

**COUNTY OF DUNN
MENOMONIE, WISCONSIN
NOTICE OF PUBLIC MEETING**

In accordance with the provisions of Section 19.84, Wisconsin Statutes, notice is hereby given that a public meeting of the **Dunn County Planning, Resource, and Development Committee** will be held on **Wednesday, January 15, 2025 at 8:30am in Room 60 at the Dunn County Government Center**, 3001 US HWY 12 East, Menomonie, Wisconsin. **The building entrance for meetings is on the lower level of the Government Center and will be open 30 minutes ahead of the meeting start time.** Items of business to be discussed or acted upon at this meeting are listed below. A video recording of the meeting will be available for subsequent viewing on the Dunn County YouTube channel at the following link:

<https://www.youtube.com/@dunncounty1854>


Members of the public who require assistance in accessing the meeting, please call (715) 231-6505. Upon reasonable notice, the County will make efforts 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 Human Resources Manager at 715-232-2429 (Office), 715-232-1324 (FAX) or 715-231-6406 (TDD) or by writing to the Human Resources Manager, Human Resources Department, 3001 US HWY 12 E, Suite 225, Menomonie, Wisconsin 54751.

AGENDA

- 1. Call to Order**
- 2. Call of the Roll**
- 3. Approval of the Minutes – December 18, 2024**
- 4. Public Comments**
- 5. Public Hearing: None**
- 6. Staff Reports:**
 - A. Register of Deeds monthly report
 - B. Environmental Services monthly department reports
 - C. Comprehensive Planning update – West Central Regional Planning Commission
 - D. Conservation poster contest judging
- 7. Items placed at the request of the Chairperson:**
 - A. Interpretation of the County Land Division Ordinance with respect to variance requests
 - B. Discussion/review of land spreading of human septage
- 8. Consideration of Actions to be taken by the Planning, Resource, and Development Committee:**
 - A. Variance request in the Town of Elk Mound to create a Certified Survey Map lot that is bisected by a proposed access easement
 - B. Variance request in the Town of Sheridan to create a Certified Survey Map lot that exceeds the 4:1 depth to width ratio requirement
 - C. Review and take action on the Preliminary Plat of Sand Creek Hills located in Section 28, Township 31 North, Range 11 West, Town of Sand Creek

9. **Consideration of reports, resolutions, and ordinances to the County Board from the Planning, Resource, and Development Committee:** None
10. **Announcements:**
11. **Future meeting date and any agenda items:** February 5, 2025
12. **Adjournment**

Tom Quinn, Chairperson

Signed: 

Thomas P. Carlson
Dunn County Surveyor

**COUNTY OF DUNN
MENOMONIE, WISCONSIN
MINUTES**

Minutes of the Meeting of the Dunn County Planning, Resource, and Development and Land Conservation Committee.

Held on December 18, 2024, in the Government Center, Room 54.

DRAFT

- 1. Call to Order.** There being a quorum of the Dunn County Planning, Resource, and Development and Land Conservation Committee, Chairperson Quinn called the meeting to order at 8:31 a.m.
- 2. Call of the Roll.** Present were Tom Quinn (Chair), Mike Kneer, Gary Bjork, and Monica Berrier. Diane Morehouse was absent.
- 3. Approval of Minutes.** Supervisor Berrier made a motion to approve the minutes from the November 20, 2024 meeting. Seconded by Supervisor Kneer. All in favor. Motion carried.
- 4. Public Comments.** Tom Carlson, County Surveyor, read a public comment submitted by Terry Nichols in regards to environment issues in Dunn County.
- 5. Public Hearing.** None.
- 6. Staff Reports:**
 - A. Register of Deeds monthly report.** Report was on screen for review. Discussion by committee and Heather Kuhn, Register of Deeds.
 - B. Environmental Services monthly department reports.**
 - Survey Division: Report was on screen for review. Discussion by committee and Carlson.
 - Planning and Zoning Division: Report was on screen for review. Discussion by committee and Chase Cummings, County Conservationist and Interim Planner/Zoning Administrator.
 - Land and Water Conservation Division: Report was on screen for review. Discussion by committee and Cummings.
- 7. Items placed at the request of the Chairperson.** None.

Without objection, Chairperson Quinn moved to agenda item 9A. **Consideration of Actions to be taken by the Land Conservation Committee:**

- A. Approval of 2024 Wildlife Damage Abatement and Claims Program (WDACP) crop prices.** Alec Sundelius from USDA APHIS Wildlife Services presented his recommendations for the 2024 Wildlife Damage Abatement and Claims Program

crop claim prices. Supervisor Berrier made a motion to set the prices as proposed by Sundelius. Seconded by Supervisor Bjork. Discussion by committee and Sundelius. All in favor. Motion carried.

8. Consideration of Actions to be taken by the Planning, Resource, and Development Committee.

- A. Purchase request of tax delinquent property in the Town of Tainter.** Nicholas Lange, Corporation Counsel, recapped the purchase proposal for PID1703822912290010001 submitted by Jolene Martinson and Bruce, Len, and Kevin Retzloff. Lange recommended Dunn County convey a portion of the property in question to the Dunn County Highway Department that secures a 50' right-of-way west of the centerline of County Road DG. Lange recommended the remaining land be conveyed to the Retzloff family. Ruth Retzloff spoke on the matter. Discussion by committee, Carlson, Lange, and the Retzloff family. Supervisor Kneer motioned to approve the request as presented by Lange with the addition of a deed restriction that prohibits development on the new parcel to be conveyed to the Retzloff family. Supervisor Bjork seconds. Discussion by the committee, Carlson, and Lange. Supervisor Kneer moved to amend the motion and establish a \$100 purchase value for land being conveyed to the Retzloff family. Supervisor Berrier seconds. All in favor of the motion amendment. Amendment carried. All in favor of amended motion. Amended motion carried.

9. Consideration of Actions to be taken by the Land Conservation Committee:

- A. Approval of 2024 Wildlife Damage Abatement and Claims Program (WDACP) crop prices.** Acted upon earlier in the meeting.

10. Consideration of reports, resolutions, and ordinances to the County Board from the Planning, Resource, and Development Committee. None.

11. Announcements.

- A. Effective January 1, 2025, committee meetings will be held in Room 60.**
- B. The first committee meeting in January is on New Year's Day and has been cancelled.**
- C. Other Announcements.** None.

12. Future Meeting Date and any agenda items. Next meeting date will be Wednesday, January 15, 2025. Chairperson Quinn suggested the committee discuss some pertinent topics with possible action at the upcoming January meeting.

13. Adjournment. There being no further business, Chairperson Quinn declared the meeting adjourned at 10:06 a.m.

Respectfully Submitted,
Lilly Glodowski
Recording Secretary



Heather M. Kuhn, Register of Deeds

3001 US Hwy 12 E, Suite 112

Menomonie, WI 54751

Phone: (715) 232-1228

www.dunncountywi.gov/rod

TO: Planning, Resource & Development Committee

FROM: Heather M. Kuhn, Register of Deeds

DATE: January 3, 2025

RE: December 2024 monthly update

| OUTPUT MEASURES | Aug-24 | Sep-24 | Oct-24 | Nov-24 | Dec-24 |
|---|--------------|----------------|----------------|----------------|----------------|
| Total # of copies of vital records issued | 478 | 410 | 572 | 313 | 440 |
| # of Deaths filed | 26 | 17 | 18 | 30 | 32 |
| # of Marriages filed | 30 | 34 | 23 | 9 | 10 |
| Total # of ownership transfers | 144 | 128 | 139 | 113 | 124 |
| Total value of real estate sales | \$28 million | \$17.6 million | \$14.3 million | \$18.5 million | \$18.7 million |
| Total # of Documents recorded | 493 | 460 | 530 | 445 | 427 |
| Total # of in-person customers | 259 | 220 | 288 | 205 | 186 |
| Total \$ Received | \$110,163.45 | \$76,574.25 | \$69,910.13 | \$79,289.05 | \$79,698.83 |
| General fund revenue | \$33,156.99 | \$26,074.95 | \$26,199.66 | \$26,004.76 | \$26,676.47 |
| Retained for county land information fund | \$3,944 | \$3,672 | \$4,240 | \$3,536 | \$3,392 |

OTHER BUSINESS:

-Assisted with research for tall bill related questions, GIS mapping questions, correction instruments, deed prep and estate planning questions

-Assisted the public with obtaining certified copies of birth, marriage & death records and copies of real estate documents

-Met with Jane/Finance to discuss switching credit card vendors

-Attended virtual meeting with Beata for end of year balancing, county credit cards and p-card transactions

-Coordinated software update with Matt/IT and vendor

-Reviewed Uniform Chart of Accounts

-Swearing in ceremony for elected officials with Judge Peterson

SEE NEXT PAGE



Heather M. Kuhn, Register of Deeds

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Document Types Recorded – December 2024

AFFIDAVIT 3

AFFIDAVIT OF CORRECTION 7

AGREEMENT 1

AMENDMENT 1

ASSIGNMENT 6

ASSIGNMENT OF MORTGAGE 3

CERTIFICATE 2

CERTIFIED SURVEY MAP 6

CONFIDENTIAL NAME CHANGE 1

DEED 1

DOMICILIARY LETTERS 1

DOT PLAT 2

EASEMENT 18

GUARDIANS DEED 1

LAND CONTRACT 2

LETTERS OF SPECIAL ADMINISTRATION 1

LIS PENDENS 5

MILITARY DISCHARGE 1

MISCELLANEOUS 3

MODIFICATION AGREEMENT 5

MORTGAGE 96

PARTIAL RELEASE 5

PERSONAL REPRESENTATIVES DEED 1

POWER OF ATTORNEY 1

QUIT CLAIM DEED 36

SEE NEXT PAGE



Heather M. Kuhn, Register of Deeds

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Document Types Recorded – December 2024 (CONTINUED)

RELEASE 31

SATISFACTION 83

SHERIFFS DEED 1

SUBORDINATION AGREEMENT 3

TERM OF DEC PROP INT 10

TRANSFER ON DEATH DESIGNATION 10

TRANSFER RETURN 124

TRUSTEES DEED 5

UCC FINANCING STATEMENT 6

WARRANTY DEED 64

WOODLAND TAX/MANAGED FOREST LAW 6

SEE ATTACHED FINANCIAL REPORT.

Register of Deeds: Financials Jan - Nov 2024

| Acct Type | Total 2023 Actuals | Total 2024 Budget* | YTD 2024 Actuals | Total 2024 Projected* |
|-------------------------|-------------------------------|-------------------------------|-----------------------------|----------------------------------|
| Revenue: Levy | (49,435) | (61,435) | (61,435) | (61,435) |
| Revenue: Public Charges | (309,002) | (264,500) | (286,620) | (320,315) |
| Revenue: Misc | (5,361) | (5,000) | (2,790) | (3,043) |
| Revenue: Fund Balance | (12,000) | (5,439) | - | (5,439) |
| Revenue: Other | - | (51,726) | - | (51,726) |
| Expense: S&F | 264,621 | 279,739 | 250,345 | 271,504 |
| Expense: Operating | 91,466 | 108,361 | 91,849 | 108,395 |
| Grand Total | (19,711) | - | (8,651) | (62,059) |

| | | | | |
|------------|---------------|----------|--------------|---------------|
| Revenue | 375,798 | 388,100 | 350,845 | 441,958 |
| Expense | 356,086 | 388,100 | 342,194 | 379,899 |
| Net | 19,711 | - | 8,651 | 62,059 |

* Surplus/(Deficit)

Projection Methodology:

1. Wages are projected based on 26 pay periods & health benefits based on 12 months.
2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).



Thomas P. Carlson, County Surveyor
3001 US Hwy 12 E, Suite 240A
Menomonie, WI 54751
Phone: (715) 231-6526
Email: tcarlson@dunncountywi.gov

Environmental Services - Survey Division

TO: Planning, Resource, and Development Committee

FROM: Tom Carlson

SUBJECT: December 2024 Staff Report

DATE: January 7, 2025

During the month of December, six Certified Survey Maps were submitted to the county for review. The following table shows where these land divisions have occurred, how many new parcels were created, and how much acreage was included.

| <u>Town</u> | <u>New Parcels Created</u> | <u>Acreage</u> |
|---------------|----------------------------|----------------|
| Tainter | 2 | 27.24 |
| Eau Galle | 2 | 18.80 |
| Red Cedar | 2 | 3.14 |
| Rock Creek | 1 | 20.03 |
| Tiffany | 1 | 11.61 |
| Menomonie | 1 | 11.57 |
| Totals | 9 | 92.39 |

In addition, ten Maps of Survey were submitted for review and filing. Remonumentation work was performed on 9 Public Land Survey System corners in the Towns of Lucas, Menomonie, Red Cedar, and Tiffany. In addition, visits were made to two centers of section and three sixteenth (forty) corners.

During the month of December I attended two steering committee meetings related to the County's Enterprise, Resource, and Planning (ERP) System.

Following this report contains a table that summarizes the expenditures and revenue for the Survey Division through December of 2025.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Carlson".

Thomas P. Carlson, PLS
Dunn County Surveyor

Environmental Services - Surveyor: Financials Jan - Nov 2024

| Acct Type | Total 2023 Actuals | Total 2024 Budget | YTD 2024 Actuals | Total 2024 Projected* |
|----------------------------|-------------------------------|------------------------------|-----------------------------|----------------------------------|
| Revenue: Levy | (285,399) | (295,799) | (295,799) | (295,799) |
| Revenue: Public Charges | - | (40) | (3) | (3) |
| Revenue: Misc | - | - | - | - |
| Revenue: License & Permits | (22,110) | (21,050) | (27,900) | (28,190) |
| Revenue: Interdepartmental | (5,701) | (2,500) | (7,023) | (7,023) |
| Revenue: Fund Balance | (10,400) | - | - | - |
| Revenue: Other | - | (11,447) | - | (11,447) |
| Expense: S&F | 304,669 | 316,943 | 315,686 | 315,686 |
| Expense: Operating | 10,896 | 13,893 | 10,334 | 10,989 |
| Grand Total | (8,046) | - | (4,704) | (15,785) |
| Revenue | 323,610 | 330,836 | 330,724 | 342,461 |
| Expense | 315,564 | 330,836 | 326,020 | 326,676 |
| Net | 8,046 | - | 4,704 | 15,785 |

* Surplus/(Deficit)

Projection Methodology:

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2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).



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Environmental Services Department ◇ Planning and Land Use Division

December 2024 Planning & Land Use Control Division Report to the PR&D Committee

Permits

Zoning/ Shoreland: For the month of December, 9 zoning/shoreland permits were issued, resulting in 264 permits for the year.

State Sanitary: For the month of December, 12 state sanitary permits were issued, totaling 212 permits for the year.

County Sanitary: For the month of December, no county sanitary permits were issued. There were 18 county sanitary permits issued in 2024.

Board of Adjustment

Due to lack of agenda items, the Board of Adjustment did not meet in December.

Other Updates

Due to the unseasonably warm weather, there were also 6 septic (POWTS) inspections in December, which is more than usual.

We are working with our colleagues in the Land Information Division to replace our current permit tracking software. This new software (Catalis) will help us organize our permitting system for the administration of our Sanitary and Zoning Ordinances. It will also support efficient storage of various types of zoning records and link them to the correct tax parcel(s). We will continue to work with the Land Information Division and Catalis developers in the new year to complete this project.

Staff attended the quarterly West Central Zoning Administration (WCZA) meeting in Eau Claire County. Agenda items included an introduction and Q&A session with WisDOT, annual election of officers where Tracie Albrightson was nominated as Secretary/Treasurer for a second term, and round table discussions on renewable energy, Amish way-of-life, camping on private property, audits, and deed restrictions in relation to zoning and septic permits.

Complaints, Violations, and Compliance checks continue to keep us busy. They range from storage of unused items/equipment and unsightly sites, two homes on one property, living in campers, and shoreland/vegetative buffers.

The following budget report will provide a summary of expenditures and revenue for the Planning & Land Use Control Division through November 2024. If you have any questions at any time, please contact me.

Chase Cummings
County Conservationist
Interim Planner/Zoning Administrator
715-231-6535

Environmental Services - Planning & Zoning: Financials Jan - Nov 2024

| Acct Type | Total 2023 Actuals | Total 2024 Budget* | YTD 2024 Actuals | Total 2024 Projected* |
|----------------------------|-------------------------------|-------------------------------|-----------------------------|----------------------------------|
| Revenue: Levy | (319,320) | (407,178) | (407,178) | (407,178) |
| Revenue: State Grant | (7,000) | - | - | - |
| Revenue: License & Permits | (135,380) | (142,529) | (123,809) | (148,570) |
| Revenue: Asset Sale | (3,200) | - | - | - |
| Revenue: Fund Balance | (87,858) | (73,186) | - | (73,186) |
| Revenue: Other | - | (12,980) | - | (12,980) |
| Expense: S&F | 428,938 | 475,614 | 446,530 | 483,168 |
| Expense: Operating | 40,370 | 160,259 | 29,427 | 163,230 |
| Grand Total | (83,450) | - | (55,030) | 4,484 |
| Revenue | 552,758 | 635,873 | 530,987 | 641,914 |
| Expense | 469,308 | 635,873 | 475,957 | 646,398 |
| Net | 83,450 | - | 55,030 | (4,484) |

* Surplus/(Deficit)

Projection Methodology:

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2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).

Environmental Services - Land & Water Conservation Division

December 2025 Land and Water Conservation Division Report to the PR&D/LCC Committee

For the month of December, the LWCD worked on, but not limited to, the following items:

1. Conservation Construction Cost-share Projects – We completed as many of the construction projects as we could and have submitted extension requests to DATCP for the completion of the remaining projects in 2025. Budget carry forward requests will be brought to the committee in February.
2. Contract/Grant Closeouts and Reporting – Most of December and into the new year we have been processing the closeouts of several grants and completing the associated reports for each grant. Lots of computer screen time this time of year!
3. Environmental Education – This year’s conservation poster contest has seen an increase in participation. We received 44 posters for Grades 10-12; 34 posters for grades 4-6; and 31 posters for grades 2-3. This year’s theme is “Home Is Where The Habitat Is”. The posters have gone through one round of judging and we are asking committee members to help select the first place posters to advance to our area contest on January 30th. Plan for PR&D Committee members to judge posters following the adjournment of the January 15, 2025 meeting.
4. The City of Menomonie is beginning a process to review and update their Sewer and Water Service Area Plan. The City is working with West Central Wisconsin Regional Planning Commission to update the plan. This planning document incorporates many considerations for water quality and therefore is related to our work in the LWCD. As a part of the planning process, I have been asked to serve on an advisory committee as a representative of the County. Any policy or funding decisions required by the County would follow applicable County Board rules and procedures.
5. WI Land & Water Conservation Association Annual Conference March 5-7, 2025. As a Land Conservation Committee member please consider attending the conference.
6. Red Cedar Watershed Conference will be March 13, 2025 at UW-Stout. Registration is open! Please plan to attend. This event will look slightly different from previous years as we shift toward a more participatory format. Keynote speakers will set the stage for breakout sessions that will seek to engage participants in building community capacity throughout the watershed and the many relationships to the water where we live, work and play.

The following budget report will provide a summary of expenditures and revenue for the LWCD programs through November 2024. If you have questions at any time, please do not hesitate to contact me.

Chase Cummings
County Conservationist
715-231-6535

Environmental Services - Land & Water: Financials Jan - Nov 2024

| Acct Type | Total 2023 Actuals | Total Budget 2024* | YTD 2024 Actual | Total 2024 Projected* |
|----------------------------|-------------------------------|-------------------------------|----------------------------|----------------------------------|
| Revenue: Levy | (726,596) | (770,564) | (770,564) | (770,564) |
| Revenue: State Grant | (652,355) | (1,496,912) | (999,920) | (1,496,912) |
| Revenue: Local Grant | - | (10,000) | (10,000) | (10,000) |
| Revenue: Public Charges | (37,460) | (34,513) | (34,042) | (34,844) |
| Revenue: Interdepartmental | (3,000) | (500) | (1,500) | (1,500) |
| Revenue: GF Fund Balance | (2,325) | - | - | - |
| Revenue: Fund Balance | (49,282) | (63,584) | - | (63,584) |
| Revenue: Donations | - | (35,000) | (35,000) | (35,000) |
| Revenue: Debt | (28,000) | (20,886) | - | (20,886) |
| Revenue: Asset Sale | (2,775) | - | (5,701) | (5,701) |
| Revenue: ARPA Federal | (261,642) | (90,701) | - | (90,701) |
| Revenue: Other | - | (17,002) | - | (17,002) |
| Expense: S&F | 902,411 | 937,181 | 844,360 | 915,622 |
| Expense: Operating | 698,560 | 1,551,595 | 1,279,934 | 1,531,425 |
| Expense: CIP | 7,114 | 50,886 | 23,917 | 50,886 |
| Grand Total | (155,350) | - | 290,864 | (49,503) |

| | | | | |
|------------|----------------|-----------|------------------|---------------|
| Revenue | 1,763,434 | 2,539,662 | 1,857,347 | 2,547,437 |
| Expense | 1,608,085 | 2,539,662 | 2,148,211 | 2,497,934 |
| Net | 155,350 | - | (290,864) | 49,503 |

* 2023 Budget includes budget adjustments and carry forwards.

* Surplus/(Deficit)

General Office: Financials Jan - Nov 2024

| Acct Type | Total 2023 Actuals | Total Budget 2024* | YTD 2024 Actual | Total 2024 Projected* |
|--------------------|-------------------------------|-------------------------------|----------------------------|----------------------------------|
| Revenue: Levy | (5,865) | (5,865) | (5,865) | (5,865) |
| Expense: Operating | 3,990 | 5,865 | 4,034 | 5,000 |
| Grand Total | (1,875) | - | (1,831) | (865) |

| | | | | |
|------------|--------------|----------|--------------|------------|
| Revenue | 5,865 | 5,865 | 5,865 | 5,865 |
| Expense | 3,990 | 5,865 | 4,034 | 5,000 |
| Net | 1,875 | - | 1,831 | 865 |

* Surplus/(Deficit)

Projection Methodology:

1. Wages are projected based on 26 pay periods & health benefits based on 12 months.
2. Expenses and revenues are projected based on year-to-date less than 1 month. It may not be applicable for fixed funding sources (i.e., grants & levy).

ATTACHMENT A

Dunn County Comprehensive Plan & Farmland Preservation Plan Update

Proposed Scope of Work

7/3/2024

Project Overview

- This scope of work may be modified by mutual agreement of Dunn County and the West Central Wisconsin Regional Planning Commission (WCWRPC).
- WCWRPC understands that Dunn County desires to update the County's Comprehensive Plan adopted in 2009, with revisions in 2016. As necessitated by State statute, the County would also like to incorporate an update to the County Farmland Preservation Plan.
- The following process would result in a comprehensive plan for the County that includes, but not significantly exceeds, the minimum essential requirements of Wis. Stats. §66.1001. The plan will also incorporate the requirement elements for a Farmland Preservation Plan under Wis. Stats. §91.10.
- The plan will ensure that the data, maps, and programs included in the plan are up-to-date and that the vision, goals, objectives, and policies/strategies reflect the current desires and direction of the communities.
- According to State statutes, the Plan Commission is responsible for creating, amending, and updating a community's comprehensive plan. This scope of work assumes that the County's Planning, Resources, and Development (PR&D) Committee will serve as the Comprehensive Plan Oversight Committee.
- WCWRPC will prepare items for meeting agendas along with promotional materials for special gatherings and surveys. The County will be responsible for reserving meeting rooms, posting all agendas, preparing and posting meeting minutes, and assisting with other coordination items that are typical for County meetings. The County will also be responsible for submitting, and cost of, the public hearing notice; WCWRPC will prepare the notice.
- A 16- to 18-month planning process is proposed with an October/November start date.
- In addition to open meetings and one public hearing, as required by WI Statutes, public input will also be obtained through the following methods:
 - Online community/public opinion survey
 - Mailed farmland owner survey
 - City, Village, & Town survey
 - 6 focus groups
 - 4 Zoned Town meetings (four zoned towns at each meeting)
 - 1 County Towns Association presentation
 - Optional regional community meetings
 - Optional open house

Project Schedule & Approach

Month 1-2 Pre-Planning Activities:

Project Kickoff Meeting with County Planner

- WCWRPC project lead meets with County Planner, or designee(s), to discuss the logistics for meetings, etc.

WCWRPC to prepare County Comprehensive Plan Snapshot & draft Existing Land Use Maps

- WCWRPC to prepare 2-4 page County Comprehensive Plan fact sheet that includes an overview of comprehensive planning, and the update process, as well as a county profile/data snapshot on important demographics, economics, housing, and land use conditions and trends.
- WCWRPC to prepare draft existing land use maps for Towns within the County. Land Use Maps, existing and future, will not be prepared for Cities and Villages.
- Collect & review existing plans that may be pertinent to the planning effort.

County Planner Homework

- Review draft Existing Land Use Map and provide edits
- Complete inventory assessment worksheet¹ and provide existing data & maps (or GIS/CAD files)
- Identify any specific partners (e.g. County EDC) that we should engage during the planning process
- Work with WCWRPC to identify initial focus group members
- Provide copy (electronic or hardcopy) of any Town plans, Strategic Plan(s)
- Provide any additional pictures, graphics, maps, studies, or materials that may be helpful

County Board adopts public participation procedures via Resolution

- WCWRPC provides the County with draft public participation procedures and resolution.

Note: This proposed planning process includes the statutorily-required notifications for all meetings, public hearing, and an online public survey, as means of inviting public participation.

WCWRPC recommends that all meetings (in-person or remote) be open to the public and WCWRPC welcomes public input and participation during these meetings. The methods of public noticing and public participation for these meetings is at the discretion of the County and in accordance with applicable State rules.

Month 2 **MEETING #1- Plan Committee and WCWRPC (2.5 hours)**

- Review "What is a comprehensive plan?", FAQs, the Committee's role, and the project scope
- Discuss key demographic, housing, economic, and land use trends (from fact sheet)
- Issues and opportunities exercise
- Discuss draft questions for community survey

WCWRPC to prepare promotional flyer & survey instruments for public engagement opportunities

- Prepare promotional flyer for online community survey & farmland owner survey
- If included in scope, prepare promotional flyer for regional public meetings

¹ The Inventory Assessment Worksheet requests data and information that will be useful to the WCWRPC throughout the planning process, such as identifying existing County plans or ordinances, capacities and needs at County facilities, housing and sanitary permit data, County Capital Improvement Plan(s), and providing specific GIS data as available.

- Month 2-4** **Dunn County District Quarterly Towns Association Meeting Presentation and Issues & Opportunities Exercise**
 - Attend and present at the Dunn County District Quarterly Towns Association meeting to provide overview of the comprehensive planning project.
 - Obtain input on issues/opportunities as well as vision for the plan update.
 - Provide copies of promotional flyers and ask for assistance in promoting public engagement.
 - Recruit attendees to join focus groups and participate throughout the planning process.
- Month 2-4** **Online Community Survey**
 An online survey will be conducted to get public input on various topics. The survey will be drafted with guidance from the Plan Committee during Meeting #1. Results will be used to inform the focus groups on issues and opportunities to address in the plan.
- Month 3-4** **Mailed City, Village, and Town Survey (and Draft Existing Land Use Map for Comment for Towns)**
 A survey (and for towns, draft existing land use map), will be mailed to each City, Village and Town Clerk within the County. It is expected that one survey will be completed per community. City/village surveys will likely differ slightly from town surveys. The survey will help to gather feedback on issues/opportunities related to their specific community along with potential growth areas.
- Month 3-4** **Mailed Farmland Owner Survey**
 A hardcopy survey will be mailed to Farmland owners with 30+ acres in unincorporated areas of the County. The survey results will help inform the Farmland Preservation Plan update and other elements of the Plan.
- Month 4-5** **MEETING #2 – Plan Committee and WCWRPC (2.5-3 hours)**
 - Review & discuss survey results
 - Visioning exercise
 - Select Focus Group Assignments and coordination
 - Finalize Existing Land Use Map
- Months 6-7** **Focus Group Meetings (anticipate 6 focus groups, 2 hours each, 7-8 meetings total)**
 There will be a total of 6 focus groups:
 1. Housing
 2. Water
 3. Economic Development
 4. Agriculture (2 meetings)
 5. Land use regulations
 6. TBD by Plan Committee (informed by survey results)
- Each focus group will meet once to provide direction on the specific topic. The Agricultural Focus Group will be the primary group to guide the update to the Farmland Preservation Plan update and will meet twice: (i) The first meeting will be used to provide Farmland Owner survey results, discuss the Land Evaluation Site Assessment (LESA) model, and obtain feedback/direction on changes to the model. (ii) The second meeting will be used to finalize a recommended farmland preservation map.

- Month 6-7 Project Check-In Meeting with County Planner**

 - WCWRPC project lead meets with County Planner, or designee(s), to check-in on project progress and discuss any project concerns.

- Month 6-7 MEETING #3- Plan Committee and WCWRPC (2.5-3 hours)**

 - Begin review of plan elements – Transportation and Utilities and Community Facilities

- Month 7-8 MEETING #4- Plan Committee and WCWRPC (2.5-3 hours)**

 - Continue review of plan elements – Agricultural, Natural, and Cultural Resources

- Month 8-9 MEETING #5 – Plan Committee and WCWRPC (2.5-3 hours)**

 - Continue review of initial draft plan elements – Economic Development & Housing – bring in information from the Housing and Economic Development Focus Groups

- Month 9-10 MEETING #6 – Plan Committee and WCWRPC (2.5-3 hours)**

 - Discuss Intergovernmental Cooperation element
 - Continue review of plan elements – Land Use Meeting 1
 - Identify and discuss any special growth areas
 - Discuss Preferred Future Land Use Map

- Month 9-10 Group Meetings with Zoned Towns**

 - Meet with each Zoned Town, and any Town in the County considering zoning, in groups (expecting at least 4 groups with 4 Towns in each) to discuss the following:
 - o Land Use Trends & survey results for their community (general public, farmland owners)
 - o Draft Plan Recommendations
 - o Draft Preferred Future Land Use Map
 - Mail draft plan recommendations and preferred future land use map to unzoned Towns with opportunity for review and comment

- Month 10-12 Project Check-In Meeting with County Planner**

 - WCWRPC project lead meets with County Planner, or designee, to discuss check-in on project progress and discuss any project concerns.

- Month 11-12 WCWRPC will complete the working draft Plan**

 - The working draft will not be 100% complete and may include some remaining discussion items.
 - The working draft will be distributed to the Plan Committee.
 - The Plan Committee will be asked to review the draft plan and come prepared to discuss at Meeting 8.

- Month 12-13 MEETING #7 – Plan Committee and WCWRPC (2.5-3 hours)**

 - Provide information from meetings with Zoned Towns
 - Review and discuss comments received at the Open House (if included in scope)
 - Discuss Implementation Element
 - Review the draft plan and address any remaining questions
 - The Plan Committee may meet additional times without WCWRPC to discuss the working draft plan

- Month 12-14 Public Hearing Draft Plan Completed & Distributed**

 - WCWRPC provides County Planning Staff with Public Hearing Draft Plan and draft adopting documents (Resolution and Ordinance).
 - County may conduct additional review of the draft and request changes from WCWRPC.

- County Planning Staff to distribute the Public Hearing Draft Plan to the Plan Committee, County Board, library, and any other designated locations.
- County Planning Staff will also ensure a copy of the Public Hearing Draft Plan is available at the County Planning Offices for review during regular office hours and on the County website.

Month 14-16 Public Hearing Notice & Notifications

- WCWRPC will provide draft public hearing notice to County for publication and posting a minimum of 30 days in advance of the public hearing.
- WCWRPC will notify communities and adjacent/overlapping jurisdictions of the public hearing
- County Planning Staff to provide names and addresses of any individuals with non-metallic mining interests to WCWRPC.
- At least 30 days in advance of the public hearing, WCWRPC will send notice of the public hearing to those with non-metallic mining interests as identified by the County.

Month 15-17 Public Hearing and Plan Adoption

- If desired by the County, WCWRPC staff will present highlights from the planning effort at the public hearing.
- Planning & Zoning Committee and/or County Board conducts Public Hearing on draft ordinance.
- Planning & Zoning Committee adopts resolution to recommend adoption of the plan.
- County Board responds to any public written comments on the plan.
- County Board adopts the plan by ordinance.

Month 16-18 Post Adoption Items

- WCWRPC integrates the ordinance and resolution into the plan and provides the adopted plan to the County in PDF format, two printed copies of adopted plan along with one printed 24x36 full-color preferred future land use map. WCWRPC will also provide the County with the GIS shapefile for the County's preferred future land use layer.
- WCWRPC will distribute an electronic PDF of the adopted plan along with one printed 24x36 full-color preferred future land use map to all zoned towns within the County.
- WCWRPC will distribute an electronic PDF of the adopted plan to all cities, villages, and unzoned towns within the County.

Other Logistics

- The timeline will be adjusted as needed to accommodate any unanticipated delays.
- This scope of work is to update Dunn County's Comprehensive Plan and incorporate an update of the County Farmland Preservation Plan. The project scope does not include feasibility analysis or site-specific studies, but may identify related issues, potential priorities, and related recommendations.
- While existing County or local regulations will be reviewed and potential changes discussed, new ordinance development, model ordinances, and updates to existing regulations and the zoning map are not included as part of the project scope.
- The County may conduct additional meetings, work groups, research, and other activities in support of the plan update, then compile this information for use by WCWRPC in the plan update.

Cost Estimate

WCWRPC's project cost without optional items: \$79,500

| | |
|---|-----------------|
| General Plan Development: | \$22,333 |
| Farmland Preservation Planning: | \$4,384 |
| Committee & Town Engagement Meetings: | \$25,405 |
| Focus Group Meetings : | \$14,884 |
| Public Opinion & Municipal Surveys: | \$12,495 |
| Total WCWRPC Project Costs (w/o optional items): | \$79,500 |

Optional Activities for Consideration:

Month 2-4 OPTIONAL: Regional Public Meetings (4 – one in each county quadrant)

- Facilitate a regional meeting in each quadrant of the county to provide overview of project
- Encourage attendees to complete upcoming community survey
- Engage attendees to provide input on issues/opportunities and undertake a visioning/goal exercise

Cost: \$8,900

Month 12-13 OPTIONAL: Open House on Draft Plan (2 hours)

WCWRPC will present the draft plan and allow attendees to provide comments on the plan.

Cost: \$3,200

Month 3-4 OPTIONAL: Hardcopy Community Survey

In addition to the online community survey, WCWRPC would prepare a PDF of the survey that the County could print, distribute and collect. WCWRPC will enter up to 50 hardcopy surveys with the County to enter any additional surveys collected.

Cost: \$625

Month 16-18 OPTIONAL: Executive Summary or Poster Plan

- 1- to 2-page poster with vision, key issues/focus areas, priority recommendations, & future land use map.
- WCWRPC may request County Staff and/or Plan Committee input on draft poster, perhaps as part of Meeting #7

Cost: \$2,520

**DUNN COUNTY BOARD OF SUPERVISORS
2024 LEGISLATIVE AGENDA**

Dunn County seeks the support of the State elected representatives representing the citizens of the County on the following issues:

1. Land Use

- A. Support establishment of a Wisconsin Legacy Fund to support core conservation and environmental programs and practices;
- B. Request full funding for all local Land Conservation staff according to formula contained in Chapter 92.14(6)(b) of Wisconsin Statutes;
- C. Update state livestock siting regulations and procedures (ACTP 51) to provide local governments with meaningful permitting, siting and regulatory authority over very large CAFO operations that have significant impact on local environmental and land use concerns;
- D. Support increased farmer assistance by providing increased funding to farmers for conservation including funding for managed grazing initiatives and producer-led watershed efforts;
- E. Support for allowing efficient access to data and local input of land-spreading of human septage, municipal waste and industrial waste;
- F. Support for counties to retain a larger portion of the real estate transfer fee. Recommend 50 percent of fee retained for the local county;
- G. Recommend revising Chapter 33 Wis. Stats. to allow for absentee voting as a part of the annual meeting or a special meeting of a lake district;

2. Health and Human Services

- A. The complexity of mental health and drug-related child welfare cases and the intensity of services have created increased challenges for the child welfare system. These burdens on the families and systems create a need to increase the Children and Families Allocation (CFA) by 20%.
- B. Increase funding to Aging and Disability Resource Centers in the amount of \$32 million to reduce historical inequities in funding, to keep pace with expanding needs, and to allow full funding of mandated services.
- C. Provide a \$4 million dollar increase in the Birth to 3 state GPR allocation and provide annual GPR increases to cover the growth in caseload and service costs.
- D. Continued support for Medicaid expansion in Wisconsin by accepting \$1.6 million in federal support to increase health care options and services.
- E. Increase funding for Mental Health Services
 - ✓ The public mental health system in Wisconsin is in need of additional resources to respond appropriately to the needs of individuals experiencing a mental health crisis. Provide \$21 M annually for Medicaid-reimbursable Crisis Intervention Services statewide.
 - ✓ Increase Medicaid reimbursement rates for mental health providers.
 - ✓ Community Support Programs (CSP) prevent individuals with severe and persistent mental health needs from extended hospitalizations. Provide \$20 M annually for Community Support Programs (CSP).
- F. County agencies have felt the strain of Adult Protection Services due to an increase in the number of older persons, co-occurring issues, lack of safe locations for persons with dementia, lack of caregivers, and lack of adequate funding for people with disabilities. Provide a \$10 M increase in GPR funding to counties for APS.
- G. Preserve the statutory authority of public health agencies for control of communicable

diseases and other public health threats.

- H. Provide at least \$36 million in funding to support public health infrastructure in the state, with half of the funding allocated to local public health agencies to support communicable disease investigation and mitigation.
- I. Support increased County Veteran Services Officer Grant funds to mitigate the impacts of static funding for well over 10 years.
- J. Advocate and support the federal funding for County Veteran Service offices. Historically, there has never been federal funding to support Veteran Services Offices.

3. Committee on Administration & Planning Resources and Development:

- A. Support an increase in funding to the Wisconsin Land Information Program, to maintain existing services, statewide mandated initiatives, and expanded services. These services increase the availability and accuracy of vital land records data to improve the efficiency of government and provide improved government services to both private sector and internal and external governmental stakeholders. Reference legislative proposal LRB 5300/LRB 5447.

4. Nursing Homes:

- A. To increase funding for Nursing and Certified Nursing Assistant (CNA) and nursing programs at Wisconsin colleges and facilities. There is currently a workforce crisis across most industries. One of the industries hit hardest by this crisis is healthcare, and more specifically long-term care. There are simply not enough nursing assistants or nurses to care for our rapidly increasing aging population. Increasing funding and resources for nursing and CNA educational programs would assist increase the number of CNAs and nurses.
- B. Increase availability of nursing programs to all UW system schools, as currently certain universities are not able to have nursing programs. Every year the nursing programs have waiting lists. For some students that discourages them from nursing, and they eventually change majors. Increasing the funding to have additional seats in current classrooms and adding nursing majors to all universities would help keep more student on the path to becoming health care workers.

5. Financial

- A. Support modifying the annual levy limit to include exemptions for the costs of services or programs mandated by state law that cannot be fully funded with state appropriations and required county appropriations;
- B. Encourage the State to amend the annual levy limit law to allow counties to increase the levy over the amount levied in the prior year by the percentage increase in equalized value from net new construction plus CPI for the region in which the county is located. If no new construction occurred in a county, then the allowable levy increase may equal CPI for the region;
- C. In lieu of making changes to levy limits, modify the ability of counties to impose up to a 1% sales tax;
- D. Support legislative reform of the funding structure of the Wisconsin Technical College System, including increased state funding, reduction of the threshold for issuance of debt without approval by referendum, and review of duplication of educational services between the UW System and the Wisconsin Technical College System.

6. Roads and Highways

- A. Support an increase in the gas tax which is sustainable and comparable to all states throughout the upper Midwest and Great Lakes Regions;

- B. Support an increase in Transportation Aids, and changes to the distribution formula that would take into account increases in costs and decreased purchasing power of counties resulting from inflation, the flattening of revenues from the gas tax due to increased fuel economy, increased use of electric vehicles and alternative fuels, and, potentially, fewer commuter miles as more workers telecommute;
- C. Support long term alternatives to and solutions for loss of gas tax revenue for highway funding that take into account the flattening and decrease of “real “ gas tax revenues caused by increased use of electric vehicles and alternative fuels and decreases in commuter miles;
- D. Support increased funding for local road and bridge assistance programs, such as the Surface Transportation Program Rural (STP-R), the Surface Transportation Program Urban (STP-U), Local Bridge Improvement Assistance (Local Bridge Program), the Local Road Improvement Program (LRIP, and the Highway Safety Improvement Program (HSIP).

7. Community Resources & Tourism

- A. Support allocation of State funds to encourage and develop rural and agricultural Tourism;
- ~~B. Continued support for increased funding for rural broadband expansion. Support to refund the Affordable Connectivity Program or similar program. Authorized under the Bipartisan Infrastructure Law, the Affordable Connectivity Program (ACP) brought affordable high-speed internet to almost 23 million households across the country including 2,600 in Dunn County. The program's funding expired in May 2024. This program or a similar program is integral to increasing the adoption of broadband and controlling the costs of broadband for everyone.~~
- C. Request that Legislature revisit 2023 changes made the regulation of alcohol and wedding barns with an eye towards considering the impact and needs on the wedding barn industry.

8. Health and Human Services & Planning Resources and Development:

- A. Advocate for a statewide groundwater assessment and monitoring initiative. Additionally fund mitigation of problems that are identified in groundwater quality and secure funding for long-term, private drinking water protection, monitoring and remediation program.
- B. Recommend changes to the state’s Well Compensation Grant Program eligibility requirements to allow more access to the programs funds by private well owners, transient non-community wells and non-transient non-community wells;



Thomas P. Carlson, County Surveyor
3001 US Hwy 12 E, Suite 240A
Menomonie, WI 54751
Phone: (715) 231-6526
Email: tcarlson@dunncountywi.gov

Environmental Services - Survey Division

LUKE & MARISSA LARSON VARIANCE REQUEST

DATE PREPARED: January 6, 2025

PETITIONER/OWNER: Luke & Marissa Larson
N1678 950th Street
Eau Claire, WI 54701

PROPERTY ADDRESS: N6328 830th Street
Elk Mound, WI 54739

LOCATION: Located in the SW¹/₄ of the NE¹/₄ of Section 17, T.28N.,
R.11W., Town of Elk Mound

SIZE OF PROPOSED PARCEL: Lot 1 = 1.50 acres; Lot 2 = 19.33 acres

ZONING: Unzoned

REQUEST: Variance allowing for a proposed lot to be bisected by
an access easement.

BACKGROUND:

Luke and Marissa Larson own a tract of land located in Section 17 of T.28N., R.11W., Town of Elk Mound totaling approximately 21 acres, which is currently unzoned. The property is served by an existing driveway from 830th Street. The applicant would like to create two new lots as illustrated in the site plan included with their application, a copy of which follows this report. Lot 1 will include an existing house, well and septic system and will contain approximately 1.5 acres. The applicant plans to construct a new home and shop on Lot 2, which will contain approximately 19.3 acres. The applicant also plans to retain ownership of Lot 1. A portion of the subject property contains areas with steep slopes and there is an overhead power line running along the southerly property line. A 66-foot-wide access easement is being proposed over the existing driveway, which will provide access to Lot 1. This driveway has been in place for quite some time.

The creation of the two proposed new lots requires the preparation of a Certified Survey Map that meets the requirements of the Dunn County Land Division Ordinance (Chapter 16). Section 16.46(1) of said ordinance states in part “No lots or outlots created under the terms of this chapter shall be bisected by a public road or proposed private road or proposed access easement.” The proposed access easement, which will provide access to Lot 1, will bisect Lot 2.

Section 16.83 of said ordinance allows for a variance request and is worded as follows: “Where strict application of the provisions of this chapter would impose undue hardship because of unique topographic or other conditions of the land involved or other conditions predating adoption of this chapter, or to achieve consistency with a City or Village extraterritorial ordinance, the Committee may approve variances to any requirement of this chapter to the extent deemed just and proper, provided such variance shall not impair the intent and purpose of this chapter or be contrary to the Wisconsin Statutes or Wisconsin Administrative Code.”

ANALYSIS:

If the variance is not approved, the Larson’s property will continue to be bisected by the existing driveway. Approval of the variance will allow the applicant to divide off the existing homestead and allow them to construct a new home and shop on the remainder of the property. The current driveway serving the subject property has been in place for quite some time and is adequately serving its intended purpose. In order to comply with the requirements of Chapter 16, the access easement serving Lot 1 would need to be placed along the south line of Lot 2 or the remainder of the parent parcel would need to be dividing along the existing driveway into two separate lots with an access easement running along the common lot line. Constructing a new driveway along the south line of Lot 2 would disturb environmentally sensitive areas with slopes of 20% or greater.

VARIANCE REQUIREMENTS:

Department comments below are bold and underlined.

1. Strict application of the provisions of Chapter 16 would impose undue hardship because of unique topographic or other conditions of the land involved or other conditions predating the adoption of this chapter.

Use of the existing driveway which has been adequately serving the property predates the adoption of Chapter 16. The steep topography along the south side of the parent parcel would make it impractical to construct a driveway so as to not severe the proposed Lot 2.

2. The variance shall not impair the intent and purpose of Chapter 16.

Section 16.03 of the ordinance contains the following purpose statements:

- (1) To promote the wise use, conservation, protection, and property development of Dunn County’s soil, water, wetland, woodland, and wildlife resources, and to achieve a balanced relationship between land use and development and supporting and sustaining Dunn County’s natural resource base.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will not create an imbalance between land use and development, nor would it have an adverse effect on the county’s natural resource base.

- (2) To establish reasonable design standards and land division procedures to facilitate the orderly and well-planned layout, division, use, and development of land in Dunn County, and to prevent overcrowding of land and undue congestion of population.
Creating a new lot which is bisected by an access easement that contains an existing driveway, is orderly, well-planned and will not result in an undue congestion of population.
- (3) To secure safety and resiliency from disastrous storms, fire, flood, pollution, disease and other hazards and to help minimize expenditures for emergency response and disaster relief and other mitigation actions.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will have no additional impact on the items listed within this purpose statement.
- (4) To ensure adequate and efficient transportation, water, sewerage, stormwater drainage, schools, parks, playground, recreation, and other facilities.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will have no negative impact on the adequacy and efficiency of the items listed within this purpose statement.
- (5) To ensure that the design of the transportation systems will not have a negative long-term effect on neighborhood quality, traffic, and pedestrian movement and safety.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will have no negative long-term effect on the items listed within this purpose statement.
- (6) To prevent and control erosion, sedimentation, and other pollution of air and water, ensure the adequacy of drainage facilities, and safeguard subsurface water.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will have no additional impact on the items listed within this purpose statement.
- (7) To prevent destruction or impairment of environmentally sensitive areas.
A portion of the subject property contains areas with steep slopes. Creating a new lot which is bisected by an access easement that contains an existing driveway, will not destroy or impair these environmentally sensitive areas. Placing an easement and constructing a new driveway along the south boundary of the subject property will negatively impact these environmentally sensitive areas.
- (8) To conserve lands with high agricultural value.
A portion of the subject property is classified as having high agricultural value.

- (9) To protect and provide for the public health, safety, and general welfare of Dunn County and its municipalities.
Creating a new lot which is bisected by an access easement that contains an existing driveway, will not be detrimental to the public health, safety, and general welfare of Dunn County and its municipalities.
- (10) To guide the future growth and development of Dunn County in accordance with the comprehensive plan.
The preferred land use for the subject property is designated as “Residential-Ag” according to the Dunn County Comprehensive Plan. The applicant’s future plan for the property is consistent with this plan.
- (11) To ensure a system for review of proposed condominium instruments that is similar to the review procedures for land divisions. Such review of condominiums is deemed appropriate because they function in the same manner and have the same neighborhood and environmental impacts as land divisions.
This purpose statement is not applicable to this land division.
- (12) To provide for proper ingress and egress.
The existing driveway is in a practical location and is providing adequate access.

3. The variance shall not be contrary to the Wisconsin Statutes or Wisconsin Administrative Code.

The granting of this variance will not be contrary to the Wisconsin Statutes or Wisconsin Administrative Code.

I look forward to discussing this variance request with the members of the Planning, Resource, and Development Committee on January 15, 2025.

Sincerely,



Thomas P. Carlson, PLS
Dunn County Surveyor



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Date created: 1/7/2025

Last Data Uploaded: 1/6/2025 9:57:48 PM

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Dunn County Survey Division

3001 US Highway 12 East, Suite 240A (715) 231-6526 Menomonie, WI 54751 www.co.dunn.wi.us

FOR OFFICE USE ONLY
FEE: 200.00 Date: 1/2/2025
[X] Variance (\$200)
[] Cash or [X] Check# 555
*Checks Payable to Dunn County Surveyor

Variance Application

Instructions: Please fill out all sections of the application. Attach site plan, a written brief, and any necessary supporting material.

Property Owner / Agent/Contractor table with fields for Name, Mailing Address, City/State/Zip, Phone, and Email.

Property Information section with fields for Parcel ID, Site Address, CSM/Subdivision, Lot#, Blk#, Proposed Lot Size, Present Use, and Existing Zoning.

Project section with fields for Terms of Subdivision Ordinance, Variance requested and reasons why this variance is needed, and Attach a Written Brief fully answering the following.

General Requirements section with checkboxes for Site Plan Completed and Written Brief Attached, and signature lines for Owner/Agent and County Surveyor.

Please note: This is an application and does not guarantee a variance will be granted.

LANDOWNER WRITTEN BRIEF

The brief should consist of a letter explaining why the request is being made and provide an answer to the following questions.

- 1. Enforcement of the Dunn County Land Division Ordinance would result in undue hardship based on unique topographic or other conditions of the land involved or other conditions predating adoption of the ordinance, or to achieve consistency with a City or Village extraterritorial ordinance because:**

Application of the Land Division Ordinance to the site must cause unnecessary hardship. When does unnecessary hardship occur as distinguished from a mere inconvenience?

- Undue hardship shall relate solely to the physical characteristics of the property. Financial hardship, loss of profit, self-imposed hardships such as that resulting from unfamiliarity with regulations, deed restrictions, proceeding without required permits, illegal sales or land transfers are not sufficient reasons for the granting of a variance.*
- An example of a self-imposed hardship would be someone who constructs a home near a mapped floodplain after the adoption date of the ordinance and later requests a variance to the 30,000 square feet of contiguous buildable area requirement when trying to place the home on a separate parcel. Such a variance should be denied because the applicant created the hardship by building near the floodplain and restricting future land division options.*
- The hardship cannot be one that would have existed in the absence of the Land Division Ordinance. Some properties may not be able to be subdivided because of the physical nature of the property.*

- 2. Granting of this variance would not be detrimental to the public safety, health or welfare or injurious to other properties because:**

A Variance may not be granted which results in harm to public interests. The Committee will consider the impacts of the variance request and the cumulative impacts of similar requests on the interests of the neighbors, the entire community, and the general public.

- Committee members will look to the purpose statements in the ordinance to determine what constitutes public interest.*

ADDITIONAL NOTES

- No variances may be granted that would modify or waive requirements of any other county ordinance.*
- Once a variance is granted, it attaches to the property as a permanent right for the current owner and all subsequent owners.*
- For all approved variances, a notation shall be placed on the plat or certified survey map stating the nature of the variance granted and the date of approval by the Committee.*

Written Brief (Luke & Marissa Larson)

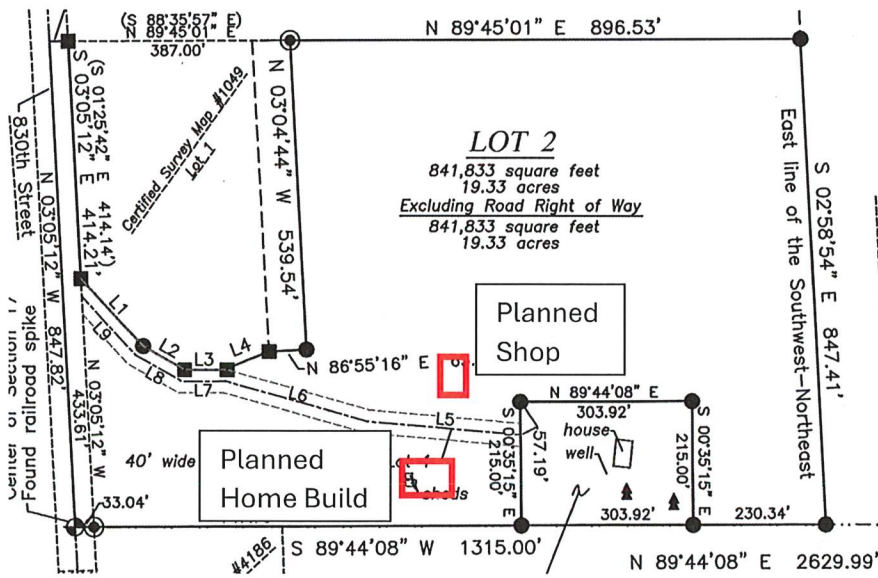
Enforcement of the Dunn County Land Division Ordinance would result in an unnecessary hardship because:

Rule forces split to 3 lots (development) when we want to keep the entire lot and current house, but need the current home split off to allow new home/shop to be built.

Creating 3 lots is unnecessary when we plan to keep the entire property. We do not intend to sell or want to sell off lots of this land. We intend to live on this property long term, as our young kids (1yrs old up to 8 yrs old) attend Elk Mound School District, and we have been looking to move into the district.

It would create hardship for the landowners as the planned building site is south of the driveway and the planned shop site is north of the driveway, which would then put the two buildings on separate lots and create issues for long-term future sales where the house and shop are not on the same lot. Splitting into 3 lots could also affect the future resale of the property, decreasing acreage included with new house.

I've had verbal conversations with the township of Elk Mound and they have verbally pre-approved the 2 lot CSM as proposed.



The unique characteristics of the property prevent compliance with the ordinance because:

Due to property geography, the building site for the planned house and shop would be on each side of the current driveway/proposed easement resulting in new home on one lot and the shop on a 2nd lot. (See below picture of topography to why building locations are selected.



Property road access on west boundary doesn't allow for alternate lot split other than easement with current driveway as proposed.

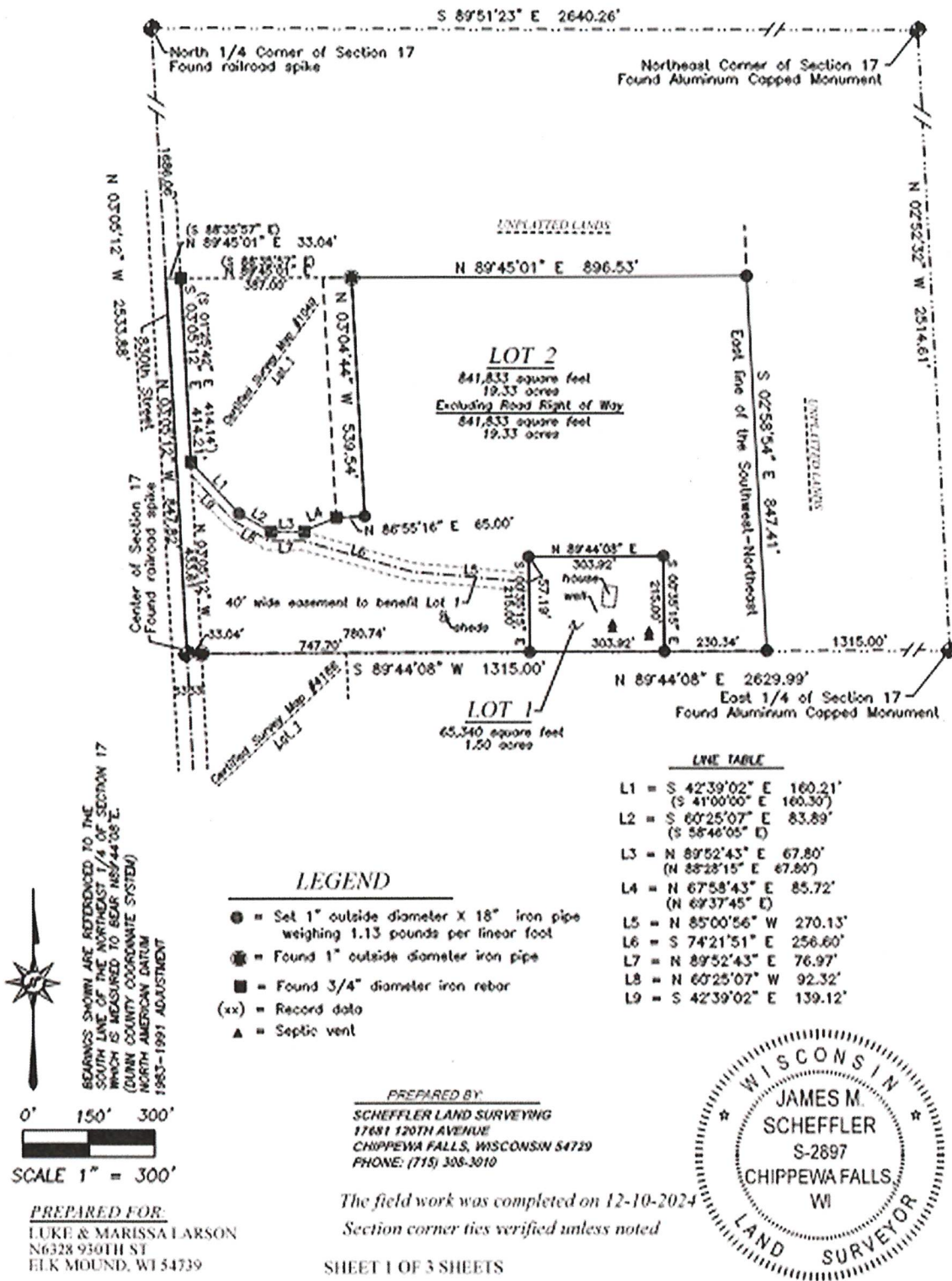
Granting of this variance would not harm the public interest because:

There will still be easement for the current home to access no matter if 2 or 3 lot CSM is completed so no impact to lot 1 homeowner (if ever sold). No developments are being made and lot will stay similar to surrounding area. This will be very similar lot breakout to Stephanie Solberg property to the north on 830th Street. Surrounding lots or property will not be affected by this change.

It will be easier and better for future owner to have shop/house on one lot as well.

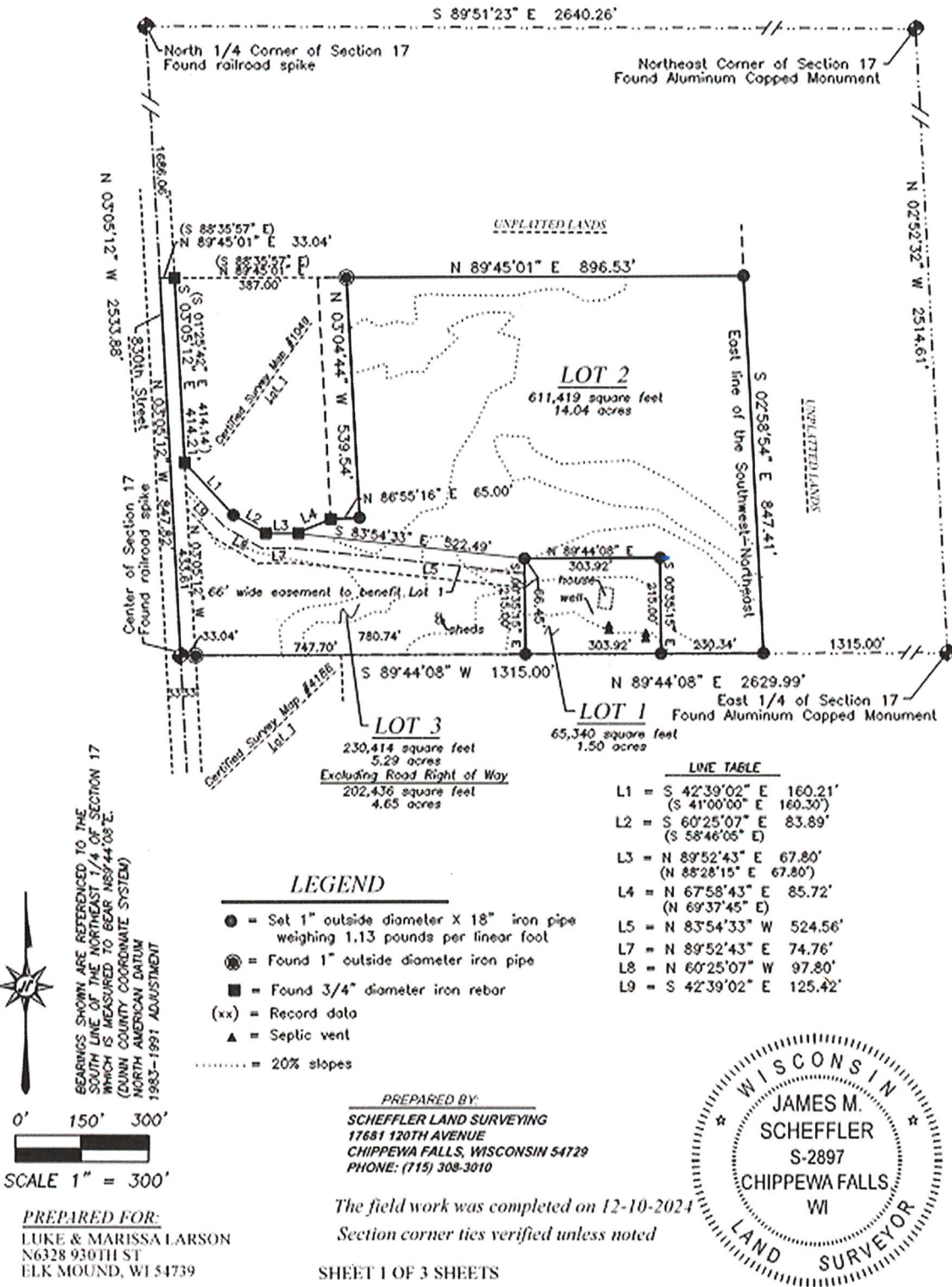
Requested w/ Variance 2 lot CSM:

Located in the Southwest 1/4 of the Northeast 1/4,
 Section 17, Township 28 North, Range 11 West,
 Town of Elk Mound, Dunn County, Wisconsin



Per Dunn County Requirement 3 lot CSM (per Dunn county section 16.46):

Located in the Southwest 1/4 of the Northeast 1/4,
Section 17, Township 28 North, Range 11 West,
Town of Elk Mound, Dunn County, Wisconsin





Thomas P. Carlson, County Surveyor
3001 US Hwy 12 E, Suite 240A
Menomonie, WI 54751
Phone: (715) 231-6526
Email: tcarlson@dunncountywi.gov

Environmental Services - Survey Division

SANDRA BYGD VARIANCE REQUEST

DATE PREPARED: January 6, 2025

PETITIONER/OWNER: Sandra Bygd
P.O. Box 242
Ridgeland, WI 54763

PROPERTY ADDRESS: N13722 County Rd. VV
Ridgeland, WI 54763

LOCATION: Located in the SW1/4 of the SW1/4 of Section 12, T.31N.,
R.13W., Town of Sheridan

SIZE OF PROPOSED PARCEL: Approximately 6 acres

ZONING: GA (General Agriculture)

REQUEST: Variance to create a new lot that exceeds the 4:1 depth to
width ratio requirement in Section 16.46(2)(g) of the Dunn
County Land Division Ordinance.

BACKGROUND:

Sandra Bygd currently owns an approximately 73-acre tract of land located in Section 12, T.31N., R.13W., Town of Sheridan which is currently zoned as General Agriculture (GA). The property contains a residence and related improvements. The applicant would like to divide the residence and related improvements from the remainder of the property as indicated on the sketch map provided in the application, a copy of which follows this report. A portion of the proposed new lot contains slopes of 20% or greater. The subdivision of the property requires the preparation of a Certified Survey Map that meets the requirements of Chapter 16. Section 16.46(2)(g) of said ordinance states in part, "The depth of any lot shall not be greater than four times the lot width." The proposed new lot will exceed this ratio requirement.

Section 16.83 of said ordinance allows for a variance request and is worded as follows: "Where strict application of the provisions of this chapter would impose undue hardship because of unique topographic or other conditions of the land involved or other conditions predating adoption of this chapter, or to achieve consistency with a City or Village extraterritorial ordinance, the Committee may approve variances to any requirement of this chapter to the extent deemed just and proper, provided such variance shall not impair the intent and purpose of this chapter or be contrary to the Wisconsin Statutes or Wisconsin Administrative Code."

ANALYSIS:

The purpose of the depth to width ratio is to prevent the creation of long and narrow lots, as well as the crowding of improvements along the narrow portion of the lot while leaving the land behind vacant and unserviceable. The improvements existing on the proposed new lot are already situated near the “rear” of the property. It is unlikely that any new improvements will be constructed near the front of the property due to the location of the existing driveway and zoning setback requirements. Approval of the variance would allow the applicant to divide and sell off the existing homestead from the balance of the property while maintaining ownership of the existing driveway and preserving the present agricultural use of the remaining property.

If the variance is not approved, there are other options available to the applicant. The proposed Lot 1 could in fact be reconfigured in such a way that it does not exceed the 4:1 depth to width ratio requirement. Doing so would increase the size of the lot, which would include land that is currently being used for agricultural purposes. Alternatively, an access easement could be created to include the existing driveway that would result in a lot configuration that complies with the 4:1 depth to width ratio.

VARIANCE REQUIREMENTS:

Department comments below are bold and underlined.

1. Strict application of the provisions of Chapter 16 would impose undue hardship because of unique topographic or other conditions of the land involved or other conditions predating the adoption of this chapter.

The driveway, dwelling, and related improvements have been in place for quite some time and predate the adoption of Chapter 16. The hardship that is claimed by the applicant is a loss of income that would result from dividing the existing farm field.

2. The variance shall not impair the intent and purpose of Chapter 16.

Section 16.03 of the ordinance contains the following purpose statements:

- (1) To promote the wise use, conservation, protection, and property development of Dunn County’s soil, water, wetland, woodland, and wildlife resources, and to achieve a balanced relationship between land use and development and supporting and sustaining Dunn County’s natural resource base.

Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will not create an imbalance between land use and development, nor would it have an adverse effect on the county’s natural resource base.

- (2) To establish reasonable design standards and land division procedures to facilitate the orderly and well-planned layout, division, use, and development of land in Dunn County, and to prevent overcrowding of land and undue congestion of population.

Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio is orderly and well planned and will not result in overcrowding of land and undue congestion of population.

- (3) To secure safety and resiliency from disastrous storms, fire, flood, pollution, disease and other hazards and to help minimize expenditures for emergency response and disaster relief and other mitigation actions.
Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will have no additional impact on the items listed within this purpose statement.
- (4) To ensure adequate and efficient transportation, water, sewerage, stormwater drainage, schools, parks, playground, recreation, and other facilities.
Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will have no negative impact on the adequacy and efficiency of the items listed within this purpose statement.
- (5) To ensure that the design of the transportation systems will not have a negative long-term effect on neighborhood quality, traffic, and pedestrian movement and safety.
Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will have no negative long-term effect on the items listed within this purpose statement.
- (6) To prevent and control erosion, sedimentation, and other pollution of air and water, ensure the adequacy of drainage facilities, and safeguard subsurface water.
Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will have no additional impact on the items listed within this purpose statement.
- (7) To prevent destruction or impairment of environmentally sensitive areas.
The proposed new lot, which contains the existing dwelling and related improvements does contain environmentally sensitive areas (slopes of 20% or greater). The existing improvements on this parcel are not located within nor are they impacting any environmentally sensitive areas.
- (8) To conserve high value agricultural land.
The subject property is not considered to be high value agricultural land.
- (9) To protect and provide for the public health, safety, and general welfare of Dunn County and its municipalities.
Creating this new lot, which contains the existing dwelling and related improvements that exceeds the 4:1 depth to width ratio will not be detrimental to the public health, safety, and general welfare of Dunn County and its municipalities.
- (10) To guide the future growth and development of Dunn County in accordance with the comprehensive plan.
The preferred land use for the subject property is listed as “Residential” according to the Dunn County Comprehensive Plan. The applicant’s future plan for the property is consistent with this plan.

- (11) To ensure a system for review of proposed condominium instruments that is identical to the review procedures for land divisions. Such review of condominiums is deemed appropriate because they function in the same manner and have the same neighborhood and environmental impacts as land divisions.

This purpose statement is not applicable to this land division.

3. The variance shall not be contrary to the Wisconsin Statutes or Wisconsin Administrative Code.

The granting of this variance will not be contrary to the Wisconsin Statutes or Wisconsin Administrative Code.

I look forward to discussing this variance request with the members of the Planning, Resource, and Development Committee on January 15, 2025.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Carlson". The signature is written in a cursive style with a large initial 'T' and 'C'.

Thomas P. Carlson, PLS
Dunn County Surveyor



This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes. This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Date created: 1/7/2025

Last Data Uploaded: 1/6/2025 9:57:48 PM

Developed by



RECEIVED

DEC 30 2024



Dunn County Survey Division

3001 US Highway 12 East, Suite 240A (715) 231-6526 Menomonie, WI 54751 www.co.dunn.wi.us

FOR OFFICE USE ONLY

FEE: \$200.00 Date: 12/30/2024
[X] Variance (\$200)
[] Cash or [X] Check # 1107
*Checks Payable to Dunn County Surveyor

Variance Application

Instructions: Please fill out all sections of the application. Attach site plan, a written brief, and any necessary supporting material.

Table with 2 columns: Property Owner and Agent/Contractor. Includes fields for Name, Mailing Address, City/State/Zip, Phone, and Email.

Property Information section including Parcel ID #, Site Address, CSM/Subdivision, Lot#, Blk#, Proposed Lot Size, and Existing Zoning.

Project section including Terms of Subdivision Ordinance preventing your requested use, Variance requested and reasons why this variance is needed, and Attach a Written Brief fully answering the following.

General Requirements section including checkboxes for Site Plan Completed and Written Brief Attached, and signature lines for Owner/Agent and County Surveyor.

Please note: This is an application and does not guarantee a variance will be granted.

LANDOWNER WRITTEN BRIEF

The brief should consist of a letter explaining why the request is being made and provide an answer to the following questions.

- 1. Enforcement of the Dunn County Land Division Ordinance would result in undue hardship based on unique topographic or other conditions of the land involved or other conditions predating adoption of the ordinance, or to achieve consistency with a City or Village extraterritorial ordinance because:**

Application of the Land Division Ordinance to the site must cause unnecessary hardship. When does unnecessary hardship occur as distinguished from a mere inconvenience?

- Undue hardship shall relate solely to the physical characteristics of the property. Financial hardship, loss of profit, self-imposed hardships such as that resulting from unfamiliarity with regulations, deed restrictions, proceeding without required permits, illegal sales or land transfers are not sufficient reasons for the granting of a variance.*
- An example of a self-imposed hardship would be someone who constructs a home near a mapped floodplain after the adoption date of the ordinance and later requests a variance to the 30,000 square feet of contiguous buildable area requirement when trying to place the home on a separate parcel. Such a variance should be denied because the applicant created the hardship by building near the floodplain and restricting future land division options.*
- The hardship cannot be one that would have existed in the absence of the Land Division Ordinance. Some properties may not be able to be subdivided because of the physical nature of the property.*

- 2. Granting of this variance would not be detrimental to the public safety, health or welfare or injurious to other properties because:**

A Variance may not be granted which results in harm to public interests. The Committee will consider the impacts of the variance request and the cumulative impacts of similar requests on the interests of the neighbors, the entire community, and the general public.

- Committee members will look to the purpose statements in the ordinance to determine what constitutes public interest.*

ADDITIONAL NOTES

- No variances may be granted that would modify or waive requirements of any other county ordinance.*
- Once a variance is granted, it attaches to the property as a permanent right for the current owner and all subsequent owners.*
- For all approved variances, a notation shall be placed on the plat or certified survey map stating the nature of the variance granted and the date of approval by the Committee.*

Land ordinance

We are requesting that we be granted a waiver for the Dunn county land division ordinance due to the hardship that it would cause once applied. The parcel that we are looking to have divided lies on 25 acres consisting of over half agricultural land, some wooded land, and a residential area with house, yard, driveway and surrounding woods. The objective of this survey/division of the parcel is to separate the residential area and yard from the agricultural area so that someday the house can be sold separately from the farm land if chosen to. This would also help ensure that the agricultural land stays intact so that it can be farmed most effectively and the landowner can continue her rental agreement with a local farmer. As you can see in the attached picture the yard, driveway and residential area has for years been separated from the agricultural area by a mowed yard. If this ordinance is applied an area of over 9 acres would be sectioned off on the S end of the the 25 acre tract in order to satisfy the 4:1 ratio. The yard, house, driveway and surrounding woods would make up about 4-5 acres of this piece with a 4 acre portion of the front agricultural field making up the rest. Not only is this dividing the 25 acres piece by more than a third it would separate a majority of the front agricultural field in half possibly making both sections possibly unable to be farmed. The entire front agricultural field, not including the yard or woods, is around 9 acres as it is and this division would cut that in half making both parcels very undesirable for someone to want to rent and making difficult to farm separately. With the rental agreement in place the loss of any funds that the rent garners could cause some potential financial hardships for the landowner who is a retired single woman who depends on these funds to help supplement her income. Another negative aspect to this division would be the topography of the field would make access to the back NE portion of the field very difficult. To access that portion of the field the farmer would have to access through a water run that lies down the middle of the field. When it rains this could be a major problem due to the surrounding topography of the land. Water is literally funneled down through the valleys into this water way. If this waterway has to be an access point this could cause some major damage due to erosion from tire marks. The smaller new 4 acre field would also comprise of a majority of the water run which would not be very conducive to farm. We are asking that the existing 4-5 acre residential area remain its own separate piece as it has been for the existence of its creation. And that the existing farm land remain its own parcel so that it can remain a desirable tract to rent and continue being productive agricultural ground and provide income to the owner. It is our opinion that this waiver would not hurt any public interest because the residential area and farm grounds have remained the same ever since the residence was built and it will continue to remain the same if this waiver is allowed. There is no hazardous potential for any nearby residents nor surrounding properties since the parcels all lie within the same 25 acre tract as stated above.

Thank you for your time.

Neil Bygd



Source: Esri, i-cubed, USDA, USGS, AEX, GeoEye, Getmapping, Aerogrid, IGN, IGP, UPR-EGP, and the

Perimeter: 930.7 m / 0.9307 km / 3053 ft / 0.5783 mile
17e+4 m² / 2.317 hectares / 0.02317 km² / 2.494e+5 ft² / 5.726 acres / 0.008947 mile²

our most recent position/zoom/map-type for the next time you visit.
ore, it tries to figure out your location and zoom level.





Thomas P. Carlson, County Surveyor
3001 US Hwy 12 E, Suite 240A
Menomonie, WI 54751
Phone: (715) 231-6526
Email: tcarlson@dunncountywi.gov

Environmental Services - Survey Division

STAFF REPORT

TO: Planning, Resource, and Development Committee

FROM: Tom Carlson
County Surveyor

DATE: January 6, 2025

SUBJECT: Preliminary Plat Review, Sand Creek Hills Subdivision

Project Information

| | |
|------------------------------------|--|
| Project Name | Sand Creek Hills Preliminary Plat |
| Project Applicant | James Smith, Secluded Land Company |
| Project Engineer | N/A |
| Project Builder(s) & Contractor(s) | Various; To Be Determined |
| Legal Description | Located in the SW¼ of the SW¼ of Section 28, Township 31 North, Range 11 West |
| Town | Sand Creek |
| Application Submittal Date | October 31, 2024 |
| Application Deemed Complete | October 31, 2024 |
| Expiration of 90-Day Review Period | January 29, 2025 |

Background

The Secluded Land Company is proposing to develop a 17.65-acre parcel of land located within the Town of Sand Creek into a 6-lot residential subdivision. The subject property is located in the SW1/4 of the SW1/4 of Section 28 at the intersection of STH 64 and 810th Street. All six lots will have frontage directly along 810th Street. There will be no direct vehicular access to STH 64 from Lot 11. The property is currently unzoned with a minimum lot size of 1 acre required by Dunn County. The subject property is comprised mainly of wooded land, with areas of slopes of 20% and greater located on Lots 14 and 15. There are no mapped wetlands on the property. The preferred land use according to the Dunn County Comprehensive Land Use Plan is "Residential-Ag".

All of the proposed lots are greater than 1.5 acres, which exempts this plat from review by the State of Wisconsin and allows for the submittal of a County Plat. The owner will be dedicating a portion of their property to the Town to better accommodate the travelled portion of the existing roadway and to provide for additional width for typical road maintenance.

One soil boring was completed on each of the six lots. The borings indicate that all of the lots will support either a conventional or a mound septic system.

The Town of Sand Creek discussed the preliminary plat at their meeting on 10/15/2024. The Town does not have a Land Division Ordinance and therefore no action was taken on the plat. A copy of correspondence from the Town follows this report.

The preliminary plat review was conducted by a team consisting of members from the Dunn County Environmental Services Department, Highway Department, Land Information Office, and the Wisconsin Department of Natural Resources and Transportation.

The Town of Sand Creek reviewed and took no action on the preliminary plat on

Preliminary Plat Review Compliance

The Preliminary Plat of Sand Creek Hills meets the requirements of all Dunn County ordinances and State Statutes.

Preliminary Plat Review Team Recommendation

The review team recommends that the Planning, Resource, and Development Committee approve the preliminary plat of Sand Creek Hills.



DUNN COUNTY MAJOR SUBDIVISION/ CONDOMINIUM PLAT APPLICATION

| Date Received | Submittal Status | Plat Name | Review Fee Amount | Paid |
|---------------|------------------|------------------|----------------------|----------|
| | Concept | | | |
| 10/31/2024 | Preliminary | Sand Creek Hills | \$520. ⁰⁰ | 10/31/24 |
| | Re-Submittal | | | |
| | Final | | | |
| | Re-Submittal | | | |

Plat Type: COUNTY STATE ASSESSORS CONDOMINIUM

| | | | |
|------------|----------|----------------------------------|---|
| TOTAL AREA | 17.65 Ac | TOTAL NUMBER OF LOTS AND OUTLOTS | 6 |
|------------|----------|----------------------------------|---|

Legal Description: SW 1/4 SW 1/4 Govt. Lot N/A Section(s) 28 T 31 N, R 11 W

Town of SAND CREEK

Date of notification of submittal to Township (Sent first Friday after receipt): _____

Does Town have subdivision review authority? YES NO

Is this subdivision located within extraterritorial jurisdiction? YES NO

If yes, CITY OF _____ or VILLAGE OF _____

Date of notification of submittal to EPR(s): (Sent first Friday after receipt): _____

Existing zoning of proposed project: UNZONED

Proposed zoning of future parcels: UNZONED

CHECK IF APPLICABLE:

Does the survey require Wis. D.O.T. District 6 Transportation 223 approval? YES NO

If yes, has approval been granted? YES NO Date of approval: _____

This subdivision/parent ownership abuts a State, U.S., or Interstate highway. Access granted: NO

Does the survey require Wis. D.O.T. District 6 Transportation 223 approval? YES NO

If yes, has this been granted? YES NO

This subdivision abuts a county highway. Date access granted: _____ Permit #: _____

This subdivision abuts a town highway. Date access granted: _____ Permit #: _____

The subdivision is served by a public sewer. Municipal letter: NO

All preliminary plats shall be complete to include all data required by the State, i.e. soils investigations, required contours delineated, surface and road drainage, and proposed centerline road grades presented. More detailed plans may be required on difficult sites.

The preliminary plat shall delineate existing elevation contours of the site (2' interval min. recommended).

Resources to use include Wisconsin Chapter 236, Dunn County Subdivision Ordinance and Dunn County Zoning Ordinance.

Is this land under any of the following programs? (Code "W" in tax roll for Woodland programs only)

| YES | NO | PROGRAM | AGENCY |
|-----|----|---|--|
| | X | Farmland Preservation Project | 608-224-4633 DATCP (Dept. of Ag, Trade & Consumer Protection) |
| | X | Conservation Reserve Project Conservation-Reserve Enhancement Program | 232-2614 ext.2 FSA (Farm Service Agency) |
| | X | Forest Crop Law (W) | 232-1516 (DNR) |
| | X | Managed Forest Law (W) | 232-1516 (DNR) |
| | X | Wetlands Reserve Program | 232-2614 ext.#101 NRCS (Natural Resource Conservation Service) |
| | X | Flood Plain | 232-6521 Zoning |
| | X | Easements (Utility, etc.) | 232-1228 Register of Deeds |
| | | | |

| | YES | NO | DATE | COMMENTS |
|--------------------|-----|----|------|----------|
| Township Approvals | | | | |
| Preliminary | | | | |
| Final | | | | |
| State | | | | |
| Soils | | | | |
| Platting | | | | |
| D.O.T. | | | | |
| DNR | | | | |

DUNN COUNTY SURVEYOR'S OFFICE

P = Preliminary F = Final

Dunn County

Office

- | | | | |
|--------------------------|--------------------------|---|--------------------------|
| P | F | SITE ENGINEERING | Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | Dunn County shall require a Wisconsin licensed Professional Engineer to design, certify, and stamp any and all aspects of the storm water, erosion control and road plans | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Dunn County may require that the developer file a construction plan, including but not limited to projected time frame and sequence prior to construction. The name, address and telephone number of the contractors and the on site contractor shall be provided prior to construction. (see Page 3) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | All access easements, existing and proposed, shall be delineated and submitted on plat | <input type="checkbox"/> |

Consideration should be incorporated into the design of the subdivision if there are existing trees, vegetation and environmental areas.

Dunn County
Office

| | | | |
|--------------------------|--------------------------|--|--------------------------|
| P | F | TOPOGRAPHY | Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | 2' contours (minimum) recommended _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 25% slope delineated - minimum 10,000 of contiguous square feet per lot. _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetlands identified - certified by recognized professional _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetlands identified - location certified by WI RLS _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 100 year flood plain identified and location certified _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2' freeboard contour above flood plain _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Benchmarks and datum, qualifications _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Delineation of non-qualified areas _____ | <input type="checkbox"/> |

| | | | |
|--------------------------|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | SOILS | |
| <input type="checkbox"/> | <input type="checkbox"/> | 10,000 contiguous square feet of acceptable soil per lot / or site specific _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Unreceptive soils delineated _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Locations & elevations denoting all soil test sites - bore holes with elevations _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Submittal of all soils reports signed by Certified Soil Tester _____ | <input type="checkbox"/> |

| | | | |
|--------------------------|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | PUBLIC ACCESS AND FACILITIES | |
| <input type="checkbox"/> | <input type="checkbox"/> | Formal road numbers and names _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of adjoining lake, river or stream within 1000' of plat _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Public hearing needed? _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | WIS DOT approval if parent ownership abuts State, U.S. or Interstate highways _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Reservations for public use _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Parks _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Homeowners Associations _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Utility easements identified by formal name of utility i.e. electric - NSP, etc _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Public access if required _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Required Dunn County utility placement statement _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Streets, private roads, driveways, and access easements _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing or planned streets _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Public convenience and safety considerations - restricted access _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Snow plowing _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency service protection i.e. alternative routes _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Pedestrian and bicycle traffic _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Driveways on secondary streets and not on main arterial _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction and maintenance agreements in place _____ | <input type="checkbox"/> |

| | | | |
|--------------------------|--------------------------|---|--------------------------|
| P | F | PUBLIC ACCESS AND FACILITIES | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction standards agreed upon by governing entity _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Planned construction sequence, phasing etc. _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Do roads conform to and does plat provide for future extension and best interest of the public? _____ | <input type="checkbox"/> |

| | | | |
|--------------------------|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | STORM DRAINAGE AND EROSION CONTROL PLANS | |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction site erosion control plan - narrative as well as diagrams and computations _____ | <input type="checkbox"/> |

- | | | | |
|--------------------------|--------------------------|--|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing and planned storm water runoff structures, including waterways and culverts | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Drainage area calculations including before and after with Runoff Curve Numbers compare 100 yr, 25yr , and 10 yr rainfall events _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Slopes and dimensions of road ditches _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering designs for storm water runoff structures _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Who will be responsible for construction? | <input type="checkbox"/> |
| | | Name: _____ | |
| | | Address: _____ | |
| | | Telephone: _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Who will be responsible for maintenance? | |
| | | Name: _____ | |
| | | Address: _____ | |
| | | Telephone: _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | Reseeding, reconstruction, and landscaping plans _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Size of proposed culverts, ditches and completion of same _____ | <input type="checkbox"/> |

Policy on ancillary permits and approvals are as follows:

- 1.) The application for a preliminary plat must include copies of all required ancillary permits or letters stating that permits are unnecessary for the proposed project. The Dunn County Environmental Services Department will list possible agencies, but the Applicant has the sole responsibility for obtaining all permits or approvals necessary for the project. Agencies include, but are not limited to the following: WI DNR, WI DOT, Dunn County Highway Department, and the governing township.
- 2.) Permits, approvals, or letters stating that "approvals are not required" from each authority shall include, but are not limited to the following issues.
 - a.) Erosion control and water quality standards.
 - b.) Wetland and floodplains
 - c.) Public road access connections and driveway permits accessing public roads
- 3.) State Plat submittals shall require written approvals or letters prior to PR&D Committee approval.
- 4.) Staff will recommend rejection of the preliminary plat if ancillary permits or letters in lieu of permits have not been received.

CONTACT INFORMATION

PROPERTY OWNER:

| | |
|---------------------------------|----------------------------|
| NAME: James W. Smith | ADDRESS: 9986 State Hwy 35 |
| BUSINESS: Secluded Land Company | DeSoto, WI 54624 |
| PHONE NUMBER: | ALTERNATE PHONE NUMBER: |
| FAX: | E-MAIL ADDRESS |

NAME OF SUBDIVIDER/AGENT (If different from property owner):

| | |
|---------------|-------------------------|
| NAME: | ADDRESS: |
| BUSINESS: | |
| PHONE NUMBER: | ALTERNATE PHONE NUMBER: |
| FAX: | E-MAIL ADDRESS |

NAME OF SURVEYOR:

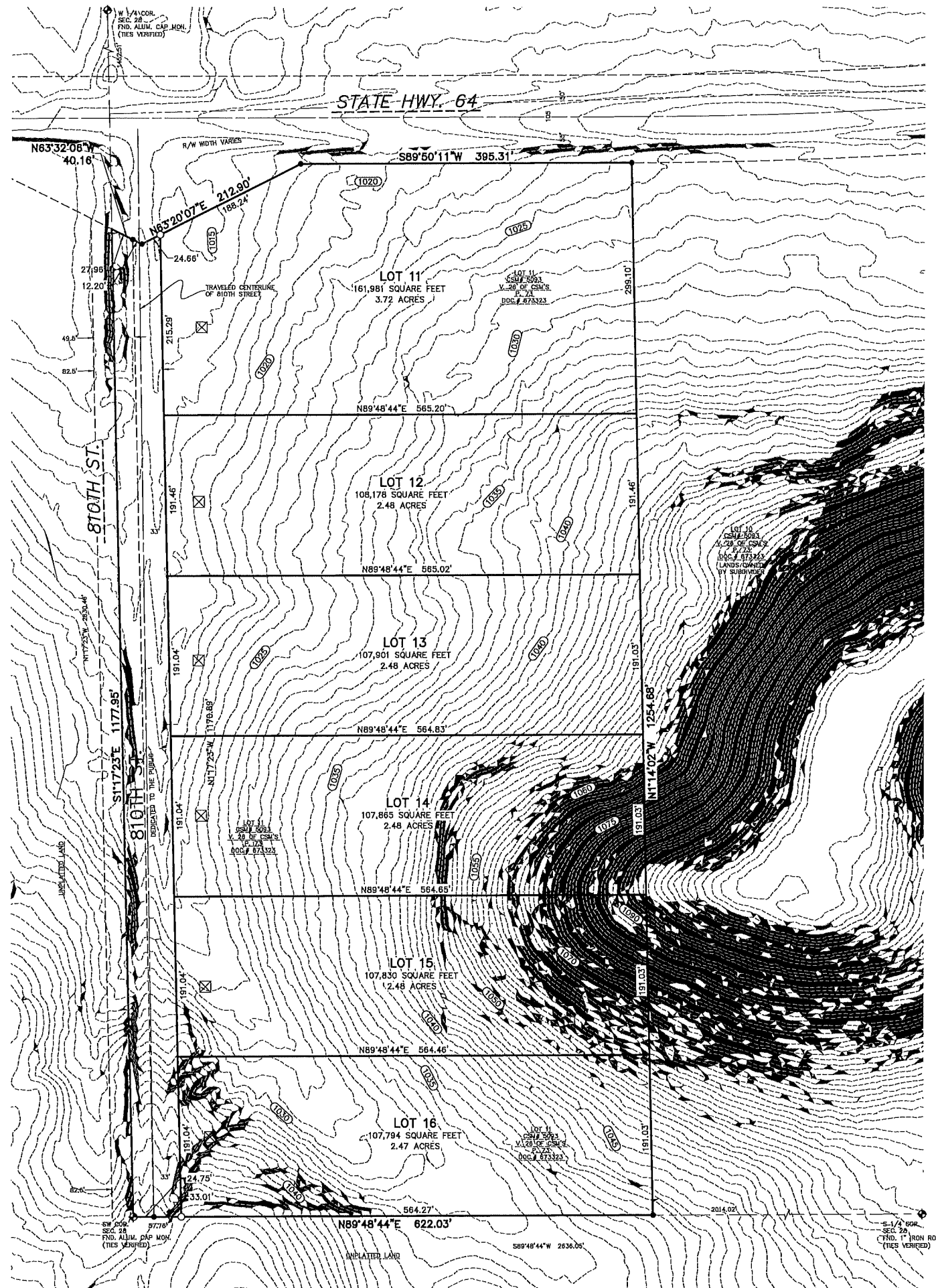
| | |
|-------------------------------|------------------------------------|
| NAME: Peter J. Gartmann | ADDRESS: 1356 International Drive |
| BUSINESS: Real Land Surveying | EAU Claire, WI 54701 |
| PHONE NUMBER: (715) 514-4116 | ALTERNATE PHONE NUMBER: |
| FAX: | E-MAIL ADDRESS Pgartmann@RLSWI.com |

NAME OF ENGINEER:

| | |
|---------------|-------------------------|
| NAME: | ADDRESS: |
| BUSINESS: | |
| PHONE NUMBER: | ALTERNATE PHONE NUMBER: |
| FAX: | E-MAIL ADDRESS |

NAME OF WETLAND DELINEATOR:

| | |
|---------------|-------------------------|
| NAME: | ADDRESS: |
| BUSINESS: | |
| PHONE NUMBER: | ALTERNATE PHONE NUMBER: |
| FAX: | E-MAIL ADDRESS |



SURVEYOR'S CERTIFICATE:
 I, PETER J. GARTMANN, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:
 THAT I HAVE SURVEYED, DIVIDED AND MAPPED THE COUNTY PLAT OF SAND CREEK HILLS LOCATED IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4, SECTION 28, TOWNSHIP 31 NORTH, RANGE 11 WEST, TOWN OF SAND CREEK, DUNN COUNTY, WISCONSIN, BEING ALL OF LOT 11, CSM# 5093, V. 26 OF CSM'S, P. 73, DOC.# 673323 BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

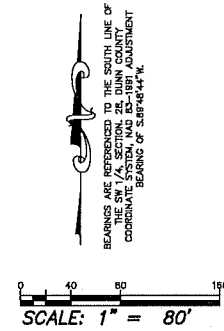
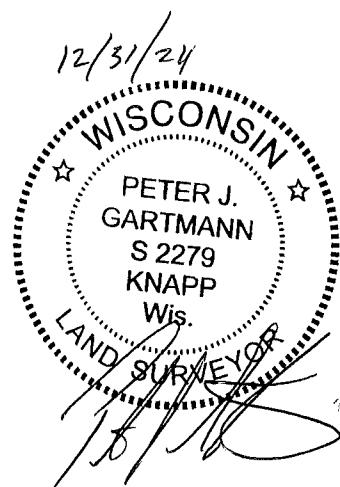
- BEING ALL OF LOT 11 CSM# 5093, V. 26 OF CSM'S, P. 73, DOC.# 673323

THAT I HAVE SURVEYED, DIVIDED AND MAPPED SAID PLAT BY THE DIRECTION OF SECLUDED LAND COMPANY REPRESENTED BY JAMES W. SMITH, OWNER OF SAID LAND.
 THAT SUCH PLAT IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES AND INDICATED FEATURES OF THE LAND SURVEYED AND THE SUBDIVISION THEREOF MADE.
 THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF DUNN COUNTY, WISCONSIN IN SURVEYING, DIVIDING AND MAPPING THE SAME.

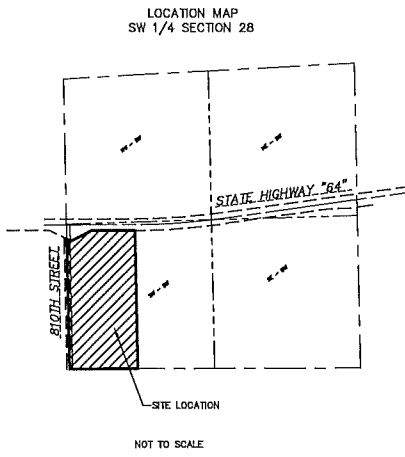
[Signature]
 DATED THIS 31 DAY OF DECEMBER, 2024
 PETER J. GARTMANN, P.L.S. No. 2279

- SURVEYOR'S NOTE:**
1. NO ACCESS FROM STATE HIGHWAY "64"
 2. NO STRUCTURES PRESENT AT TIME OF SURVEY
 3. TOWN ROAD RECORDS INDICATE THAT THE RIGHT OF WAY WITH OF 810TH STREET IS 3 RODES WIDE, 1.5 RODES ON EITHER SIDE OF THE SECTION LINE. THE CURRENT LOCATION OF THE TRAVELED CENTERLINE OF 810TH STREET IS OUTSIDE THE LIMITS OF THE EXISTING RIGHT OF WAY. TO CORRECT THIS ISSUE AND HAVE ADEQUATE SPACE FOR TYPICAL ROAD MAINTENANCE, THE ENTIRE EASTERLY RIGHT OF WAY OF 810TH STREET AND AN ADDITIONAL 33.00 FEET WILL BE DEDICATED TO THE PUBLIC. THE OVERALL RIGHT OF WAY WIDTH WILL CHANGE FROM 49.5 FEET TO 82.5 FEET.
 4. SITE IS MAINLY COMPOSED OF DRAMMEN LOAMY SAND 1-6% SLOPES WITH SOME BEING OF THE SAME BUT 6-12% SLOPES AND TWANOUND FINE SAND 6-16% SLOPE.
 5. BENCHMARK SET ON ALUMINUM CAP MONUMENT AT THE SW CORNER OF SECTION 28 AT ELEVATION 1044.43'
 6. CONTOURS ARE DERIVED FROM COUNTY ACQUIRED LIDAR VERTICAL DATUM REFERENCED IS NAVD 88
 7. TOTAL AREA OF PLAT 788,976 SQ.FT., 17.85 ACRES
 8. SUBJECT PROPERTY WARRANTY DEED DOCUMENT No. 672298

ABBREVIATIONS:
 ALUM. - ALUMINUM
 B.C. - BRONZE CAP
 COR. - CORNER
 CSM# - CERTIFIED SURVEY MAP NUMBER
 DOC.# - DOCUMENT NUMBER
 E. - EAST
 FND. - FOUND
 LBS./F. - POUNDS PER LINEAR FOOT
 MON. - MONUMENT
 N. - NORTH
 NE - NORTHEAST
 NW - NORTHWEST
 No. - NUMBER
 NW - NORTHWEST
 O.D. - OUTSIDE DIAMETER
 P.L.S. - PROFESSIONAL LAND SURVEYOR
 R/W - RIGHT OF WAY
 R/W - RANGE # WEST
 S. - SOUTH
 SE - SOUTHEAST
 SEC. - SECTION
 SQ.FT. - SQUARE FEET
 SW - SOUTHWEST
 T. - TOWNSHIP # NORTH
 V. - VOLUME #
 P. - PAGE #
 U.S.H. - UNITED STATES HIGHWAY
 W. - WEST



- LANDOWNERS:**
 - SECLUDED LAND COMPANY, LLC.
 9986 STATE HWY. 35
 DE SOTO, WISCONSIN 54624
- SUBDIVIDERS:**
 - SECLUDED LAND COMPANY, LLC.
 9986 STATE HWY. 35
 DE SOTO, WISCONSIN 54624
- APPROVING AUTHORITIES:**
 - DUNN COUNTY
 - TOWN OF SAND CREEK
- OBJECTING AUTHORITIES:**
 - WI DEPT. OF TRANSPORTATION
- SURVEYOR:**
 - PETER J. GARTMANN R.L.S. No. 2279
 REAL LAND SURVEYING
 1356 INTERNATIONAL DR.
 EAU CLAIRE, WISCONSIN 54701



- LEGEND**
- - FND. 1" O.D. IRON PIPE
 - SET 1" OD X 18" IRON PIPE WEIGHING 1.13 LBS./F AT ALL OTHER LOT CORNERS
 - - SET 1 1/4" X 18" REBAR
 - ⊗ - SOIL BORING LOCATION
 - ▨ - 20% AND GREATER SLOPES

PRELIMINARY PLAT
SAND CREEK HILLS
 COUNTY PLAT
 IN THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4,
 SECTION 28, TOWNSHIP 31 NORTH, RANGE 11 WEST,
 TOWN OF SAND CREEK, DUNN COUNTY, WISCONSIN
 BEING ALL OF LOT 11 OF CSM# 5093 V. 26 OF CSM'S, P. 73, DOC.# 673323



STH "64"

SAND CREEK HILLS

LOT 11

LOT 12

LOT 13

LOT 14

LOT 15

LOT 16

NORTH

810TH STREET

Sand Creek Hills

From scclerk <scclerk@TOWNOFSANDCREEKWI.GOV>

Date Tue 11/5/2024 10:05 AM

To Thomas P. Carlson <tcarlson@co.dunn.wi.us>

On October 15, 2024, the Town Board discussed the plat for Sand Creek Hills and the Board took no action on the subdivision.

Michael Nelson

Pam Meinen

Clerk

Town of Sand Creek

Phone: (715) 658-1795

P.O. Box 93, Sand Creek, WI 54765

Web: www.co.dunn.wi.us/sandcreek