory programs (floodplain, telecommunications, wind energy, etc.) (goal 1).

Normally, activity levels related to these ordinances is relatively minimal. FEMA is currently in the midst of a new Great Lakes floodplain study, though, which requires periodic study/monitoring by county zoning and planning staff. County planning and zoning staff also closely monitored work at the state level to revise regulations and standards allowable in local telecommunication tower ordinances which will require rewriting that ordinance.

Planning Programs

In addition to developing and implementing comprehensive, farmland preservation, and other land use-related plans, planning program staff also organize and participate in a wide variety of other activities, including educational, training, and coordination activities, and information-sharing programs. Planning staff members are often invited to attend meetings of municipal, environmental, political, or development-related boards, commissions, agencies, and organizations for presentations and discussions about planning and zoning-related issues. They frequently meet, talk, and correspond with municipal elected and appointed officials regarding planning and zoning issues. Planner II Kerwin spends 100% of her time on the planning program, Director Goode, about 25% of her time, and GIS Mapping Specialist Forslund, about one-third of her time. In 2013, planning staff drafted many zoning ordinance amendments which were ultimately adopted by the county board, continuing to ensure consistency within the ordinance and between the ordinance and the comprehensive plan (goal 3). Other specific planning activities in 2013 included:

- Continued work to update the county comprehensive and farmland preservation plan, with the ultimate goal of completion during 2014 (Kerwin).

- Developing and holding four educational/discussion meetings for local officials on planning and zoning issues (Goode and Kerwin).
- Participation in the final stages of development of the county-wide bike and pedestrian plan development (Goode and Kerwin).
- Continued work on affordable housing issues with the Door County Economic Development Corporation (Goode and Kerwin) and the Door County Housing Partnership, an emerging non-profit/municipal housing trust (Kerwin).
- Conducting organizational planning and drafting bylaws for the Greater Escarpment Organization of Door County (Goode).
- Comprehensive plan map updating project for Town of Gibraltar (Forslund and Goode).
- Assisting the Liberty Grove Property Task Force in developing a process for town officials to use to identify top project and land acquisition priorities (Goode).
- Reviewing the proposed Liberty Grove land division ordinance (Kerwin).

Addressing Program

GIS Mapping Specialist Forslund continues to effectively and efficiently administer all aspects of the addressing program (goal 1). She spends about one-third of her time on the program, with her responsibilities including all aspects of assignment of addresses, ordering signs, insuring placement of signs by Sanitarian Department staff, creation of all maps related to addresses, billing and tracking of all expenses and revenues, and communication of address information to Intrado, the county's E-911 system manager. In 2012 and 2013 significant work went into the creation of assessment maps and related data analysis for the BUG Fire Department for their decision-making process regarding new fire department location.

E. Knowledge Sharing

All staff members of the Planning Department are constantly sharing knowledge, providing an array of informational and educational services, namely with:

- Each other
- Other county departments
- Local public and private agencies and organizations
- Regional, state, and federal public and private agencies and organizations
- Local residents and property owners
- Local elected and appointed officials
- Local real estate agents, developers, surveyors, architects, attorneys, builders, and their associations.

In addition, our website provides all ordinances, application forms, and comprehensive planning program information to anyone accessing the site. It is frequently updated.

All planning and zoning staff attend various environmental and political agencies' meetings as requested for presentations and discussions, and meet frequently with staff members of other county departments, such as Sanitarian, Deeds, Real Property Listing, Information Systems/LIO, Soil & Water Conservation, and Corporation Counsel, in order to ensure coordination of program administration and for educational purposes. They also meet or talk frequently – for the same reasons – with staff of other governmental agencies, local and state, and local elected and appointed officials. In addition, zoning administrators regularly organize and attend regional conferences and meetings with other county code administrators, with one zoning administrator currently serving on the state code administrators' professional association boards. Additional planning program staff members' knowledge-sharing activities were discussed above.

F. Department Budget

	Expenditures	Revenues	Levy appropriation
2013 Adopted	\$ 771,689.00	\$ 141,000.00	\$ 630,689.00
2013 Amended			
2013 Actual	\$ 703,425.69	\$ 143,861.75	
2012 Adopted	\$ 769,126.00	\$ 125,200.00	\$ 643,926.00
2012 Amended			
2012 Actual	\$ 720,532.51	\$ 129,404.18	
2011 Adopted	\$ 795,186.00	\$ 140,500.00	\$ 654,686.00
2011 Amended			
2011 Actual	\$ 751,485.46	\$ 140,124.91	
2010 Adopted	\$ 837,446.00	\$ 169,425.00	\$ 668,021.00
2010 Amended			
2010 Actual	\$ 750,307.42	\$ 147,076.58	
2009 Adopted	\$ 819,024.00	\$ 127,700.00	\$ 691,324.00
2009 Amended	\$ 835,726.00		
2009 Actual	\$ 821,946.32	\$ 133,075.34	

No grant funds were received in 2013.

G. Other Accomplishments

Staff members are continuously seeking ways or undertaking projects to improve individual and departmental performance and improve services, ordinances, programs, and related matters. Staff members also work to address issues arising due to external forces. Examples from 2013 include:

- Continued involvement in Wisconsin county code administrators' organizations.
- Continuing to monitor farmland preservation, shoreland zoning program, telecommunication tower-related, and other legislative and rule-making activity at the state level that will affect county-level programs/ordinances administered.
- Continued involvement in the Great Lakes Coastal Floodplain study and related matters.
- Holding one educational/discussion meeting for county Board of Adjustment members.
- Continued development with county Information Systems staff of enhancements to digital permit tracking programs.
- Working with the Sevastopol plan commission on a year-long project regarding potential town-sponsored zoning map amendments.

H. Issues, Concerns, and Restraints

The main issue facing the department in 2013 was adjusting to having three rather than four full-time Zoning Administrators after the March 1st retirement of Senior Zoning Administrator Sautebin.

I. Goals and Objectives for 2014

1. Continue to administer ordinances/programs under our jurisdiction as effectively and efficiently as we are able.
2. See through to certification by the state and adoption by the county board an updated county comprehensive and farmland preservation plan.
3. Continue drafting zoning ordinance amendments and new ordinances (telecommunications, wind energy) necessary to work toward consistency between ordinances and the comprehensive plan, and/or to comply with changing state requirements.