

# Richland County Natural Resources Standing Committee

August 22, 2024

## NOTICE OF MEETING

Please be advised that the Richland County Natural Resources Standing Committee will convene on Monday, August 26, 2024 at 9:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/natural-resources-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email).

## Amended Agenda

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From August 5<sup>th</sup> Meeting
6. Public Comment
7. Reports
  - A. Zoning Administrator – Departmental Activities
  - B. County Conservationist – Departmental Activities
  - C. UW-Extension – Departmental Activities
8. Zoning Petitions
  - A. Barelli – Town Of Dayton
  - B. Wallace – Town Of Forest
  - C. Cook – Town Of Dayton
9. Discussion: Review Of Water Quality In Richland County
10. Discussion: Duties Of Agent Of The State For Inspections
11. Discussion & Possible Action: Approval Of Short-Term Rental Ordinance
12. Discussion & Possible Action: Modifications To The Manure Storage Ordinance
13. Discussion & Possible Action: Modifications To The Richland County Zoning Ordinance
14. Discussion & Possible Action: 2025-2027 Land Information Plan
15. Discussion & Possible Action: Sending Certified Survey Maps To The Department Of Administration Plat Review Unit For Their Review
16. Correspondence
17. Future Agenda Items
18. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Natural Resources Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Natural Resources Standing Committee

August 5, 2024

The Richland County Natural Resources Standing Committee convened on Monday, August 5, 2024 in person and virtually at 9:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Carrow called the meeting to order at 9:30 AM.

**Roll Call:** Clerk Kalish conducted roll call. Committee members present: Carrow, McKee, Hendricks, Gill, Woodhouse, Fleming, and Brookens. Committee member(s) absent: none.

**Verification Of Open Meetings Law Compliance:** Clerk Kalish confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by McKee second by Gill to approve agenda with items #8A & #8B moved for address after item #6. Motion carried and amended agenda declared approved.

**Approval Of Minutes From July 1, 2024 Meeting:** Motion by Brookens second by Gill to approve July 1, 2024 minutes. Motion carried and the July 1, 2024 minutes declared approved.

**Public Comment:** None present for Public Comment.

**Zoning Petitions – Rowen Wipperfurth/Schmitz Living Trust:** Zoning Administrator Salewski reviewed petition. Motion by Gill second by McKee to approve petition. Discussion followed regarding the number of homes that could be built on a 20-acre parcel. Motion carried. Petition approved and forwarded to County Board for full approval.

**Zoning Petitions – Town Of Rockbridge:** Zoning Administrator Salewski reviewed petition. Motion by Gill second by Hendricks to approve petition. Committee Chair Carrow noted this action was a formality and Steve Banker provided brief history of zoning practices in the Town of Rockbridge. Motion carried. Petition approved and forwarded to County Board for full approval.

County Conservationist Cooper reported that she and Zoning Administrator Salewski would be taking the test to become certified soil testers.

**Zoning Administrator Report:** Zoning Administrator Salewski reported that she has been working on sanitary permitting and inspections to become more familiar with the process and reviewed the number of sanitary and land use permits issued. Discussion followed regarding a returning to the field to inspect septic systems physically and the potential increase in compliance as a result. County Conservationist Cooper noted the permits for the mobile tower projects in county zoned areas have been signed except the one for Keyesville. Cooper also noted that the campers are still present in Gotham and Supervisor Fleming noted she learned they are expected to be removed soon.

**County Conservationist Report:** Kori Rogers introduced herself and noted her primary role is to manage the farmland preservation program. Rogers noted the program needs to be improved to ensure compliance from program participants. Rogers stated that efforts to increase compliance inspections are underway which may result in an increase of violations. Carrow asked when the manure storage ordinance would be rolled out and Cooper noted it would be brought forward to a future meeting.

## Richland County Natural Resources Standing Committee

Carrow asked about the fee schedule and Administrator Pesch noted the fee schedule and procurement policy are very close to being finished. Pesch asked how many would be impacted by the manure storage ordinance and Cooper and Rogers stated that the number was unknown at this time. Gill asked about the size of manure storage pit for ordinance compliance and Cooper noted its size requirements for compliance purposes were listed in the ordinance. Rogers noted that perpetual CREP easements are being worked on and that she is meeting with UW Nutrient & Pest Management staff next week. Gill asked how many participants were in the program and Rogers noted it was hard to discern due to the way in which participant information is entered into the system. Cooper noted that the Snapshot Day is August 10<sup>th</sup> and the Southern Area conference will be held in September at Rock County.

**UW-Extension Report:** Anastasia Kurth, Regional Crops and Soils Educator introduced herself to the committee.

**Discussion & Possible Action – Approval Of Short-Term Rental Ordinance:** Committee reviewed draft short-term rental ordinance. Supervisor Fleming pointed out a spelling error and noted that the wording could be revised under the “2 Year License” section for increased clarity. Cooper noted that she would make requested changes and forward to Corporation Counsel Windle for further review. Administrator Pesch asked who would be responsible for ordinance enforcement and Cooper stated that the county’s Zoning Department would be responsible for ordinance enforcement. No further action taken on this item.

**Discussion & Possible Action – Establishment Of Agent For Short-Term Rental Ordinance:** Discussed occurred regarding the duties of the agent and whether or not county staff could absorb the responsibilities. Consensus was reached that the establishment of agent be reviewed at a later date. Supervisor Fleming noted that a presentation outlining agent duties from a representative of the applicable state department may be helpful in determining whether or not the county can perform the duties. No further action taken on this item.

**Discussion & Possible Action – Ag Forest/Residential Zoning Ordinance Requirements:** Cooper reviewed the history and findings of non-conforming parcels. Carrow asked if zoning of non-conforming parcels will continue. Cooper replied by stating that handling of non-conforming parcels needs to be addressed and noted a temporary solution could be to not require a rezone if the parcel was owned by the same individual(s). Discussion continued regarding revisions to the zoning ordinance. Administrator Pesch noted the current zoning ordinance is prohibitive and now is the time to review the ordinance in detail. Supervisor Gill asked about the tax implications from zoning and Cooper noted that zoning is separate from assessing. Supervisor asked if the parcel that was zoned in three different ways was addressed and Zoning Administrator Salewski noted it had been corrected. Supervisor Fleming noted that reviewing zoning ordinances from other counties may be beneficial for comparative purposes. Cooper noted she would consult with Corporation Counsel Windle for future rezones as needed.

**Correspondence:** None.

### **Future Agenda Items:**

Report: Presentation Regarding Duties Of Agent For Short-Term Rentals

Discussion: Review Of Water Quality In Richland County

Discussion & Possible Action: Modifications To The Richland County Zoning Ordinance

Discussion & Possible Action: Modifications To The Manure Storage Ordinance

Richland County  
Natural Resources Standing Committee

Discussion & Possible Action: Short-Term Rental Ordinance

**Adjourn:** Motion by Fleming second by Gill to adjourn. Motion carried and meeting adjourned at 10:51 AM.



Derek S. Kalish  
County Clerk

DRAFT



Customer # 11302

Petition # BA 2024-010

Original Owner: BFF Real Estate

## COUNTY OF RICHLAND ZONING COMMITTEE

## NOTICE OF PETITION

JUN 28 2024

P+P

(I) (We) First Name(s) Andrew Last Name Barelli Phone 815-721-2466

Address 18196 Tuckaway Valley Rd City Richland Center State WI Zip 53581

First Name(s) Last Name Phone

Address City State Zip

hereby petition the Richland County Zoning Committee for a:

Mail Report

☐ Rezone from Rezone to☒ CUP to permit Rustic Campground☐ SUP to permit☐ Other

Authorized by Section(s) of the Richland County Zoning Ordinance.

Present description of the property involved in this petition is as follows:

Parcel # 008-0922-2000

Qtr NE Qtr NE Section 8 Town 10N Range 1W Township DTN # of acres 48

Lot Block Subdivision # of Acres Approved

Present Use Vacant land

Present Improvements None

Proposed Use Campground - rustic sites

Legal Description

Petition Filed 6/28/24 Petitioner Notified 7/12/24 Rezone Decision Ordinance #

Category CUP Town Notified CUP Decision CB Date

Fee Amount \$500 ☒ Township Approval CUP Expires CB Decision

Meeting Date 8/1/24 Decision Date SUP Decision Amendment #

Comments



County Clerk Approval

(Signed) Appellant(s) or Agent(s)

Fee paid \_\_\_\_\_

Name BFF Real Estate

Date \_\_\_\_\_

**REQUIRED INFORMATION CONCERNING A PETITION  
TO THE RICHLAND COUNTY  
BOARD OF ADJUSTMENTS**

The following is a list of additional information, beside the application, that you are required to provide to the Richland County Board of Adjustments. This information must be completed and turned into the zoning office by the date and time of the hearing you are required to attend. State and/or local law requires all petitions to be published for two full weeks in the county paper prior to the hearing and notification to all adjacent property owners within 300 feet of the subject property. Failure to provide adequate information and/or attendance to meetings may mean your petition will be tabled or denied. To qualify for a variance, an applicant must demonstrate that all three criteria of the three-part test outlined below are met.

1. **Unnecessary Hardship** – An unnecessary hardship exists when compliance would unreasonably prevent the owner from using the property for a permitted purpose or would render the conformity with such restrictions unnecessarily burdensome. Please explain below why you feel an unnecessary hardship exists:

Not applicable, "Conditional use"

2. **Hardship is due to unique property limitation** – The hardship may or may not be due to physical limitations of the property. Please explain below any physical limitations on your property:

NA

3. **Will not harm the public interest** – Statement of purpose of the existing zoning district is attached.

Our Rustic campground will not effect any neighboring properties negatively. We have many neighbors who like the idea, and small business owners who look forward to more tourism in the area to create more revenue for the area overall.

If you have any questions, please feel free to contact the zoning administrator at any time throughout the process. 608-647-2447

(OVER)



Your filing date is 2007

Date of your town board meeting is published \_\_\_\_\_

Town Board Chairman \_\_\_\_\_

Phone \_\_\_\_\_

Packet due to zoning office by \_\_\_\_\_

Board of Adjustments Hearing Date \_\_\_\_\_

The following is a list of additional information, beside the application, that you are required to provide to the Board of Adjustments. This information must be completed and turned into the zoning office by the date provided to by the administrator. The administrator will also provide the dates and times of any meetings that you are required to attend. State and/or local law requires all petitions to be published for two full weeks in the county paper prior to the hearing and notification to all adjacent property owners within 300 feet of the subject property. Failure to provide adequate information and/or attendance to meetings may mean your petition will be tabled or denied. If you have nay question, please feel to contact the zoning administrator at any time throughout the process.

#### **Petitions**

1. Name, address, and phone number of buyer and seller
2. Scaled site/plot plan showing: date, north arrow, graphic scale; location of property lines, rights-of-way, easements, water courses; streets, driveways, intersections; outlines of all buildings, setbacks, and dimensions
3. Photographs
4. \*Parcel map showing present parcel size and proposed division
5. \*Present zoning of property and surrounding land
6. \*Slope of the land
7. \*Soil types
8. \*Aerial Photo

\*Will be provided by the zoning office

# TOWN OF DAYTON BOARD MEETING

Monday, June 10, 2024

Please be advised that the Town of Dayton Board will convene on May 8th, 2024 at 6:10 p.m. in the Dayton Town Hall, 20043 Berger Rd, Richland Center, WI 53581

1. Call to Order
2. **Proof of Notification** (Town Web Page, Town Hall and copy to Clerks E-Mail)- clerk confirmed was posted online, received a copy, and hung on the board outside the town hall.
3. **Approval of Agenda**- Motion by Monson to move Rural Insurance presentation after approval of agenda with a second by Lingel. All aye carried.
4. **Rural Mutual presentation**- Tony presented on the Dayton Township policy. Will remove the location 9 and 10 personal property insurance is no longer needed. We also have coverage for towing. Inflation guard next year will decrease and be a 7% increase instead of a higher increase now. Cover rental of equipment if something breaks down. Cemetery additional exposures is for liability and if employee hit would be under our liability. If we hire someone they should have insurance and they would cover for cemetery mowing. Removing the fire departments as well since we no longer have first responders. Remove roads over 50 miles.
5. **Approval of minutes from previous meeting**- Motion to approve the minutes as presented by Dull with a second by Dull. All aye carried.
6. **Treasurer Report**- No bank statements from Richland County Bank as of today, our People's Community Bank account is now open, deposited \$125,100 and the tax account at \$100 for deposit slips. Will be able to view PCB online. Motion by Dull to accept the Treasurers
7. 2023 Financial statement
8. Approval of Bills Motion by Dull to approve the bills with a second by Lingel. All aye carried.
9. Review of YTD revenue/expenses
10. **Rezone**
  - **Lucana Castro** to rezone 2 acres from Ag/For to Residential 2 in Sections 23 & 24 (cont). Dull motioned to table until she hears from Castro on the property, second Lingel. All aye carried.
  - **BFF Real Estate to request a Conditional Use Permit for a Campground in Ag/For in Sections 8 & 9 (cont)** Motion by Dull to bring off the table with a second by Monson. All aye carried. Discussion on how many toilets are needed, 6 would be needed for the 25 campsites, emptied each week and cleaned each week. Write up by BFF Real Estate. Dull suggested if lots of rain and flooding potential to move things away from the creek. Motion by Dull to approve the conditional use permit for BFF Real Estate in sections 8 and 9, second by Lingel. All aye carried.
11. **Gravel and Aggregate bids**- opening of bids only one received by Bindl Bauer of Spring Green ¾ inch gravel \$10.39/ton or \$13.65/yard hauled and spread. Breaker run \$10.39/ton spread and hauled \$13.65/yard. Seal coat chips are \$18/yard hauled and spread. Motion by Dull to accept the bid from Bindl Bauer Limestone of Spring Green second by Lingel. All aye carried.
12. **Road report and seal coat budget. Road report**- Discussion on roads to seal coat 3.17 miles of Chicken Ridge, edges of Dayton Ridge Road, Seal coat Kestrel Ridge Lane 1.1 miles, Pier Springs drive we have 1.71 miles of road, seal coat Weisbrew is .6 on the bottom half, whole road is 1.11 miles. Board on which roads they would like to approve for this year. Motion by Dull to approve 7.77 miles of seal coating for 2024 with a second by Lingel. All aye carried.
13. **Server Licenses**
  - Jenessa Borkhuis
  - Kathryn SwansonApproval of server licenses by Dull with a second by Monson. All aye carried.
14. **Reports:**

- Fire- Towns Association will have a meeting coming up to discuss the new report due in June.
  - EMS- NA
  - Patrolman- waiting on what roads we will seal coat. Tube is in on Buckhorn and patches in already.
  - Clerk- Our ARPA report was recently submitted and those funds have been expended. June we will need to approve cigarette and liquor license approval, fire calls need to be for extraction or fire to submit to the state, CT report will be turned in this weekend. When appointed clerk a contract is initially setup for 6 months – 3 years and then can be renewed.
  - Chairman – Land use permits for 2023, 16 land use permits for 2023, 3 new homes
- 15. Cemetery mowing bid review (cont)** Dull completed references for K & M Mowing had one reference and the reference was good, did a reference for Drew Huth mowing and the reference was also good, Wastlick checked on liability insurance and increase \$5 to mow St. Martins with insurance, Gary Williams Lawn Care had good references and rave reviews. Many calls that cemeteries don't look good right now. Gary Williams Lawn Care \$375 for all mowings, Williams also broke out each mowing. Dull thoughts are to give St. Martins and Core's to Richard Wastlick and the remainder (Boaz, Brown, Conkel, and Town Hall) to Williams Lawn Care, discussion of board. Motion by Dull to approve Richard Wastlick to mow St. Martin's and Core's and Williams Lawn Care for Boaz, Brown, Conkel and Town Hall second by Monson.
- 16.** Future Agenda items and public comments. Alcohol License approval for June
- 17.** Adjournment Motion by Dull to adjourn second by Lingel, motion carried.

**Cheryl Dull, Chairman**

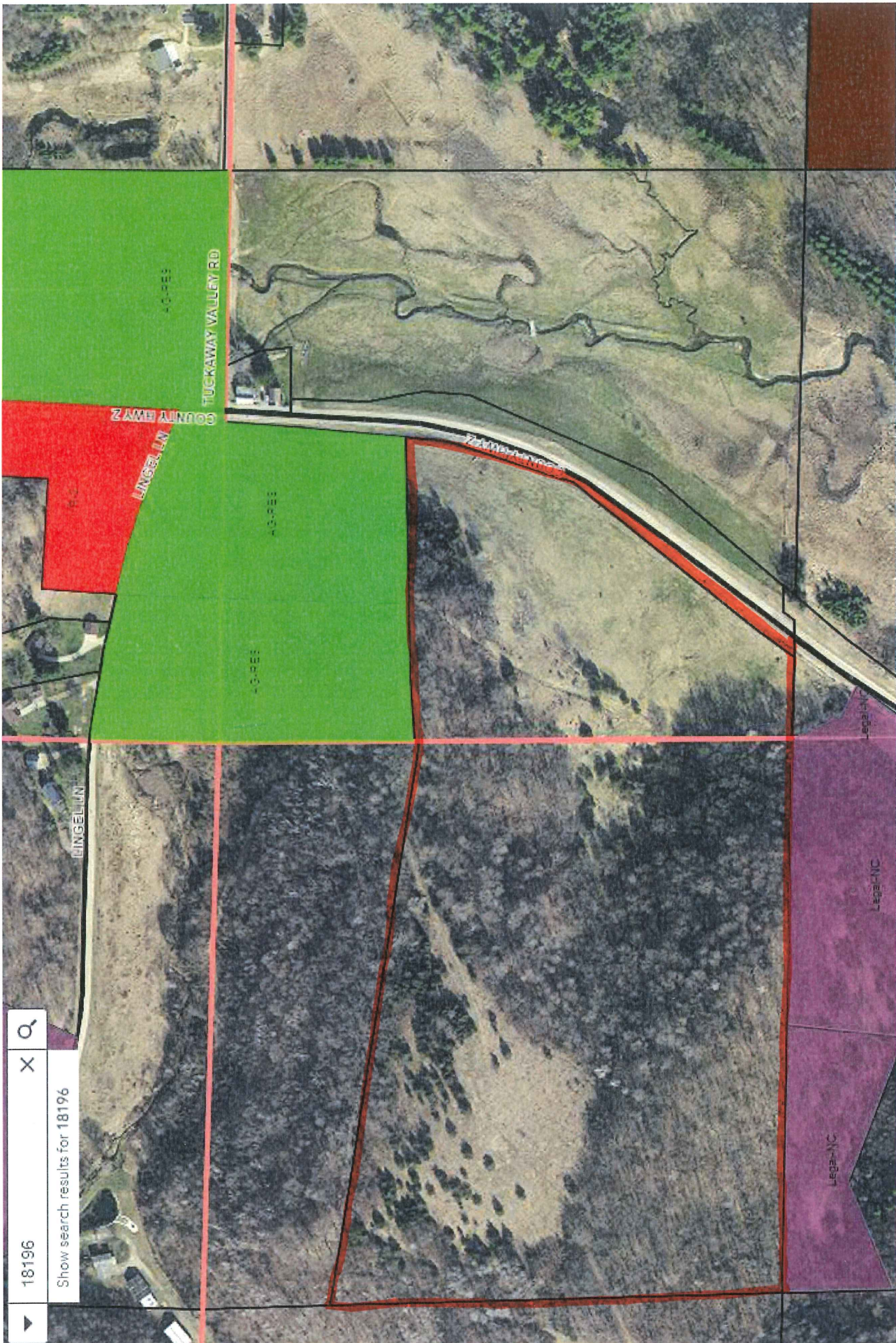
**Jessica Laeseke, Clerk**



▼ 18196

X Q

Show search results for 18196







State of Wisconsin  
Governor Tony Evers

**Department of Agriculture, Trade and Consumer Protection**  
Secretary Randy Romanski

June 19, 2024

Barelli Family Farm  
18196 Tuckaway Valley Road  
Richland Center, WI 53581

Dear: Mr. Barelli,

Environmental Health Technical Specialist, Ted Tuchalski, of the Wisconsin Department of Agriculture, Trade and Consumer Protection, Division of Food and Recreational Safety has reviewed the documentation you have provided regarding your request for a plan review of a new campground. The Barelli Family Farm campground is located on parcels 811-2 and 922-2 at 18196 Tuckaway Valley Road in Richland Center, Wisconsin. The application is for 9 rustic campsites. Campsites #1, #2, and #5 will have an operator-provided camping unit. Upon review of your documentation and plans it has been determined that the information you have supplied satisfies the requirements of Wisconsin Administrative Code, Chapter ATCP 79 Campgrounds with the following conditions:

1. If applicable, county or Wisconsin Department of Natural Resources (DNR) approval is required for any campground attributes located within a flood plain.
2. Conditional approvals from the Wisconsin Department of Safety and Professional Services (DSPS) or local agent building inspection department for compliance with Wis. Admin. Code § SPS 327 must be available for review for the three-canvas tent operator-provided camping units.
  - a. See [DSPS Camping Units \(wi.gov\)](https://www.wisconsin.gov/dsp/camping-units) for more information.
3. An approved variance is required for having operator-provided camping units at rustic campsites per Wis. Admin. Code § ATCP 79.27(2).
4. Ensure the following commonly overlooked item is in place prior to the onsite pre-inspection:
  - a. A sign for "Emergency Communications" is posted in public view directing campers to the nearest emergency telephone per Wis. Admin. Code § ATCP 79.24(3).

A copy of the approved plans, and any other state or county approvals, shall be onsite during construction and open to inspection by authorized representatives of the Wisconsin Department of Agriculture, Trade and Consumer Protection.

In granting this approval the Wisconsin Department of Agriculture, Trade and Consumer Protection, reserves the right to require changes or additions should conditions arise making them necessary for compliance to the Wisconsin Administrative Code, Chapter ATCP 79 Campgrounds. Any modifications or additions to the submitted and approved plans may requires an additional review and fees.

*Wisconsin - America's Dairyland*

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • [Wisconsin.gov](https://www.wisconsin.gov)

An equal opportunity employer

June 19, 2024

If you have any questions regarding this approval, please feel free to contact me at the number below.

Sincerely,



Ted Tuchalski, R.S.  
Environmental Health Technical Specialist  
WI Department of Agriculture, Trade and Consumer Protection  
(608) 566-4217  
Thaddeus.Tuchalski@Wisconsin.gov

Cc: Helen Pernsteiner, Environmental Health Field Services Supervisor, DATCP,  
helen.pernsteiner@wisconsin.gov,  
Andrew Barelli, Licensee, barelli.andrew@gmail.com,  
DATCP Support, DATCPfrbsupport@wi.gov,  
DATCP Licensing, DATCPdfslicensing@wi.gov,  
Matt Albright, Richland Co. Zoning, matthew.albright@co.richland.wi.us

Licensee ID: Pending  
BFF ENTERPRIZES LLC

Facility ID: Pending  
Barelli Family Farm  
18196 Tuckaway Valley Road  
Richland Center, WI 53581





Wisconsin Department of Agriculture, Trade and Consumer Protection  
Division of Food and Recreational Safety, PO Box 8911, Madison, WI 53708-8911  
Phone: (608) 224-4720 Fax (608) 224-4710

# CAMPGROUND PLAN APPROVAL APPLICATION

Wis. Admin. Code ch. ATCP 79

Complete all sections. For sections not applicable, indicate with "N/A". Type or Print Only.

Application is for: ☒ New Campground ☐ Modification / Additions (briefly describe):

CAMPGROUND NAME <b>Barelli Family Farm</b>	COUNTY <b>Richland</b>	PHONE: <b>(815) 721-7366</b>
CAMPGROUND ADDRESS STREET <b>18196 Tuckaway Valley Rd</b>	CITY <b>Richland Center</b>	STATE ZIP <b>WI 53581</b>
LEGAL LICENSEE NAME (Name of sole proprietor, partnership, LLC, LLP, or Inc.) <b>BFF Enterprises LLC</b>	EMAIL ADDRESS <b>barelli.andrew@gmail.com</b>	PHONE: <b>(815) 721-7366</b>
LICENSEE ADDRESS STREET <b>18196 Tuckaway Valley Rd</b>	CITY <b>Richland Center</b>	STATE ZIP <b>WI 53581</b>
NAME OF AGENT FOR THE CORPORATION/ OPERATOR (if applicable) <b>Andrew Barelli</b>		INTENDED DATE OF OPENING FOR BUSINESS <b>5/11/2024</b>

PREVIOUS BUSINESS NAME	PREVIOUS OPERATOR NAME
<b>Water source not needed. However, natural spring is not an approved potable source.</b>	

Please check all boxes that apply, and enter the number of systems that are existing or will be new:

<b>WATER SUPPLY</b>	Existing: <input type="checkbox"/> Municipal <input checked="" type="checkbox"/> Private Well(s)	New: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Well(s)
<b>WASTEWATER SYSTEM</b>	Existing: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Sewer/POWTS*	New: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Sewer/POWTS*
<b>SANITARY DUMP STATION</b>	Existing: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Sewer/POWTS*	New: <input type="checkbox"/> Municipal <input type="checkbox"/> Private Sewer/POWTS*

ATCP 79, Wisconsin Administrative Code, for petition for waiver requirements for Sanitary Dump Station

\*Private Onsite Wastewater Treatment System

LIST TYPES OF CAMPING UNITS INTENDED FOR CAMPSITES (Tents, RVs, etc.) and toilet numbers:

CAMPSITE INFORMATION Sites and Provisions* (All sites not designated will be used to calculate toilet fixture needs)	Example	Existing (Currently licensed) TOTAL & SITES NUMBERS	New New site(s) TOTAL & SITES NUMBERS
List types of camping units for campsites (tents, RVs, etc.) by site numbers (Provide range where appropriate)	Tents: 1-10, 21-29 RV's: 30-40 11-20		Tents: 1-15
Total number of campsites	40		15
Total sites and site numbers with water and sewer connections	11/30-40		0
Total sites and site numbers with water connection only	9/21-29		0
Total sites and site numbers with sewer connection only	10/11-20		0
Total sites and site numbers without sewer or water	10/1-10		1-15
Identify by site numbers the total sites designated for Independent camping units (see definition below) (Identify by "I" on Plan Drawing)	21/30-40, 11-20	Modified to 9 rustic sites 1,2,5 w/ camping units	
Identify by site numbers the total sites designated for dependent camping units (see definition below) (Identify by "D" on Plan Drawing)	19/1-10, 21-29	Provide larger updated map for our records	1-15
Identify by site numbers the total number of sites designated for use by both "I" and "D" camping units. (Identify by "B" on Plan Drawing)			
<b>TOILET FACILITIES (Number of units)</b>	<b>Site No. used: (a)-(b)</b>	<b>Existing</b>	<b>New</b>
<b>Female:</b> Flush toilets	2		
Privies (vault or pit)	1		
Showers	2		
Hand sinks	2		
<b>Male:</b> Flush toilets	1		
Flush urinals	1		
Vault urinals	0		
Privies (vault or pit)	1		
Showers	2		
Hand sinks	2		

"Independent camping unit" means a camping unit, which contains, at a minimum, a water storage facility and a toilet facility, which discharges to a liquid waste holding tank that is an integral part of the unit or to a sewage disposal system.

"Dependent camping unit" means a camping unit without a toilet and which therefore depends on campground toilets.



## PLAN REQUIREMENTS

**Section ATP 79.04 Plan Approval.** (a) An operator shall obtain plan approval from the department or its agent before any one of the following occurs: 1. The operator begins construction of a campground. 2. The operator modifies or increases the number or type of any campground attribute that was subject to a previous plan review by the department or its agent. (b) An operator – provided camping unit that meets § ATP 79.13 (3) or that has been approved by the department or its agent under sub. (2) and § ATP 79.13 (3), may be placed or relocated on any approved campsite.

**NOTE:** Operators must consult with the Department of Safety and Professional Services (DSPS) - as well as local building and zoning authorities before commencing construction or modification.

**PLAN DRAWN TO SCALE:** Indicate scale on plan or provide dimensional plan indicating code-required distances in linear feet.

**PLAN SUBMITTAL CHECKLIST:** Identify the following features on the plan. Submit identifying key if necessary.

If feature(s) are included on plan check the "Yes" box below. Any features not applicable to your plan, check the "N/A" box. DO NOT LEAVE BLANK.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Layout of & designated campsites - number and label independent, dependent or both.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Shower/Toilet Buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	On-Site Food Service / Retail Food Store
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Camping Cabins / Yurts / Tepees <i>Variance required</i>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Sanitary Dump Station(s)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Activities Area(s)
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Park Models	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Sewage Disposal System Locations - (drain-field and holding tanks)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Office Building
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Mobile Homes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Central Garbage Collection Site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Designated Parking Areas
<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Rentals to Public : RV's, Cottages	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Garbage / Refuse Containers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Petting Zoo / Animal Area / Manure deposition
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Permanent Buildings or Structures	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Garbage / Refuse Incineration Location	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Drawing Scale (25 feet) or Dimensions
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Potable Well(s) and Designated Potable Water Outlets	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Fire Extinguishers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Number of acres used for campsites
<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Toilets / Privies	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Pools / Whirlpools / Lake / River / Beach / Swim ponds	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Streets / Roadways / Highways
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A	Portable Toilets	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Water Slides	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A	Playground Equipment

**ADDITIONAL SUBMITTAL REQUIREMENTS:** Submittal to, review and approval by the Wisconsin Department of Safety and Professional Services, in most instances, is required for plans for the construction of public buildings, water, plumbing and wastewater treatment systems servicing campgrounds. The Wisconsin Department of Agriculture, Trade and Consumer Protection requires proof of approval for these systems/construction in campgrounds. Submit copies of all DSPS approval letters with the plan and this application. Check off indicating the documentation is included. Indicate N/A if not applicable.

- ☐ Department of Safety and Professional Services-Safety and Buildings Division **PLAN APPROVAL LETTERS** for:
- ☐ a) Water Distribution System
  - ☐ b) Plumbing
  - ☐ c) Wastewater Treatment Systems
  - ☐ d) Wastewater Transfer Containers

*N/A - rustic campsites*

**Note:** A Wisconsin licensed plumber must complete all plumbing.

☒ A copy of the most recent laboratory results for potable water supply (sampled for coliform and nitrates). *N/A - rustic campsites*

### SIGNATURE

APPLICANT SIGNATURE – REQUIRED

*Ann Dami*

DATE

*5-22-24*

*Personal information you provide may be used for purposes other than that for which it was originally collected. Wis. Stat. § 15.04(1)(m)*

**SUBMIT THIS APPLICATION AND COPIES OF ALL PLANS AND SUPPORTING DOCUMENTS TO:**

WDATCP - Division of Food and Recreational Safety  
PO BOX 8911  
MADISON, WI 53708-8911

### Office Use Only

SIGNATURE – Official: *[Signature]* Date Approved: \_\_\_\_\_

Jenn Schrap

---

**From:** Dennis Stiklestad <dennisstik@gmail.com>  
**Sent:** Monday, July 29, 2024 7:31 PM  
**To:** Zoning  
**Subject:** Barelli Petition (Meeting August 1, 2024 at 1:00 PM)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I am unable to attend the above meeting, however, would like my concerns known regarding item #7 on the agenda (Barelli Petition).

My name is Dennis Stiklestad and I have a residence at 17799 Lingel Lane in Richland Center and also 5567 Bellbrook Road in Brooklyn, WI 53521. My telephone number is 608-333-4420.

I spoke with Katrina Salewski this afternoon, as I am unable to attend the meeting this Thursday and she indicated that I should send an e-mail to voice my concerns.

My first concern is safety, due to substantial hunting done on my property by myself, family and acquaintances which directly borders these proposed campsites.

Other concerns:

- Fire hazard from campsites
- Access for emergency vehicles
- Noise problems
- Trespassing
- Bike, ATV, automobile traffic
- Parking
- How many sites and exactly where
- Devaluation of my property as well as surrounding properties
- Interruption to wildlife

I purchased 102 acres in 2015 for the seclusion of this area on a dead end road. This area is currently optimal for wildlife and hunting purposes. Campsites would be very detrimental to that.

Sincerely,

Dennis Stiklestad



**Jenn Schrap**

---

**From:** Mason Wagner <masonwagner1993@icloud.com>  
**Sent:** Sunday, July 21, 2024 8:30 PM  
**To:** Zoning  
**Subject:** Mason Wagner rejection to campsite

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello I'm **Mason Wagner**. I own the property of 18280 Tuckaway Valley rd Richland Center WI. I have many concerns about the campground that is wanting to be approved in the town of Dayton. The first thing that concerns me is the **safety**. If someone was to get hurt there is no good way to get them out of the woods in a reasonable time you can't get a helicopter in there. You can't drive an **ambulance** up through the woods. So what's the plan to horse and buggy them out? If it's a serious injury we all know that isn't going to cut it. Another thing with safety is the **traffic** it is going to be bringing to the township. The roads are busy enough the way it is and now we are going to bring people into the area that are not familiar with it racing around. It is going to draw people that nobody knows which could be anyone could be someone who is into little kids that no one knows about. I don't want to be worried when my niece and nephew come up that there is some creeper over at the camp ground looking for a victim. Next is the **trespassing** what's going to stop these people from just crawling through the fence and wondering around on someone else's property. There is no way to stop someone from wondering around wether you tell them they can't cross the fence or not. What's the plan when **rifle season** comes and they are wondering around the woods with no blaze orange on? Everyone knows that you always check behind the object you are shooting but now we are supposed to be reliable for someone that isn't going to be following the rules? Next is the concern of the restroom situation. I know they said they are going to dig a hole and go to the bathroom but is that something you trust that some random person is going to do? Are you going to be next to them holding their hand making sure that they do that? That will be the next thing we are dealing with is poop mountain and poop filled toilet paper blowing all over cause someone didn't follow directions. Not to say that it isn't going to go into our trout stream which runs right through the property! Next is the **land value**. It is going to lower everyone else land value around there because one individual wants to bring a campground in. Why should we have to suffer for a lower resale land value? This is not a good fit for the township and I do not approve of it like many other. I hope to not be seeing this going any further than today and it getting shut down!

Thanks

Mason Wagner

Sent from my iPhone

Jenn Schrap

---

**From:** Matthew Albright <matthew.albright@co.richland.wi.us>  
**Sent:** Monday, April 15, 2024 7:36 AM  
**To:** Tuchalski, Thaddeus J - DATCP  
**Subject:** RE: Rustic Campground

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Ted,

The parcel where he is proposing the campground does not have a building or any other improvements on it. He applied for a composting toilet permit to place in the cabin that he was going to have moved in on an adjacent parcel to the proposed campground. Although, a neighbor complained to us that he is now living out of his pole shed.

In order to get his Conditional Use Permit from us, he will need to satisfy your requirements. I know our committee will require DATCP licensing first.

Let me know if you hear anymore on this one.

Thanks,  
Matt

---

**From:** Tuchalski, Thaddeus J - DATCP <Thaddeus.Tuchalski@wisconsin.gov>  
**Sent:** Monday, April 15, 2024 7:23 AM  
**To:** Matthew Albright <matthew.albright@co.richland.wi.us>  
**Subject:** RE: Rustic Campground

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Matthew,

I have only had some preliminary discussions with Andrew and have not received a formal plan review application.

[Wisconsin Legislature: ATCP 79.27](#) does not require potable water, nor toilets, as these campsites are prohibited from providing [campground attributes](#) and operated as pack-in/pack-out or human waste is buried in catholes. We have allowed toilets through variance. If I recall correctly, he was looking at composting toilets in which I directed him to [Wisconsin Legislature: SPS 391.10](#). I also mentioned that it may require review and a sanitary use permit from local zoning/land use.

Ted Tuchalski, R.S.  
Environmental Health Technical Specialist

Division of Food and Recreational Safety  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
[\(608\) 566-4217](tel:6085664217)  
[Thaddeus.Tuchalski@Wisconsin.gov](mailto:Thaddeus.Tuchalski@Wisconsin.gov)

Please complete this [brief survey](#) to help us improve our customer service. Thank you for your feedback!

---

**From:** Matthew Albright <[matthew.albright@co.richland.wi.us](mailto:matthew.albright@co.richland.wi.us)>  
**Sent:** Monday, April 15, 2024 7:01 AM  
**To:** Tuchalski, Thaddeus J - DATCP <[Thaddeus.Tuchalski@wisconsin.gov](mailto:Thaddeus.Tuchalski@wisconsin.gov)>  
**Subject:** Rustic Campground

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good Morning Ted,

I've got a gentleman who is looking to put in a rustic campground on his property. His name is Andrew Barelli, and he says that he has been in contact with you on this. Our zoning ordinance allows for a campground in an Ag/Forestry zone with a conditional use permit. Where he is proposing the campsite is not in the shoreland protection zone, nor is it in the floodplain. He claims that there is going to be no water provided. I still have to imagine that we need to require some type of system for waste, such as a pit toilet or portable toilets. Correct?

What is DATCP requiring from Andrew?

Matthew Albright  
LTE Zoning Administrator

Richland County Zoning & Sanitation Dept.  
181 W. Seminary St  
Richland Center, WI 53581  
608-647-2447



## Jenn Schrap

---

**From:** Tuchalski, Thaddeus J - DATCP <Thaddeus.Tuchalski@wisconsin.gov>  
**Sent:** Wednesday, April 17, 2024 6:39 AM  
**To:** Jenn Schrap  
**Cc:** Lehman, Mark D - DATCP; Bloom, Charles A - DATCP; Wargolet, Daniel E - DATCP; Abbott, Nichole A - DATCP; Matthew Albright  
**Subject:** RE: Campground sanitary questions  
**Attachments:** RE: Rustic Campground

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jenn,

The discussion with Matt is attached.

[Wisconsin Legislature: ATCP 79.16\(3\)\(b\)](#) does allow for toilets that are constructed to SPS 391 standards which includes portable toilets in [Wisconsin Legislature: SPS 391.13](#). SPS 391 also allows for privies, composting toilets, and incinerating toilets. Some counties or municipalities will not allow all of the alternatives to water carried waste options, so I tell the applicants to circle back to the county to see what their options are for their parcel.

I have not received any formal plans or an application for this campground, so I am unsure of the full scope of what Andrew is looking to provide.

Ted Tuchalski, R.S.  
Environmental Health Technical Specialist  
Division of Food and Recreational Safety  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
[\(608\) 566-4217](tel:(608)566-4217)  
[Thaddeus.Tuchalski@Wisconsin.gov](mailto:Thaddeus.Tuchalski@Wisconsin.gov)

Please complete this [brief survey](#) to help us improve our customer service. Thank you for your feedback!

---

**From:** Abbott, Nichole A - DATCP <nichole.abbott@wisconsin.gov>  
**Sent:** Tuesday, April 16, 2024 4:03 PM  
**To:** Tuchalski, Thaddeus J - DATCP <Thaddeus.Tuchalski@wisconsin.gov>  
**Cc:** Lehman, Mark D - DATCP <Mark.Lehman@wisconsin.gov>; Bloom, Charles A - DATCP <charles.bloom@wisconsin.gov>; Wargolet, Daniel E - DATCP <daniel.wargolet@wisconsin.gov>  
**Subject:** FW: Campground sanitary questions

Ted,

I think that this is associated with the voicemail that Mark forwarded to you.

Thanks,

Nichole Abbott, R.S.  
Food Scientist Advanced – Licensing

Wisconsin Department of Agriculture, Trade and Consumer Protection

Phone: (608) 896-2315

[Nichole.Abbott@Wisconsin.gov](mailto:Nichole.Abbott@Wisconsin.gov)

Please fill out our [customer survey](#) to help us improve. Thank you!



---

From: Jenn Schrap <[jenn.schrap@co.richland.wi.us](mailto:jenn.schrap@co.richland.wi.us)>

Sent: Tuesday, April 16, 2024 3:32 PM

To: DATCP DFS Licensing <[datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov)>

Subject: Campground sanitary questions

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon,

I believe my Administrator, Matt Albright, has been in touch with someone there, but I have a customer looking for some answers to get his plans approved by the township and county for a new campground. His name is Andrew Barelli of BFF Real Estate. He is hung up on the sanitary portion and what is allowable for a campground. He has been working with Ted who told him it needs to be a decision at the county level, but Matt is of the opinion that DATCP oversees these types of business, so he would like to have an answer on what DATCP would prefer or like to see for waste management.

At this point, Andrew is asking if portable toilets would be acceptable to get his campground up and running. He would plan to have a more permanent solution at a later date, but would like to save the cost of a full septic system at this point. Is that something that would be allowed?

I also left a voicemail regarding this. Thank you for your time!

Jenn Schrap

Office System Technician

Richland County Zoning & Land Conservation

608-647-2447



**Richland** COUNTY  
*Discover it here!* —



ck 2791e

Customer #		<b>COUNTY OF RICHLAND ZONING COMMITTEE</b>
Petition #		
<b>NOTICE OF PETITION</b>		

(I) (We)	First Name(s)	Aaron	Last Name	Wallace	Phone	920-281-9865			
Address		15868 Bufon Hollow Rd		City	Viola	State	WI	Zip	54664
First Name(s)		Sarah		Last Name	Wallace	Phone	920-281-9864		
Address		15868 Bufon Hollow Rd		City	Viola	State	WI	Zip	54664

hereby petition the Richland County Zoning Committee for a:

<input checked="" type="checkbox"/> Rezone from	AF	Rezone to	AG/Residential
<input type="checkbox"/> CUP to permit			
<input type="checkbox"/> SUP to permit			
<input type="checkbox"/> Other			
Authorized by Section(s)			
of the Richland County Zoning Ordinance.			

Present description of the property involved in this petition is as follows:

Parcel #	012-3442000												
Qtr	SE	Qtr	SE	Section	13	Town	12	Range	02	Township	Forest	# of acres	10-12
Lot		Block		Subdivision		# of Acres Approved							

Present Use	Ag field
Present Improvements	New resident / Ag shed
Proposed Use	Primary resident and Ag field/Forest.
Legal Description	SE 1/4 SE 1/4 NE 1/4 SE 1/4 The S 1/4 W of Ctrln of road in both.

Petition Filed		Petitioner Notified		Rezone Decision		Ordinance #	
Catagory	Rezoning	Town Notified		CUP Decision		CB Date	
Fee Amount	\$500.00	<input checked="" type="checkbox"/> Township Approval		CUP Expires		CB Decision	
Meeting Date		Decision Date		SUP Decision		Amendment #	

Comments		County Clerk Approval
(Signed) Appellant(s) or Agent(s)	Sarah Wallace Aaron J Wallace	

**DRAFT**

**Town of Forest  
Richland County, WI  
Regular Monthly Board Meeting  
Tuesday, May 14, 2024**

**DRAFT**

Chairman John Matthes called the regular monthly board meeting of the Town of Forest to order at 6:02 pm. Also in attendance: Supervisors Jim Carley, John Bronski; Clerk Lynette Owens, Treasurer Shyla Stedman.

**Affirmation of Notice:** Clerk affirmed meeting notice was duly posted and emailed to interested parties.

**Previous Minutes Approval:** Motion by Carley, second by Bronski to approve minutes of the April meeting. Carried with no negative votes.

**Treasurer's Report:** Treasurer noted most deposits were solid waste income; money market interest and balance; and income and expenses by category.

**Patrolman's Report:** Not present. Chair noted Henry was cleaning up Bear Road (see "Accident" below); John has been cold patching.

**Business:**

- **Zoning Request(s):** Aaron Wallace presented pictures of the property he would like rezoned. Matthes moved to **rezone 10 to 12 acres, dependent on survey results,** from Ag Forestry to Ad Residential. Bronski seconded; motion carried.

- **Spring Clean-up Day: Saturday, May 18; 7a-1p??:** Chair asked what timing was agreed upon at the last meeting. It was verified that 7:00 a.m. to Noon was the agreed-on timeframe.

- **New Bucket:** The work on the new bucket for the front-end loader almost complete. Waiting on hooks.

- **Accident on Bear:** Semi trailer with grain left the seal coated roadway on Bear Road and traveled approximately 100 yards down the embankment. A fuel tank ruptured and leaked into the waterway. Road sealcoating was damaged. DNR, Hazmat, phone and environmental cleanup companies were contacted. Matthes will ask Scott's to repair sealcoat when they work on River Road. An approximately 4-year-old road tube was also damaged, will need to decide whether to splice or replace it. Incident will be turned in to insurance. Accident report attached to minutes.

**Public Comment:** After the accident information was presented, Wallace inquired about reclassifying Bear Road to prohibit large truck traffic. Matthes informed him of current regulations. Wallace will investigate how another town accomplished this and whether it was done legally. On another subject, Matthes stated he will send a letter to a resident who needs to replace an older, too-small tube with a 15"x30' tube.

**Monthly Bills/Financial Activity:** Board reviewed Current Bills for Approval Report prepared by clerk. Matthes moved to pay the bills as presented, second by Bronski. Carried, no negative votes.

**Set Next Meeting Date:** Next regular town board meeting is Tuesday, June 11, 2024 at 6:00 pm.

**Adjourn:** Carley moved to adjourn; Bronski seconded. Carried with no negative votes.

Respectfully submitted,  
Lynette Owens, Clerk



01213442000

Show search results for 01213...



(1 of 3)

Parcel: 01213442000

GIS Acres: 29.70

Owner: AARON J & SARAH E WALLACE & ISAACE & NICOLLETTE M WALLACE

Address:

Tax Information

Tax Information

Click for More Info

Zoom to



RECEIVED  
AUG 09 2024

ck 7177

Customer #

Petition #

COUNTY OF RICHLAND ZONING COMMITTEE  
NOTICE OF PETITION

(I) (We)	First Name(s)	Kenneth	Last Name	Cook	Phone	414-217	2223	
Address	23306 US Hwy 14		City	Richland Ctr.	State	WI	Zip	53581
First Name(s)	Lori	Last Name	Cook	Phone	414-707	8581		
Address	23306 US Hwy 14		City	Richland Ctr	State	WI	Zip	53581

hereby petition the Richland County Zoning Committee for a:

<input checked="" type="checkbox"/> Rezone from	Ag / Forestry	Rezone to	Ag / Residential
<input type="checkbox"/> CUP to permit			
<input type="checkbox"/> SUP to permit			
<input type="checkbox"/> Other			
Authorized by Section(s)	of the Richland County Zoning Ordinance.		

Present description of the property involved in this petition is as follows:

Parcel #													
Qtr	SE	Qtr	SW	Section	24	Town	10	Range	1W	Township	Day'	# of acres	10.08
Lot		Block		Subdivision				# of Acres Approved					

Present Use	Ag / Forest Land
Present Improvements	
Proposed Use	Land w/home
Legal Description	See CSM

Petition Filed		Petitioner Notified		Rezone Decision		Ordinance #	
Category	Rezoning	Town Notified		CUP Decision		CB Date	
Fee Amount	\$500.00	<input type="checkbox"/> Township Approval		CUP Expires		CB Decision	
Meeting Date		Decision Date		SUP Decision		Amendment #	

Comments

County Clerk Approval

(Signed) Appellant(s) or Agent(s)

Copy

# TOWN OF DAYTON BOARD MEETING

Wednesday, August 14, 2024

Please be advised that the Town of Dayton Board will convene on Wednesday, August 14th, 2024 at 6:00p.m. in the Dayton Town Hall, 20043 Berger Rd, Richland Center, WI 53581

1. **Call to Order** 6:02 pm was called to order by Cheryl Dull. In attendance, Lingel, Monson, Dull, Laeseke, and Monson.
2. **Proof of Notification (Town Web Page, Town Hall and copy to Clerks E-Mail)** - Laeseke noted the agenda was posted online at the town hall today August 14, 2024 and the website. Dull had sent the agenda out to supervisors on Monday. Monson motioned to continue with the meeting since the supervisors had the agenda on Monday a second by Lingel. All aye carried.
3. **Approval of Agenda**- Motion by Monson with a second by Lingel to approve the agenda. All aye carried.
4. **Approval of minutes from previous meeting**
5. **Rezone**
  - **Ken Cook** – Rezone 10 acres from Ag/For to Ag/Res in Section 24 SE¼ of the SW¼ and SW¼ of the SE¼- Motion by Dull to approve Section 24 rezoning from Ag/For to Ag/Res with a second by Lingel. All aye carried.
6. **Driveway permit**
  - **Ken Cook** – **Section 24**- Koch said nothing is needed for the driveway to be approved. Motion by Dull with a second by Lingel. All aye carried.
  - **Chase Sandmire** – **Section 11, 2<sup>nd</sup> Residence**- Koch said nothing is needed for the driveway to be approved. Motion by Dull with a second by Lingel. All aye carried.
7. **Treasurer Report**- Treasurer's report read by Dianne Monson Richland County bank was read for June and July. July Richland County ending checking is \$658.72, money market is \$3,083.03 and tax account at 0. CDs are at \$24,080.39 for bridge project and \$93,034.34 for contingency fund. The People's Community Bank ending balance for July is \$288,811.59 and tax account at \$75.61.
8. **Treasurer resignation & New Appointment**- Dianne Monson submitted her resignation papers explained she was not planning to run again and resigned now so the new Treasurer could come in with new software starting and training in August. Tammy Newberry submitted a letter of interest and has worked in finance and book keeping for many years. Motion by Dull to accept Dianne Monson's resignation starting September 1, 2024 with a second by Lingel. All aye carried. Motion by Dull to appoint Tammy Newberry effective immediately as the Treasurer for Dayton Township and to assume responsibility of the bank accounts along with signature authority on checks with a second by Monson. All aye carried.
9. **CD renewal**- CD due on August 25 to be renewed with WCCU we have two CDs with interest rates below 1%, the board discussed taking the penalty on those CDs and renewing them at the higher interest rate. The penalty between the two is about \$50, but we will move to a Motion by Dull to approve the CDs with a second by Monson. All aye carried.
10. **Action to close Richland County Bank account**- Motion by Lingel with a second by Monson to close the Richland County Bank for Dayton Township.
11. **Review of YTD revenue/expenses**- Discussion by board on the revenue and expenses. Laeseke moved the insurance refund to offset the expense and changed the Office 365, printer, purchased to software from admin expense. Motion by Dull to accept the YTD revenue and expenses with a second by Monson. All aye carried.
12. **Operator's Licenses – Mel's Micro**- Laeseke ran background checks on Goike, Kohlmeyer, and Grim. McKormick is only seventeen and not eligible to have an operator's license. Nothing in the background check would prevent them from serving. Motion by Dull to approve background checks on Goike, Kohlmeyer, and Grim and to deny the application for McKormick, second by Lingel. All aye carried.



- Matt Goike
- Mariah McKormick
- Christopher Kohlmeyer
- Craig Grim

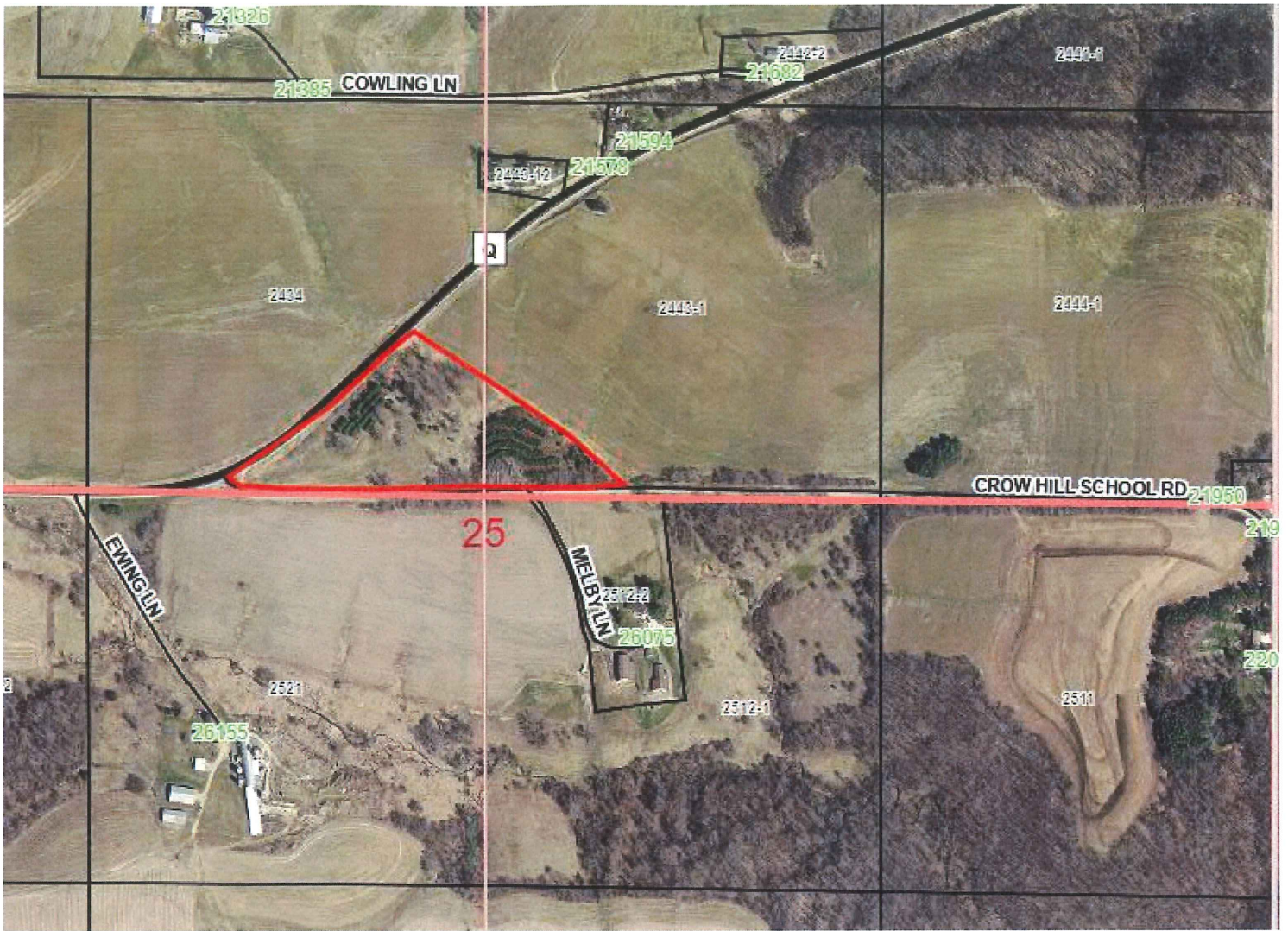
- 13. Committee appointments-** Dull motioned to appoint herself to the JAC- Joint Ambulance Committee given her background and that chair will go out of rotation for Fire District and Monson and Lingel will share duties, going six times each second by Lingel. All aye carried.
- 14. County Comprehensive Plan discussion-** Board discussed the survey, filled out the questions and felt it was a waste of their time. Dull will return the survey.
- 15. Equipment repair-** Koch needs a web with new bearings for the sander that is \$650. Could use links, but it would be pretty thin. Motion by Dull to buy the web with bearings for \$650 with a second by Monson. All aye carried.
- 16. WISLR Report-** road report due in September Dull will assist Koch
- 17. Sign Inventory-** We have four stop signs on hand this is a typical August agenda.
- 18. ATV Route & Signage-** Concern with campground that our ATV signage is not sufficient. The ATV club needs to provide the signs. Discussion on what signs are currently there, we have a dead end sign on Lingel Lane near campground. Recommendation by Dull that when the campground goes in and if we find people driving on dead end roads that we will go to the ATV club and ask them to add signs. If the public notices ATV's on the wrong roads indicate a time and date.
- 19. Cemetery Report-** Complaint that Boaz Cemetery was not being mowed often enough, mower was on vacation. Sandy Campbell's husband mowed it and he said he would mow the next time for free. Report from County on cemetery, all veterans were not on the report. Dull went through all cemeteries and updated all that were missing. Dull also pointed out to county that the statute says you can receive pre-WWI. County is looking into this.
- 20. Liquidation of Township Items-** We have old computers, a laptop that doesn't work, piano, old books and records. The Historical Society is interested in some of the books and records. Board discussion on items and want to keep the blue books and statute books, but items that were the schools could go. Dull will put piano on buy/sell/trade and see if anyone would like it for free. Cupboard in hallway can go they are empty
- 21. Set date for meeting of the Electors for September for Salary of Board.** Update to our regular board meeting to September 10<sup>th</sup> at 6:00 and our budget planning meeting to September 18<sup>th</sup> at 6 pm.
- 22. Reports:**
  - **Fire** – New fire call for Johnson was paid this evening. Looking for an assistant secretary/treasurer to fill in since Judy is still not doing well.
  - **EMS-** EMS wanting to spend on the new vehicle, the new Emergency Management and EMS Director and would like to be just EMS Director, budget he was proposing was over \$200,000 more.
  - **Patrolman-** Roof is supposed to be replaced this week. Koch hurt his knee and went to the doctor-Workmen's Comp. Koch also looked for a first aid kit and couldn't find an ice pack. Dull said she could go with Koch to ambulance and see if they will restock, 5 in total.
  - **Clerk-** Election yesterday another one coming up on November 5<sup>th</sup>.
  - **Chairman** – The campground didn't go to zoning yet, Lingel believes it will go on August 26<sup>th</sup>. WTA local meetings coming up August 28<sup>th</sup>, September 11<sup>th</sup>, and September 25<sup>th</sup> at 6:00 pm. Dull looked into AirBnB and if all three have weekend booked out they would bring about \$1000 in and if we charge an 8% room tax then we can keep 30% and 70% goes to the tourism committee. Rezone coming next month Dull has been redirecting them and answering questions, townships can take back zoning if they want. Every rezone is \$500/ rezone.
- 23. Approval of Bills-** Motion by Monson to approve the township bills with a second by Lingel. All aye carried.

24. **Set date for September meeting-** Meeting date was set above for September 10<sup>th</sup>.
25. **Future Agenda items and public comments-** Monson would like to get an estimate on new wiring for town hall since we are looking at plug-ins. Monson would like some boxes to help load books.
26. Adjournment by Dull at 8:10 pm.

**Cheryl Dull, Chairman**

**Jessica Laeseke, Clerk**







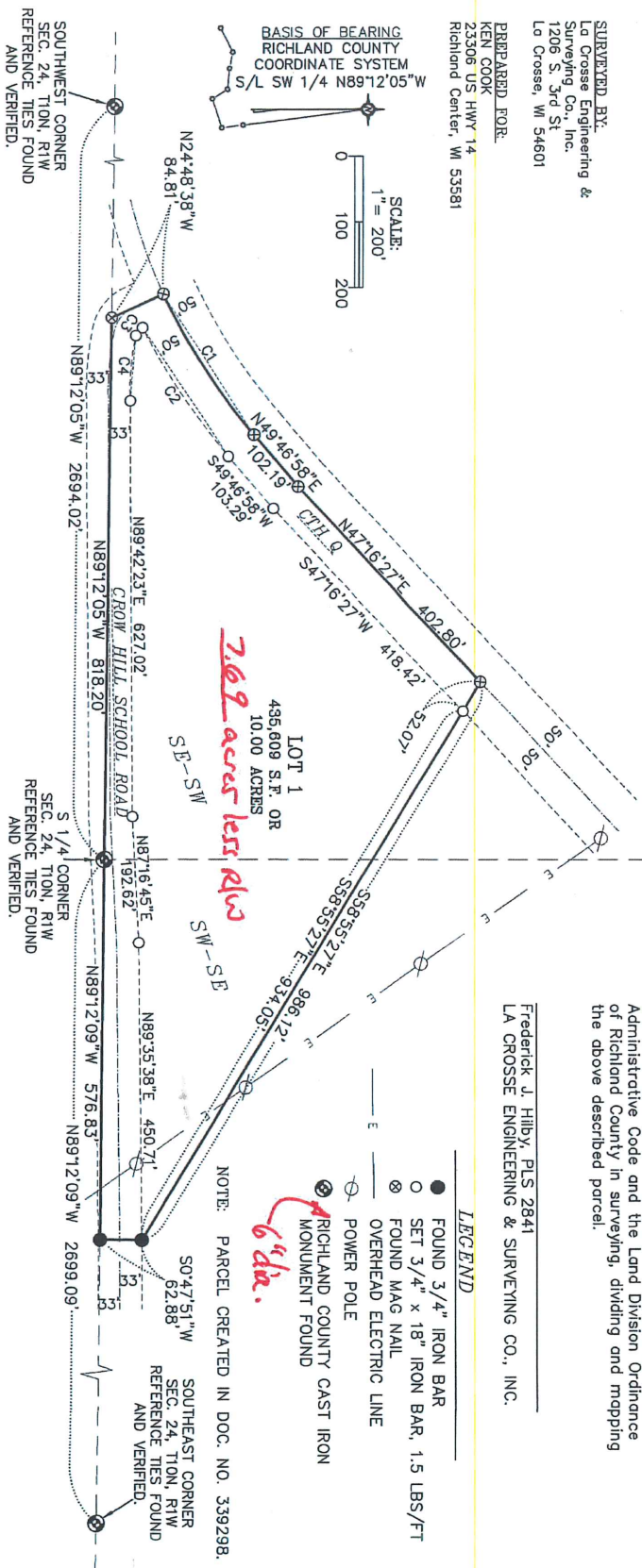
# RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 24, ALL IN TOWNSHIP 10 NORTH, RANGE 1 WEST, TOWN OF DAYTON, RICHLAND COUNTY WISCONSIN.

CURVE	LOT	RADIUS	CHORD BEARING	CHORD LENGTH	ARC LENGTH	CENTRAL ANGLE	TANGENT P.C.	TANGENT BEARING P.T.
C1	1	955.00'	N57°23'05"E	252.67'	253.41'	151°12'14"	N64°59'12"E	N49°46'58"E
C2	1	1005.00'	N56°26'56"E	233.32'	233.85'	131°19'55"	S49°46'58"W	S63°06'53"W
C3	1	17.00'	S50°55'46"E	15.65'	16.26'	54°47'46"	S23°31'53"E	S78°19'39"E
C4	1	413.43'	S85°11'21"E	98.79'	99.02'	13°43'24"	S78°19'39"E	N87°56'57"E

SURVEYED BY:  
La Crosse Engineering &  
Surveying Co., Inc.  
1206 S. 3rd St.  
La Crosse, WI 54601

PREPARED FOR:  
KEN COOK  
23306 US HWY 14  
Richland Center, WI 53581



I, Frederick J. Hilby, Professional Land Surveyor, hereby certify that this is a correct representation of all exterior boundaries of the land surveyed and the subdivision thereof, made under the direction of Kenneth and Lori Cook, owners, and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter AE 7 of the Wisconsin Administrative Code and the Land Division Ordinance of Richland County in surveying, dividing and mapping the above described parcel.

Frederick J. Hilby, PLS 2841  
LA CROSSE ENGINEERING & SURVEYING CO., INC.

RICHLAND COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_

PART OF THE SE 1/4 OF THE SW 1/4 AND PART  
OF THE SW 1/4 OF THE SE 1/4 OF SECTION 24,  
ALL IN TOWNSHIP 10 NORTH, RANGE 1 WEST,  
TOWN OF DAYTON, RICHLAND COUNTY WISCONSIN.

PART OF THE SE 1/4 OF THE SW 1/4 AND PART OF THE SW 1/4 OF  
THE SE 1/4 OF SECTION 24, ALL IN TOWNSHIP 10 NORTH, RANGE 1  
WEST, TOWN OF DAYTON, RICHLAND COUNTY WISCONSIN, DESCRIBED AS  
FOLLOWS:

BEGINNING AT THE SOUTH QUARTER CORNER OF SAID SECTION 24;  
THENCE N89°12'05"W ALONG THE SOUTH LINE THEREOF, 818.20 FEET;  
THENCE N24°48'38"W, 84.81 FEET TO THE CENTERLINE OF COUNTY  
HIGHWAY Q;  
THENCE ALONG SAID CENTERLINE, ON THE ARC OF A 955.00 FOOT  
RADIUS CURVE, CONCAVE NORTHWEST, THE CHORD OF WHICH BEARS  
N57°23'05"E AND MEASURES 252.67 FEET;  
THENCE CONTINUING ALONG SAID CENTERLINE, N49°46'58"E, 102.19 FEET  
AND N47°16'27"E, 402.80 FEET, *to the last point on said centerline;*  
THENCE S58°55'27"E, 986.12 FEET;  
THENCE S0°47'51"W, 62.88 FEET TO THE SOUTH LINE OF SAID SW 1/4 OF  
THE SE 1/4;  
THENCE N89°12'09"W ALONG SAID SOUTH LINE, 576.83 FEET TO THE  
POINT OF BEGINNING.

PARCEL CONTAINS APPROXIMATELY 435,609 S.F. OR 10.00 ACRES  
INCLUDING THE AREA FOR RIGHT OF WAY PURPOSES.

AREA USED FOR RIGHT OF WAY PURPOSES INCLUDES APPROXIMATELY  
2.31 ACRES.

SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

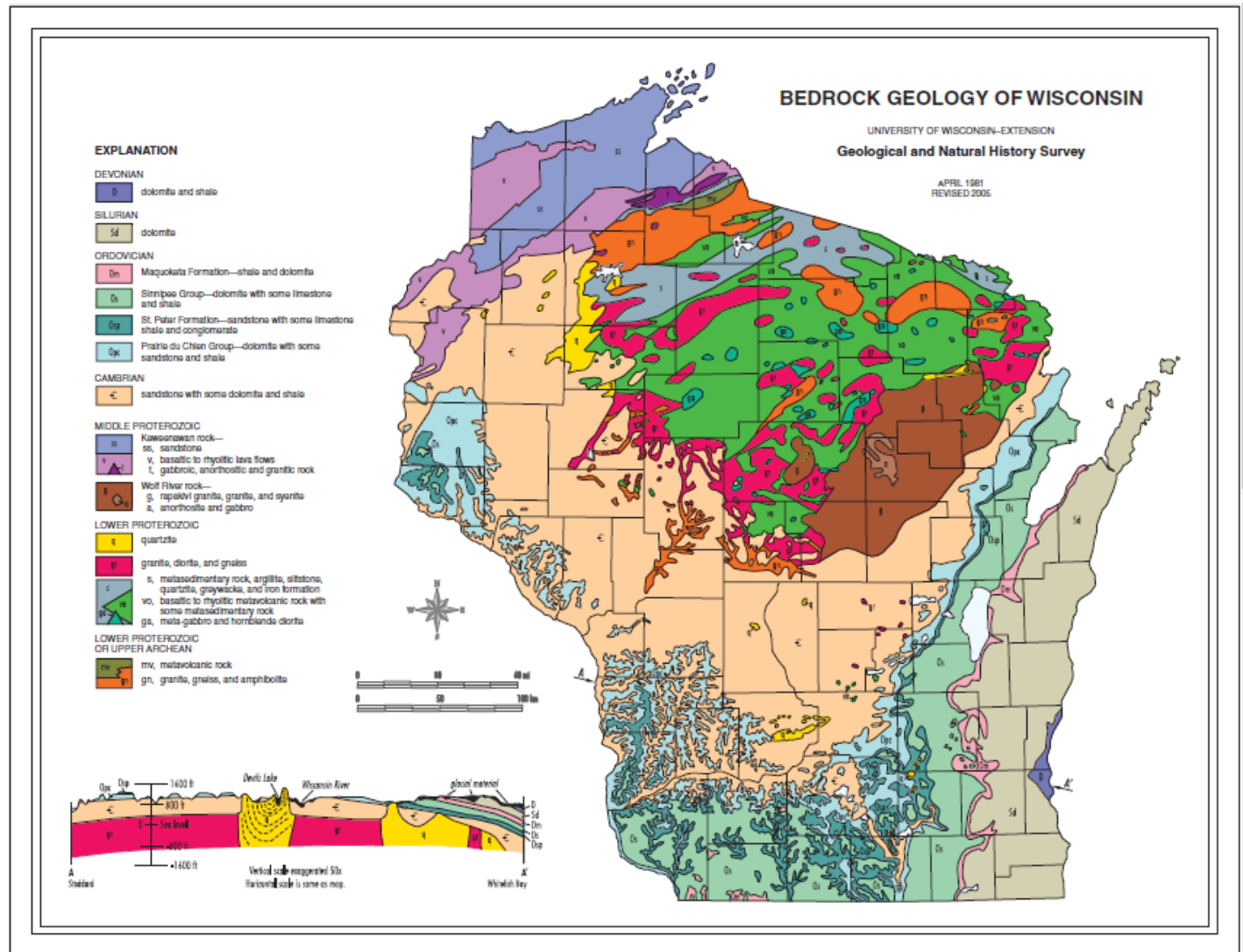
RICHLAND COUNTY ZONING OFFICE APPROVAL:

Approved by the Richland County Zoning Office  
this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

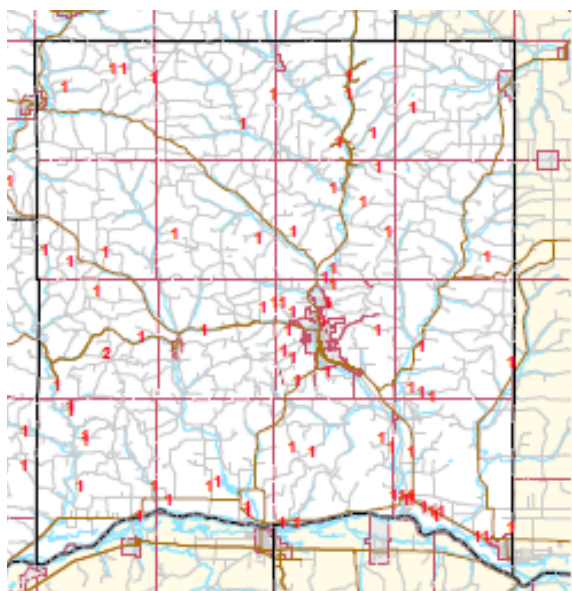
Katrina Solewski

## Driftless Area Water Study

### Bedrock map



### October 2020 tests





# Crawford, Richland and Vernon Counties

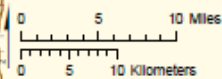
October 2020



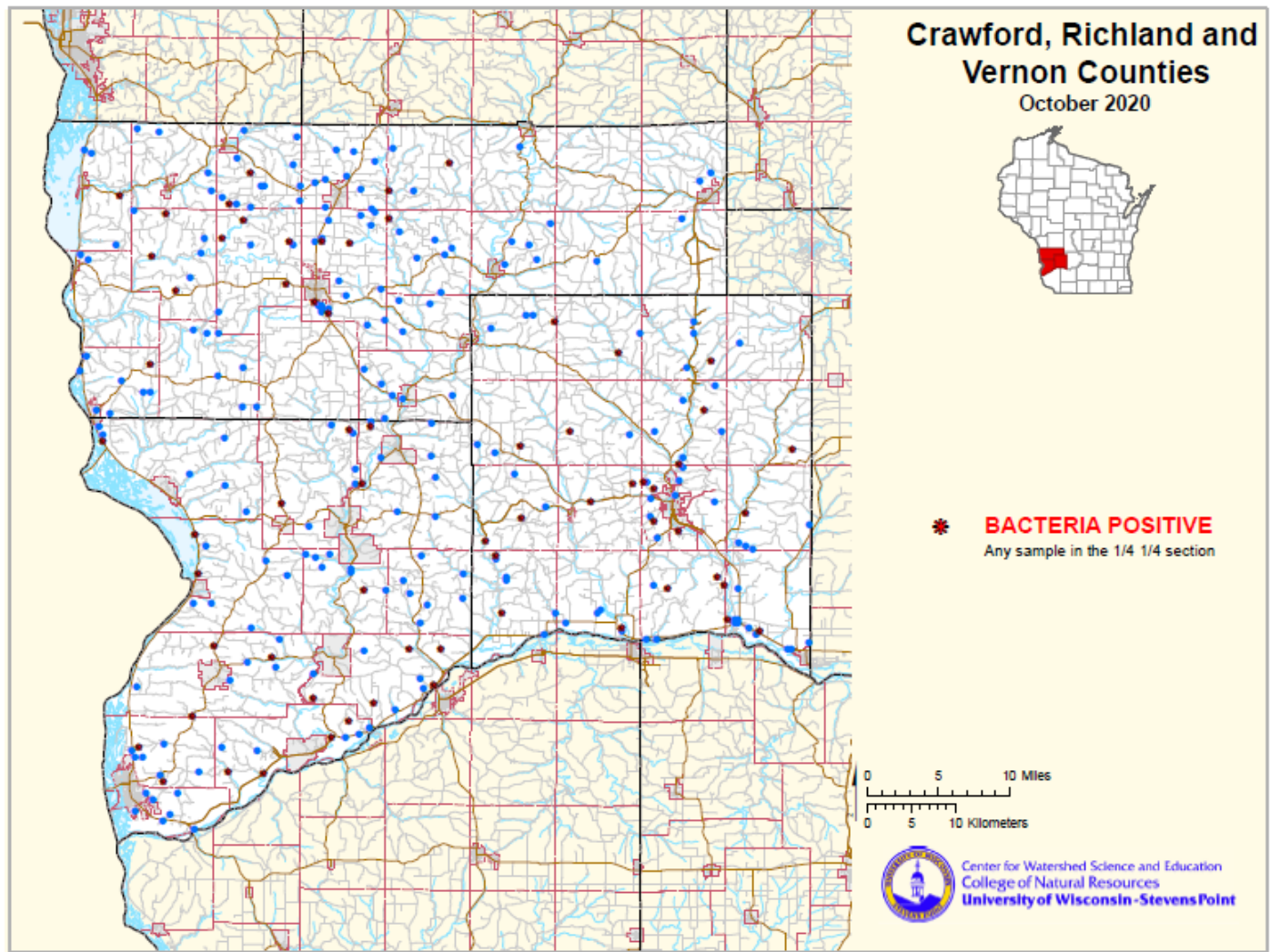
## NITRATE-NITRITE (ppm N)

A	None Detected	52	18 %
B	... 2.0	89	30 %
C	2.1 - 5.0	84	29 %
D	5.1 - 10.0	45	15 %
E	10.1 - 20.0	20	7 %
F	20.1 ...	3	1 %

Mapped value is the average for the 1/4 1/4 section  
Treated samples not mapped



Center for Watershed Science and Education  
College of Natural Resources  
University of Wisconsin-Stevens Point



### Fall Well Testing Results

The Driftless Area Water Study of Crawford, Richland and Vernon counties just conducted its first round of private well-water testing to gather data on the quality of drinking water in these counties. 293 samples were collected from homeowners throughout the tri-county area. Crawford County tested 89 wells, Richland County tested 79 wells and Vernon County tested 125 wells. The counties worked with the UW-Stevens Point Center for Watershed Science and Education to coordinate the private well-testing project. Participating homeowners were asked to collect their water samples on the morning of October 26<sup>th</sup> and take them to one of the drop off sites. The samples were all taken to the Water and Environmental Analysis Lab in Stevens Point early the next morning. The testing was conducted that day. Results have been mailed out to the participants.

**RICHLAND COUNTY SPECIFICS:** There are approximately 4,175 private wells in Richland County. Letters were sent to 400 randomly chosen well owners, asking for their participation in this sample collection. The first 85 to respond and pick up vials were allowed to participate. There were 79 that actually returned samples for testing. The cost of the testing was \$55 and it was paid for by Richland County Land Conservation department.

Overall, of the 293 well samples collected in the tri-county area, 7.8% of the wells tested had nitrate-nitrogen greater than the 10 mg/L nitrate-nitrogen, 23.5% of the wells tested positive for coliform bacteria with 2.7% of the wells testing positive for E. coli bacteria. In Richland County, of the 79 well samples collected, 14% of them tested greater than 10 mg/L nitrate-nitrogen, 32% tested positive for coliform bacteria with 1% testing positive for E. coli bacteria. Nitrate-nitrogen above 10 mg/L can pose health risks if consumed by infants, pregnant women and women trying to become

pregnant. Routine coliform bacteria testing can be used as an indication of whether a well is capable of producing sanitary or bacteria safe water. The presence of E. coli in a water sample is conclusive evidence of fecal contamination in the well. Source tracking was not conducted as part of this project so the sources of E. coli are not known.

The 3 counties are looking at conducting another round of sampling in the spring of 2021, tentatively scheduled for April.

### **Richland**

#### **Nitrate (mg/L as N)**

	<b>Number</b>	<b>%</b>
None Detected	13	16%
<= 2.0	32	41%
2.1 -5.0	15	19%
5.1-10.0	8	10%
10.1-20.0	8	10%
>20.0	3	4%

Average: 4 for 79 Samples

Coliform Bacteria	25	32%
E. Coli Positives of the Coliform pos.	1	4%

### **Crawford-Richland-Vernon**

#### **Nitrate (mg/L as N)**

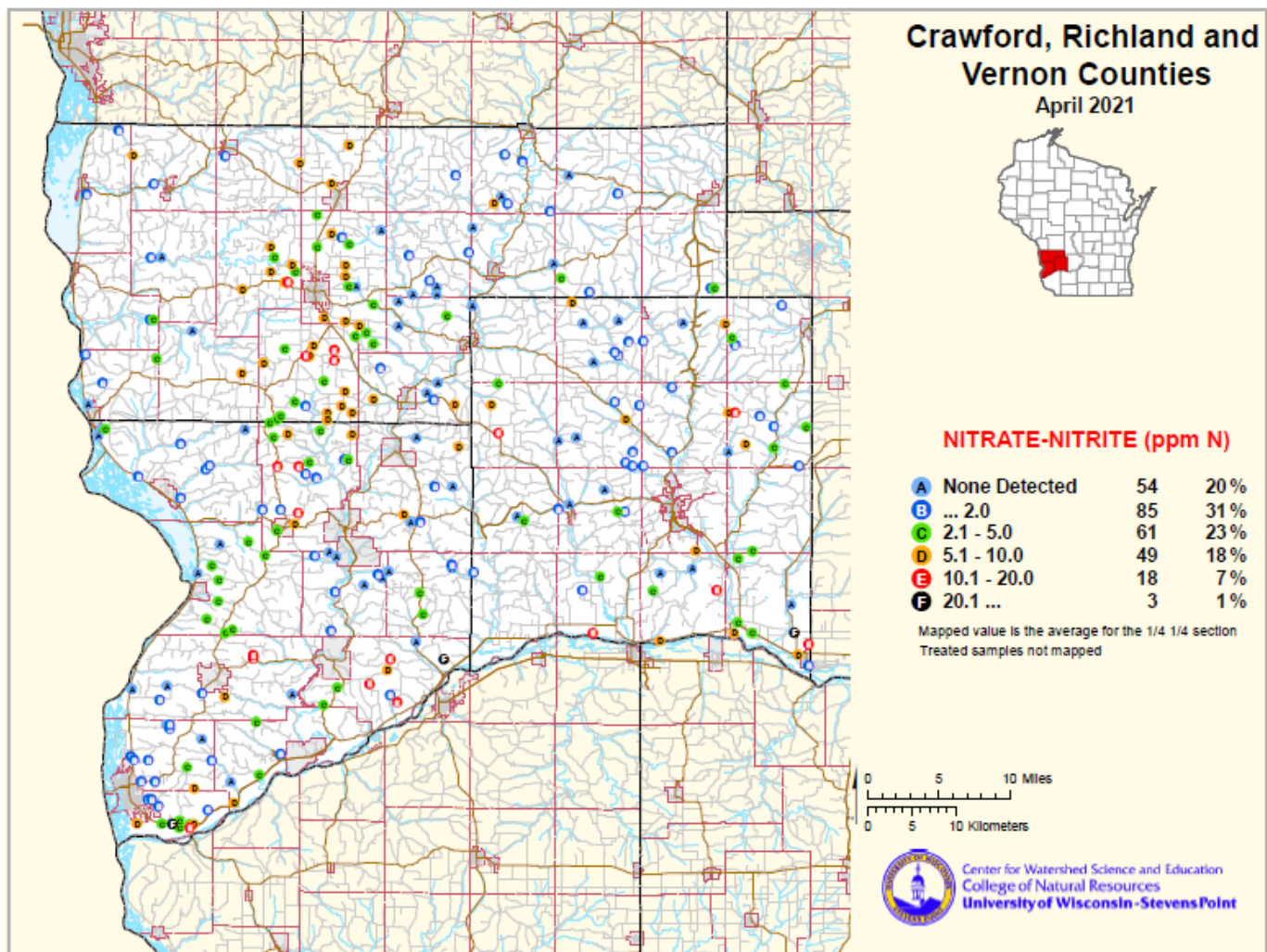
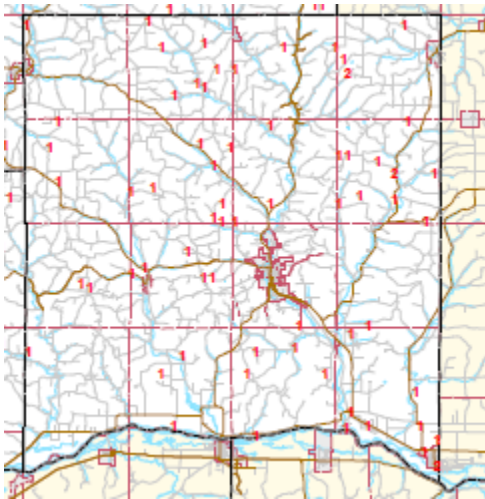
	<b>Number</b>	<b>%</b>
None Detected	52	18%
<= 2.0	89	30%
2.1 -5.0	84	29%
5.1-10.0	45	15%
10.1-20.0	20	7%
>20.0	3	1%

Average: 3.4 for 293 Samples

Coliform Bacteria	69	24%
E. Coli Positives of the Coliform pos.	8	12%



## April 2021 results



## Spring Well Testing Results

The Driftless Area Water Study of Crawford, Richland and Vernon counties just conducted its second round of private well-water testing to gather data on the quality of drinking water in these counties. Richland County tested 68 wells. The counties worked with the UW-Stevens Point Center for Watershed Science and Education to coordinate the private well-testing project. Participating homeowners were asked to collect their water samples on the morning of April 19<sup>th</sup> and take them to one of the drop off sites. The samples were all taken to the Water and Environmental Analysis Lab in Stevens Point early the next morning. The testing was conducted that day. Results have been mailed out to the participants.

**RICHLAND COUNTY SPECIFICS:** There are approximately 4,175 private wells in Richland County. Letters were sent to 400 randomly chosen well owners, asking for their participation in this sample collection. The first 85 to respond and pick up vials were allowed to participate. There were 68 that actually returned samples for testing. The cost of the testing was \$55 and it was paid for by Richland County Land Conservation department.

In Richland County, of the 68 well samples collected, 8% of them testing greater than 10 mg/L nitrate-nitrogen, 3% tested positive for coliform bacteria with 1 testing positive for E. coli bacteria. Nitrate-nitrogen above 10 mg/L can pose health risks if consumed by infants, pregnant women and women trying to become pregnant. Routine coliform bacteria testing can be used as an indication of whether a well is capable of producing sanitary or bacteria safe water. The presence of E. coli in a water sample is conclusive evidence of fecal contamination in the well. Source tracking was not conducted as part of this project so the sources of E. coli are not known.

### Richland

#### Nitrate (mg/L as N)

	Number	%
None Detected	14	21%
<= 2.0	24	35%
2.1 -5.0	14	21%
5.1-10.0	10	15%
10.1-20.0	5	7%
>20.0	1	1%

Average: 3.4 for 68 Samples

<b>Coliform Bacteria</b>	2	3%
E. Coli Positives of the Coliform pos.	1	50%

### Richland



	Fall 2020		Spring 2021	
Nitrate (mg/L as N)				
	Number	%	Number	%
None Detected	13	16%	14	21%
<= 2.0	32	41%	24	35%
2.1 -5.0	15	19%	14	21%
5.1-10.0	8	10%	10	15%
10.1-20.0	8	10%	5	7%
>20.0	3	4%	1	1%
Average:	4 for 79 samples		3.4 for 68 samples	
Coliform Bacteria	25	32%	2	3%
E. Coli Positives				
of the Coliform pos.	1	4%	1	50%

**From:** [Kaplanek, James H - DATCP](#)  
**To:** [Cathy Cooper](#)  
**Cc:** [Lehman, Mark D - DATCP](#); [Wargolet, Daniel E - DATCP](#); [Abbott, Nichole A - DATCP](#); [Bloom, Charles A - DATCP](#); [Jorata, Brian R - DATCP](#)  
**Subject:** RE: Agent of the state  
**Date:** Wednesday, August 14, 2024 10:41:15 AM  
**Attachments:** [image001.png](#)

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Cathy:

Thank you for your interest. Please have the health officer for Richland County reach out to me at my contact information below and I would be happy to assist and start the conversation. Wis. 97 Stats, allow DATCP to enter into an agreement with the local health department for performing the inspection, licensing, investigation and training activities provided by DATCP. Have a great day.

James Kaplanek  
Section Manager for Retail Food and Recreational Programs  
Division of Food and Recreational Safety  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
608-224-4735  
[James.kaplanek@wisconsin.gov](mailto:James.kaplanek@wisconsin.gov)

*Please fill out our [customer survey](#) to help us improve. Thank you!*

---

**From:** Bloom, Charles A - DATCP <charles.bloom@wisconsin.gov>  
**Sent:** Wednesday, August 14, 2024 10:20 AM  
**To:** Kaplanek, James H - DATCP <James.Kaplanek@wisconsin.gov>; Jorata, Brian R - DATCP <Brian.Jorata@wisconsin.gov>  
**Cc:** Lehman, Mark D - DATCP <Mark.Lehman@wisconsin.gov>; Wargolet, Daniel E - DATCP <daniel.wargolet@wisconsin.gov>; Abbott, Nichole A - DATCP <nichole.abbott@wisconsin.gov>  
**Subject:** FW: Agent of the state

Hello,

Can you please help out with this request?

Thank you,

Charlie Bloom, RS  
Food Scientist Advanced – Licensing, Division of Food and Recreational Safety  
Wisconsin Department of Agriculture, Trade and Consumer Protection  
Cell Phone: (608) 598-9046  
[charles.bloom@wisconsin.gov](mailto:charles.bloom@wisconsin.gov)

Please complete this [brief survey](#) to help us improve our customer service. Thank you for your feedback!

Information provided to the Department, including a complaint, is not confidential. Therefore, the information you provide to the Department may be subject to a public records request. When a request for public records is received, the Department reviews the request and all potentially responsive records, and responds in accordance with the law. The Department may only withhold the release of Department records where the law allows.

---

**From:** Cathy Cooper <[cathy.cooper@co.richland.wi.us](mailto:cathy.cooper@co.richland.wi.us)>  
**Sent:** Wednesday, August 14, 2024 10:17 AM  
**To:** DATCP DFS Licensing <[datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov)>  
**Subject:** Agent of the state

**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Richland County is looking for information about what is involved as an agent of the state for inspections

*Cathy Cooper*

County Conservationist  
Land Conservation  
Richland County  
(608)647-2100



Visit us on the web at <https://co.richland.wi.us>

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## Ordinance **XXX**. Short-Term Rentals

### **§ XXX-1. Purposes.**

The purposes of this ordinance are to ensure that the quality of short-term rentals operating within the County is adequate for protecting public health, safety and general welfare by establishing:

- a. minimum standards of space for human occupancy and parking
- b. adequate level of maintenance
- c. the responsibilities of owners and property managers operating or managing these rental properties for tourists or transient occupants

In addition, it is the intent of this ordinance to determine the responsibility of owners/property managers to expeditiously and personally respond to, stop, mitigate, or prevent the reoccurrence of unreasonable activities on, or conditions, uses or misuses of, these rental properties which adversely impact or substantially annoy, disturb, threaten, harm, offend or interfere with the residential uses, nature or values of other properties in the neighborhoods in which these rental properties operate.

### **§ XXX-2. Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

#### **DWELLING UNIT**

One or more rooms designed, occupied, used, or intended to be occupied or used, as separate living quarters, with a food preparation area and sleeping and sanitary facilities provided within such room(s).

#### **ENTITY**

A corporation, investment company, limited partnership, limited-liability partnership, limited-liability company, cooperative association, unincorporated cooperative association, common law trust, or any other group or organization licensed to do business in this state.

#### **NATURAL RESOURCE STANDING COMMITTEE**

Committee of the Richland County Board of Supervisors with oversight of the Zoning Department and responsible for due process for appeals. Also referred to as Committee.

#### **LICENSE**

The short-term rental license issued under § XXX-4 will be valid for 2 years.

#### **2 YEAR LICENSE**

License Duration. Each permit shall expire on June 30, except that licenses initially issued during the period beginning April 1 and ending on June 30 shall expire on June 30 twenty-four (2) years later.

#### **OCCUPANT**

Any person, over one year of age, living, sleeping, cooking or eating in, or having actual possession of, a dwelling unit.

#### PERSON

An individual, group of individuals, or an entity.

#### PROPERTY MANAGER

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rental, and to take remedial action and promptly respond to any violation of this chapter.

#### PROPERTY OWNER

The owner of a short-term rental.

#### RENEWAL LICENSE

Any license issued under this Ordinance after the initial 2-year license has expired.

#### SHORT-TERM RENTAL

The rental of a tourist rooming house for a period of twenty-nine (29) consecutive days or less.

#### TOURIST ROOMING HOUSE

All lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73, Wis. Admin. Code.

#### ZONING DEPARTMENT

Richland County Zoning Department employee or designee that is responsible for issuing licenses and renewals.

**§ XXX-3. Operation of short-term rentals.** Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations. Each short-term rental shall comply with the following standards:

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses:
  - (1) A state of Wisconsin tourist rooming house license. Information can be found at [https://datcp.wi.gov/Pages/Programs\\_Services/TouristRoomingHouses.aspx](https://datcp.wi.gov/Pages/Programs_Services/TouristRoomingHouses.aspx)
  - (2) A license from Richland County issued pursuant to this ordinance.
- C. Each short-term rental shall comply with all of the following:
  - (1) The number of occupants in any dwelling unit shall not exceed the limits set forth in Wis. Admin. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses.



- (2) No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees. Exceptions can be made if septic is appropriately sized to handle additional guests.
- (3) If the property owner resides within 60 miles of the short-term rental property, a local property manager is not required to be designated. The property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Department within three business days of any change in the property owner's contact information and submit the revised contact information to the Zoning Department within the same time period.
- (4) Unless the property owner resides within 60 miles of the short-term rental property, a local property manager must be designated for contact purposes and his or her name must be included in the application filed with the Zoning Department. The local property manager must reside within 60 miles of the short-term rental property and shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. The property owner must notify the Zoning Department within three business days of any change in the property manager's contact information for the short-term rental and submit the revised contact information to the Zoning Department within the same time period.
- (5) Must have designated parking that abides by all laws.
- (6) Applicant is required to display county license number on any advertising or on-line reservation system.

**§ 280-4. Short-term rental license. A license is required for each individual unit of rental**

- A. The Zoning Department shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of Richland County Ordinance XXX. A short-term rental license is issued for two years and may be renewed biennially as provided in § XXX-6. The license shall contain the following information:
  - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the requirements of Section 3 Subsection C (3) shall apply to the property owner.
  - (2) The name of the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented.
  - (3) Description of the property and maximum occupancy allowed.

- (4) The license term.
- (5) The state of Wisconsin tourist rooming house license number.

**§ XXX-5. Short-term rental license procedure.**

- A. All applications for a short-term rental license shall be filed with the Zoning Department on forms provided by the Department. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be nonrefundable.
- B. Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter, including, but not limited to, § XXX-8:
  - (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available. If the property owner is also acting as the property manager, then the application shall include mailing address, physical address (if different from mailing address) and a telephone number at which the property owner shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented. Including a brief description of the unit and maximum occupancy allowed.
  - (2) A copy of a most recent completed State Lodging Establishment Inspection form.
  - (3) A copy of the state of Wisconsin tourist rooming house license issued under Wis. Stats. § 97.605; or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the Zoning Department's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Zoning Department within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
  - (4) Designation of a property manager, unless the property owner is acting as the property manager, with contact information, including mailing address, physical address (if different from mailing address) and a telephone number at which the property manager shall be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the property is rented, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental, including taking remedial action and promptly responding to any violation of this chapter or the County Ordinance relating to the licensed premises, and receiving service of notice of violation of this chapter's provisions.

- (5) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
- C. Unless earlier revoked, each license period shall run from July 1 of one year to June 30 of the second year and may be renewed for additional two-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.
- D. When the Zoning Department determines that an application is complete and meets the requirements of this chapter, the Zoning Department shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Department determines that the application is incomplete or does not meet the requirements of this chapter, the Department shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.
- E. If the short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to Richland County this may be a factor in whether or not the application will be approved. The Zoning Department may refuse to issue or renew a short-term rental license for any property or owner-applicant that has violated this Chapter any time within a period of twelve (12) months prior to the date of the permit application or if the property has had three (3) or more calls for law enforcement services in a twelve (12) month period.
  - (1) No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § XXX-8C.
- F. A short-term rental license is nontransferable and shall expire upon a transfer of legal control of the tourist rooming house property. The holder of any permit or license shall promptly notify the Zoning Department in writing of any transfer of the legal control of any property covered by the permit. A transfer of property to an entity or trustee shall not be considered a transfer of legal control as long as the owner(s) continue to have majority control of the entity or are trustees of the trust with control of the property; however, such new form of ownership shall be identified on any permit renewal application after such transfer. No refunds will be issued.

#### **§ XXX-6. Biennial Renewal.**

- A. Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the Zoning Department, and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Zoning Department at least 90 days prior to the license expiration date to allow the Department adequate time to review the application. The Department shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Department may also request reports from the Building Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors.
- B. The Department shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Department determines not to renew the license, the Department shall notify the applicant in writing of the reason(s) for such decision, and the applicant's right to appeal the decision to the Richland County Natural Resource Standing Committee as provided in § XXX-8.
- C. No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

#### **§ XXX-7. Display of permit.**

Each license shall be displayed on the inside of the main entrance door of each short-term rental.

#### **§ XXX-8. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.**

- A. The Zoning Department's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of the license, the Zoning Department shall notify the licensee in writing of the County's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § XXX-9B.
- B. The Zoning Department's decision to deny an initial license or to deny renewal of a license may be appealed to the Natural Resource Standing Committee by filing a written appeal with the Department within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the Zoning Department's decision denying such license or renewal license. The Natural Resource Standing Committee shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the County's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or

her choosing, at his or her expense. If the Natural Resource Standing Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Committee finds the Zoning Department's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Committee finds the Zoning Department's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Committee's written decision on the appeal must specify the reason(s) for its determination. The Zoning Department shall give written notice of the Committee's decision to the applicant or licensee. A license may be revoked by the Natural Resource Standing Committee during the term of a license year and following a due process hearing for one or more of the following reasons:

- (1) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the County on the licensed property.
  - (2) Failure to maintain all required local, county and state licensing requirements.
  - (3) Any violation of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.
- C. Revocation. Any resident of or owner of property within Richland County may file a sworn written complaint with the Zoning Department alleging one or more of the reasons set forth in § XXX-9B (1-3) as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the Natural Resource Standing Committee shall notify the licensee of the complaint by certified mail, return receipt requested and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Committee on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § XXX-8B. If a license is revoked, the Zoning Department shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
- D. Judicial review. The action of the Natural Resource Standing Committee in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be appealed to the full Richland County Board. Final appeal can be reviewed by the Richland County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the County. Such appeal shall be filed within 30 days of the date of mailing by the Zoning Department of the notice of the Natural Resource Standing Committee's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.

#### **§ XXX-9. Penalties.**

- A. Any person who violates any provision of this chapter shall be subject upon conviction thereof to a forfeiture of not less than \$250 nor more than \$750 for each offense, together with the costs of prosecution, and in the event of default of payment of such forfeiture and costs shall be

imprisoned in the Richland County Jail until such forfeiture and costs are paid, except that the amount owed is reduced at the rate of \$25 for each day of imprisonment and the maximum period of imprisonment is 30 days. Each violation and each day a violation occurs or continues to exist shall constitute a separate offense.

- B. The penalties set forth in this section shall be addition to all other remedies of injunction, abatement or costs, whether existing under this chapter or otherwise.

**§ XXX-10. Fees.**

Any person applying for an initial short-term rental license or renewing a license pursuant to this chapter shall be subject to the fees as established by resolution of the Richland County Board.

**§ XXX-11. Severability.**

Should any portion of this chapter be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any other provisions of this chapter.



**Ordinance No. 23-**

# **Richland County Manure Storage and Management Ordinance**

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## **Manure Storage and Management**

- 1-1** General Provisions
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### **Sec. 1-1 General Provisions.**

- (1) **Authority.** This Ordinance is adopted under authority granted by sections 59.70, 59.02, 59.03, 92.15, and 92.16, Wisconsin Statutes (Stats.), and ss. ATCP 50.56 and NR 151.05, Wisconsin Administrative Code (“Wis. Admin. Code”)
- (2) **Title.** This Ordinance shall be known as, referred to, and may be cited as the Richland County Manure Storage and Management Ordinance and is hereinafter known as the Ordinance.

- (3) **Findings and Declaration of Policy.** The Richland County Board of Supervisors finds that the following conditions may threaten the county's natural and water resources, harm to the health, safety and welfare of people within the county, and adversely impact the property tax base of the county:
- (a) New and substantially altered manure storage facilities that fail to meet performance and technical standards for proper design, construction and operation.
  - (b) Existing manure storage facilities that are not properly functioning and pose unreasonable risks related to structural failure and leakage.
  - (c) Existing manure storage facilities that overtop or are operated in a manner that creates an unreasonable risk of discharge to waters of state.
  - (d) Existing manure storage facilities where no manure has been added or removed for a period of 24 months, and are not slated for future use.
  - (e) Management of manure including land application that fails to meet performance and technical standards for proper handling and land application of manure.
  - (f) Additional findings may be added.

The Richland County Board of Supervisors further finds that the technical standards developed by the USDA Natural Resources Conservation Service ("NRCS"), and performance standards, prohibitions and conservation practices codified by Wisconsin Department of Agriculture, Trade, and Consumer Protection ("DATCP") and Department of Natural Resources ("DNR"), if adopted by Richland County Board of Supervisor, provide effective, practical, and environmentally protective methods for storing and managing manure.

Richland County Board of Supervisors further finds the regulation of activities identified in this chapter will protect and promote the county's agricultural industry; prevent pollution of surface and ground water; protect the health, safety, and general welfare of the people and communities within the county; preserve the health of livestock, aquatic life and other animals and plants; advance the appropriate use of land and water conservation resources within the community; and protect the property tax base of the county.

- (4) **Purpose.** The purpose of this Ordinance is to regulate the location, design, construction, installation, alteration, operation, maintenance, closure, and use of manure storage facilities; ensure the proper application of waste and manure from all storage facilities covered by this Ordinance, and prescribe performance standards and prohibitions related to manure and other agricultural management. It is also intended to provide for the administration and enforcement of the Ordinance and to provide penalties for its violation.
- (5) **Applicability.** The permit and other requirements in this Ordinance apply to all of the unincorporated areas of Richland County.
- (6) **Interpretation.** In its interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of Richland County, and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes (Stats.). Unless a specific provision in this Ordinance seeks to apply requirements that are more stringent than state law, this Ordinance shall be interpreted to be consistent with ch. 92 and 281.6, Stats. and. ATCP 50 and NR 151, Wis. Admin. Code.
- (7) **Abrogation, Greater Restrictions, Severability and Repeal Clause.**

- (a) **Abrogation and Greater Restrictions.** This Ordinance is not intended to repeal, annul, abrogate, impair or interfere with any existing covenants, deed restrictions, agreements, ordinances, rules, regulations or permits previously adopted or issued pursuant to law. However, wherever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.
  - (b) **Severability.** Each section, paragraph, sentence, clause, word and provision of this Ordinance is severable and if any portion shall be deemed unconstitutional or invalid for any reason, such decision shall not affect the remainder of the Ordinance nor any part thereof other than the portion affected by such decision.
  - (c) **Repeal.** All other Ordinances or parts of Ordinances of Richland County inconsistent or conflicting with this Ordinance to the extent of the inconsistency only, are hereby repealed.
- (8) **Effective Date.** This Ordinance shall become effective upon its adoption by the Richland County Board of Supervisors, and publication.

## **Sec. 1-2 Definitions.**

- (1) **“Applicant”** means any person who applies for a permit under this Ordinance
- (2) **“DATCP”** means Wisconsin Department of Agriculture, Trade and Consumer Protection.
- (3) **“DNR”** means the Wisconsin Department of Natural Resources.
- (4) **“Direct Runoff”** has the meaning in NR 151.015(7), Wis. Admin. Code. The criteria in s. NR 151.055(3), Wis. Admin. Code, will be used to predict or determine if a discharge is significant.
- (5) **“Earthen Manure Storage Facility”** means a facility constructed of earth dikes, pits or ponds.
- (6) **“Land Conservation Department”**, referred to as the “LCD”, means the county staff assigned the responsibility of enforcing and providing technical assistance for this Ordinance.
- (7) **“Land and Zoning Standing Committee (LZSC)”** is a committee made up of members of the Richland County Board of Supervisors and others who, by authority from Chap. 92, Wis. Stats., determine policy and give direction for soil and water conservation activities, and provides direction for the Land Conservation Department (LCD).
- (8) **“Manure”** means livestock excreta and the following when intermingled with excreta in normal farming operations: debris including bedding, water, soil, hair, and feathers; processing derivatives including separated sand, separated manure solids, precipitated manure sludges, supernatants, digested liquids, composted bio solids, and process water; and runoff collected from barnyards, animal lots, and feed storage areas.
- (9) **“Manure Storage Facility”** means one or more impoundments made by constructing an embankment, excavating a pit or dugout, or fabricating a structure specifically for the purpose of temporarily storing manure and related wastes. A facility includes stationary equipment and piping used to load or unload a manure storage structure if the equipment is specifically



designed for that purpose and is an integral part of the facility, and specifically includes components to transfer waste from milking centers, runoff from barnyards, and leachate and contaminated runoff from feed storage.

- (10) **“Margin of Safety”** has the meaning given in s. NR 243.03(37), Wis. Admin. Code, which means the lowest point of the top of the facility or structure.
- (11) **“Natural Resources Conservation Service (NRCS)”** is an agency of the United States Department of Agriculture which, for purposes of this Ordinance, develops and maintains a technical guide with conservation practice standards and specifications, engineering manuals and handbooks, and other technical documentation related to manure storage facilities, nutrient management plans, and other technical matters covered by this Ordinance.
- (12) **“Nutrient Management Plan”** means an annual written plan developed and implemented by a landowner to ensure the proper application of manure and other nutrients to any field, including pastures. A nutrient management plan shall meet the requirements in sec. 1-5(6).
- (13) **“Overflow”** has the meaning has the meaning given in s. NR 151.015 (15e).
- (14) **“Permit”** means the signed, written statement issued under this Ordinance authorizing the applicant to construct, install, reconstruct, extend, enlarge, substantially alter or close a manure storage facility, facility, and to use or dispose of waste from the facility.
- (15) **“Permitting Authority”** means the entity within the county government legally responsible for administering and enforcing this Ordinance. The LZSC shall have full authority for carrying out the duties under the Ordinance, including the decision making authority, unless the authority is delegated to the LCD and its employees under s. 92.09, Stats.
- (16) **“Permittee”** means any person to whom a permit is issued under this Ordinance.
- (17) **“Person”** means any individual, corporation, partnership, joint venture, agency, unincorporated association, municipal corporation, county or state agency within Wisconsin, the federal government, or any combination thereof.
- (18) **“Safety Devices”** means devices, which are designed to protect humans and livestock from the hazards associated with a storage facility.
- (19) **“Significant discharge”** means a discharge of process waste that is determined as “significant” in accordance with the criteria in s. NR 151.055(3), Wis. Admin. Code.
- (20) **Site that is susceptible to groundwater contamination** has the meaning under NR 151.015(18) Wis. Admin. Code.
- (21) **“Stop Work Order”** means an order to cease any activity in the operation of, or construction of an activity subject to regulation.
- (22) **“Substantially altered”** has the meaning in s. NR 151.015(20), Wis. Admin. Code.
- (23) **“Technical Guide”** means the document provided by NRCS which contains technical data, including the standards referenced within this Ordinance to properly and safely locate, construct, install, alter, close, design, operate and maintain a storage facility as adopted by the Richland County in accordance with Chapter 92, Wis. Stats.

- (24) **“Technical Standard 313”** is a practice standard within the Technical Guide that covers the proper location, design, construction, installation, alteration, operation and maintenance of a manure storage facility.
- (25) **“Technical Standard 360”** is a practice standard within the Technical Guide that covers decommissioning of facilities, and/or the rehabilitation of contaminated soil, in an environmentally safe manner, where agricultural waste has been handled, treated, and/or stored and is no longer used for the intended purpose.
- (26) **“Technical Standard 520”** is a practice standard within the Technical Guide that covers pond sealing or lining compacted treatment for an impoundment with a liner constructed using compacted soils with or without soil amendments.
- (27) **“Technical Standard 521”** is a practice standard with the Technical Guide that covers pond sealing or lining, geomembrane or geosynthetic clay for an impoundment with a liner using a geomembrane or a geosynthetic clay material.
- (28) **“Technical Standard 522”** is a practice that covers pond sealing or lining, concrete for and impoundment with a liner constructed using reinforced or non-reinforced concrete.
- (29) **“Technical Standard 590”** is a practice standard within the Technical Guide that covers managing the amount, form, placement and timing of plant nutrients associated with organic wastes (manure and organic by-products), commercial fertilizers, legume crops and crop residues.
- (30) **“Technical Standard 634”** is a practice standard within the Technical Guide that covers the design, material types and quality, and installation of components such as conduits, pumps, valves, and other structures or devices to transfer manure and waste from buildings and yards and other sources to storage, loading areas, crop fields and other destinations. The standard establishes the minimum acceptable requirements for design, construction, and operation of waste transfer system components.
- (31) **“Unpermitted manure storage facility”** means a manure storage facility constructed, modified, or placed in use without first obtaining permit, including facilities constructed before (the first date of the adoption this ordinance), and may include an earthen structure or impoundment made of a concrete liner which fully or partially covers the bottom and/or the sidewalls of the impoundment.
- (32) **“Unconfined manure storage facility”** means a quantity of manure that is at least 175 cubic feet in volume and which covers the ground and surface to a depth of at least 2 inches and is not confined within a manure storage facility, livestock housing facility or barnyard runoff control facility or covered or contained in a manner that prevents storm water access and direct runoff to surface water or leaching of pollutants to groundwater.
- (33) **“Waste Transfer System”** means components such as pumps, pipes, conduits, valves, and other mechanisms installed to convey manure, leachate and contaminated runoff, and milking center wastes from livestock structures to a storage structure, loading area, or treatment area
- (34) **“Water Pollution”** means contaminating or rendering unclean or impure the ground or surface waters of the state, or making the same injurious to public health, harmful for commercial or recreational use, or deleterious to fish, bird, animal, or plant life.

- (35) **“Water Quality Management Area” or “WQMA”** has the meaning in s. NR 151.015(24), Wis. Admin. Code.
- (36) **“Waters of the State”** is the meaning specified under s. 281.01(18), Stats.
- (37) **Work Day** means Monday through Friday except County holidays.

### **Sec. 1-3 Activities Subject to Regulation.**

- (1) **Permit Requirements.** Any person who constructs, substantially alters, changes use of or closes a manure storage facility and related transfer systems, or who employs another person to do the same, shall be subject to the permit requirements of this Ordinance in Sec. 1-5A.
- (2) **Performance Standards and Prohibitions.** Any person who owns or operates cropland or livestock facilities in this county is subject to the performance standards and prohibitions in Section 1-4, regardless of whether they received a permit under this Ordinance. This Ordinance incorporates by reference the definitions in chapters ATCP 50 and NR 151, Wisconsin Admin. Code, to the extent that they are not explicitly referenced herein.
- (3) **Safety Devices** All manure storage facilities shall be equipped with safety devices including fences and warning signs intended to protect humans and livestock from the hazards associated with such facilities. Safety devices shall be designed and installed as required by Technical Standard 313.
- (4) **Well, Road and Property line setbacks.** A manure storage facility may not be located 100 feet of any property line, or within 100 feet of the nearest point of any public road right-of-way, or within 250 feet of a well unless one of the following applies:
- (a) The manure storage facility lawfully existed prior to the adoption of this ordinance. This paragraph does not authorize an expansion, toward a property line, public road right-of-way, or well of a manure storage facility that is located within 100 feet of that property line or public road right-of-way or 250 feet of that well.
- (b) The manure storage facility is a single new facility constructed no closer to the relevant property line, public road right-of way or well than a manure storage facility that lawfully existed on the same lot or parcel prior to the adoption of this ordinance, provided the new facility is no larger than the existing facility and is located with 50 feet of the existing facility.

The setback measurement shall be taken from the nearest point of the structure, including any embankment, to the nearest point of a property line, public road right-of-way, or well. The setback to a property line may be reduced if the affected neighboring landowner is in agreement and signs an affidavit stating the agreement and reduced setback distance. The affidavit must be recorded with the Register of Deeds.

### **Sec. 1-4 Performance Standards and Prohibitions.**

- (1) **Manure Storage Facilities Performance Standards**



- (a) Manure storage facilities constructed or substantially altered after October 1, 2002 shall be designed, constructed and maintained to minimize the risk of structural failure of the facility and minimize leakage of the facility in order to comply with groundwater standards.
  - 1. Storage facilities that are constructed or significantly altered shall be designed and operated to contain the additional volume of runoff and direct precipitation entering the facility as a result of a 25-year, 24-hour storm.
  - 2. A manure storage facility located in permeable soils or over fractured bedrock must be constructed with a liner designed in accordance with Technical Standard 313.
- (b) Closure of a manure storage facility shall occur when the livestock operation where the storage facility is located ceases operation, or manure has not been added or removed from the storage facility for a period of 24 months. Manure storage facilities shall be closed in a manner that prevents future contamination of groundwater and surface waters, and shall conform to the permit and other requirements in this Ordinance.
- (c) The owner or operator may avoid closure of a facility as required under par. (b) by demonstrating to the county that all of the following conditions are met:
  - 1. The facility is designed, constructed and maintained in accordance with pars(a).
  - 2. The facility is designed to store manure for a period of time longer than 24 months.
  - 3. Retention of the facility is warranted based on anticipated future use.
- (d) Manure storage facilities that pose an imminent threat to public health, fish and aquatic life, or groundwater shall be upgraded, replaced, or closed in accordance with this Ordinance.
- (e) Manure storage facilities constructed or substantially altered after October 1, 2002 may be required to comply with sub (b) and (d) without cost-sharing.
- (f) Levels of materials in manure storage facilities may not exceed the margin of safety level as defined in s. NR 151.015(13g), Wis. Admin. Code.
- (g) No livestock facility in the county shall have:
  - 1. Overflow of manure from storage facilities.
  - 2. Direct runoff from stored manure into the waters of the state.
  - 3. No unconfined manure stack in a water quality management area.
  - 4. No unlimited access by livestock to waters of the state in a location where high concentrations of animals prevent the maintenance of adequate so or self-sustaining vegetative cover. Properly designed, installed and maintained livestock or farm equipment crossings are exempt.
- (h) All owners and operators of manure storage facilities shall apply manure and

nutrients to cropland according to a nutrient management plan prepared in compliance with ATCP 50.04(3), Wis. Admin. Code.

- (2) **Cost-sharing required:** The County shall follow the requirements of chapters ATCP 50 and NR 151, Wis. Admin. Code, to determine if a landowner of existing cropland or livestock facilities must receive a bona fide offer of cost-sharing to achieve compliance with a performance standard or prohibitions. The county shall do all of the following, notifying the landowner regarding its determinations:
- (a) Identify the specific areas where the landowner has failed to comply with the performance standards and prohibitions and the corrective actions the landowner must pursue to achieve compliance.
  - (b) Determine whether that farmland that is out of compliance is “existing cropland” or an “existing livestock facility.” If cropland or a livestock facility has been determined to be in compliance with a performance standard or prohibition, it no longer qualifies as an “existing” cropland or facility for cost-share purposes under that performance standard. If the cropland or facility later falls out of compliance with the performance standard, the landowner must restore compliance regardless of the availability of cost-sharing.
  - (c) Determine whether cost-sharing is available following the requirements of ss. NR 151.09(4)(d) or NR 151.095(5)(D), Wis. Admin. Code, when funding is provided under s. 281.65 stats., and use ch. ATCP 50, Wis. Admin. code, to make this determination when funds are from any other source.

## **Sec. 1-5 Manure Storage Permits.**

### **(1) Permit Required.**

- (a) No person may do any of the following without obtaining a permit in accordance with this section:
- 1. Construct a new manure storage facility or substantially alter an existing manure storage facility, including the construction or substantial alteration of waste transfer systems connected to a manure storage facility.
  - 2. Upgrade, repair or replace a manure storage facility that has been identified as posing an imminent threat to public health, fish and aquatic life, or groundwater under Sec. 1-4.
  - 3. Close an existing manure storage facility, including conversion of its use, regardless of whether the facility must be closed in accordance with Sec. 1-4.
- (a) For the purposes of this section, a manure storage facility is subject to the permit requirements if:
- 1. It is intended to hold an accumulation of manure within an impoundment or enclosure that is excavating or fabricated, no matter how small that accumulation may be or how long the manure is to be stored there, shall be considered a manure storage facility.
  - 2. It is an enclosed area for holding manure within or below a feedlot or structure for confinement of livestock.

- (b) Requirements of this Ordinance shall be in addition to any other legal requirements regulating animal waste. Specific exemptions to cost-share requirements apply to the issuance of permits. See ss. NR 151.095 (5) (b) 2. and ATCP 50.54(2)(b), Wis. Admin. Code. In the case of conflict, the most stringent provisions shall apply.
- (c) A person is in compliance with this section if he or she follows the application and other procedures specified in this section, receives a permit and approval from the Richland County Land Conservation Department before beginning activities subject to regulation under this section, complies with the requirements of the permit and receives any required approvals or certifications from the county. Richland County may establish a timetable for the applicant to complete required activities to ensure compliance with requirements of this ordinance.

(2) **Exception to Permit Requirement.** A permit is not required for:

- (a) Preexisting manure storage facilities, except where the facility is substantially altered.
- (b) Routine maintenance of a manure storage facility.
- (c) Emergency equipment repairs of a manure storage facility, if the following conditions are met:
  - 1. All emergency repairs on a manure storage facility or transfer system which cause any disruption of the original construction of the storage facility shall be done so as to restore the storage facility to the original state, as determined by the technical standards set forth in sub. (6).
  - 2. Such repairs shall be further reported to the Richland County Land Conservation Department within one (1) working day of the emergency for a determination on whether a permit will be required for any additional alteration or repair to the facility.
  - 3. The Permitting Authority determination shall be rendered within three (3) working days of reporting.

(3) **Fee.** All fees under this ordinance are established pursuant to a Fee Schedule duly adopted by the County Board. Copies of the current fee schedule are kept on file at the Richland County Land Conservation Department or are available from the county website. Any permit fee is payable upon submission of a permit application.

(4) **Manure Storage Facility Construction Plan and Nutrient Management Plan Required.** Each application for a permit under subsection (1)(a) 1. and 2. shall be on a form provided by the county and include plans for the storage facility (including transfer system) and the management of manure prepared in accordance with the following requirements:

- (a) A narrative of the general criteria required within Technical Standard 313, and of other applicable Technical Standards including management and site assessments. The narrative should include, but is not limited to:
  - 1. The number and type of animals for which storage is provided, the duration for which storage is to be provided, daily gallons and/or cubic feet of waste and manure produced, bedding type, and manure handling practices.
  - 2. A description and construction plan of the method of transferring animal waste into and from the facility.
  - 3. Soil test pit or boring logs and their locations with soil descriptions and test results. Soil test pit or boring criteria should follow Technical Standard 313 and characterize



the subsurface (soils, saturation, and bedrock). This includes the elevation of redoximorphic features (mottling), gleyed soil and moisture condition.

- (b) A general location map drawing of the site which shall include:
  - 1. The location of structures in relation to buildings, homes, property lines, roads, wells, karst features, public or private drainage ditches and creeks, flowages, rivers, streams, lakes, or wetlands within one thousand (1000) feet of the proposed facility or system.
  - 2. The location of any wells within 250 feet of the facility.
  - 3. The scale of the drawing and the north arrow with the date the general location map was prepared.
  - 4. The location of any floodplains.
- (c) Engineering design drawings of the manure storage facility or transfer system which shall include:
  - 1. Specific design components that shall comply with Technical Standard 313, and additional applicable Technical Standards such as 634.
  - 2. A recoverable benchmark(s) including elevation(s) expressed in feet and tenths.
  - 3. The scale of the drawings and the north arrow. The engineering design drawing shall be drawn to a scale no smaller than one (1) inch equals one hundred (100) feet.
  - 4. The date the engineering design drawings were prepared.
- (d) The structural details, including but not limited to dimensions, cross-sections, concrete thickness, concrete joint design and placement, design loads, design computations, reinforcement schedules, thickness and placement of groundwater protection liners, and all material specifications.
- (e) Provisions for adequate drainage and control of runoff to prevent pollution of surface water and groundwater.
- (f) A construction site erosion control plan.
- (g) Estimated start of construction and construction schedule.
- (h) A safety plan that identifies hazards to animals and people in the production area, and design features to minimize those hazards.
- (i) An operation and maintenance plan for installed practices.
- (j) A nutrient management plan prepared in compliance with the requirements of this Ordinance, including sub. (6).
- (k) Other additional information requested by the county to comply with this Ordinance.

(5) **Manure Storage Closure Plan Required.** Each application for a closure permit under subsections (1)(a)3. shall be on the form provided by the county and include a closure plan. The plan shall include:

- (a) A general location map drawing of the manure storage facility which shall include:
  - 1. The location of the manure storage facility in relation to buildings, homes, property lines, roads, wells, karst features, public or private drainage ditches and creeks, flowages, rivers, streams, lakes, or wetlands within one thousand (1000) feet of the existing facility.
  - 2. The scale of the drawing and the north arrow.
  - 3. The date the general location map was prepared.
- (b) A description of the method and specifications in transferring manure into and from the manure storage facility to ensure proper closure of transfer systems.
- (c) Provisions to remove or permanently plug the manure transfer system serving the manure storage facility.
- (d) Provisions to remove and properly dispose of all accumulated manure in the manure storage facility in compliance with applicable Technical Standards.
- (e) For all waste impoundments, plan requirements and provisions shall be in compliance and consistent with applicable Technical Standards.
- (f) *Use conversion option.* The manure storage facility may be converted to other uses, where as it is demonstrated the conversion will not result in a degradation of ground and/or surface waters or be a threat to public health, safety or general welfare. A detailed description of intended alternative use must be described for all manure storage facility conversions for determination if conversions will be allowed.
- (g) Manure storage facility closures and conversions shall implement safety measures to ensure the protection of the public from hazardous conditions.
- (h) Any other additional information required by the County to protect water quality and achieve compliance with the requirements of this Ordinance.

(6) **Permit Standards**

- (a) **Manure Storage Construction.** Permit applications under sub (4) shall provide sufficient documentation to demonstrate that a new or substantially altered storage facility:
  - 1. Is designed in accordance with the following technical standards:
    - a. Technical Standard 313.
    - b. Technical Standard 634.
    - c. Other NRCS Technical Standards that may apply including but not limited to WI NRCS Pond Sealing or Lining- Compacted Soil Treatment (Code 520), Pond Sealing or Lining- Geomembrane or Geosynthetic Clay Liner (Code 521), and Pond Sealing or Lining- Concrete (Code 522).

2. Meets the performance standards in Sec. 1-4.

(b) **Manure Storage Closure.** Permit applications under sub. (5) shall provide sufficient documentation to demonstrate that the plan for manure storage facility closure meets Technical Standard 360.

(c) **Manure and Nutrient Management.** Nutrient management plans submitted under sub. (4), and sub. (5) if needed, shall comply Technical Standard 590, s. ATCP 50.04 (3), Wis. Admin. Code, and s. NR 151.07, Wis. Admin. Code.

(d) **Other Standards.** Other technical guides such as AWMFH or EFH may be used to evaluate compliance with the requirements of this Ordinance.

(e) **Incorporation of Standards and Specifications.** All standards and specifications are incorporated by reference and made part of this Ordinance. Any future amendment, revision or modification of the standards or specifications incorporated herein are made a part of this ordinance, unless the LZSC specifically affirmatively acts to a different version. Copies of all applicable standards and specifications may be obtained from the Richland County LCD or on the USDA NRCS Wisconsin website.

(f) **Certification.** All permit applications must include a certification provided by a qualified person whose designs and plans meet the technical standards and specifications in this subsection.

(g) **Variances.** Variances from these standards and specifications can only be granted in accordance with sec. 1-9 of this Ordinance

(7) **Review of Application.** The Richland County LCD shall receive and review all permit applications and shall determine if the proposed facility meets required standards set forth in this section. Within 45 calendar days after receiving the completed application and fee, the Richland County LCD shall inform the applicant in writing whether the permit application is approved or disapproved. If additional information is required, the Richland County LCD shall so notify the permit applicant. The Richland County LCD has thirty (30) calendar days from the receipt of the additional information in which to approve or disapprove the application. No construction may commence without the final approval form issued by the Richland County LCD.

(8) **Permit Approval Conditions.** All permits issued under this Ordinance shall be issued subject to the following conditions and requirements:

(a) Facility and system design, construction, and closure shall be carried out in accordance with the approved plans and applicable standards.

(b) Permittees must obtain all required permits and authorizations before commencing construction activities.

*Note:* DNR and other permits may be needed for construction site erosion control and



stormwater management, floodplain and shoreland construction, and livestock facilities with 1,000 or more animal units.

- (c) The permittee shall give five (5) working days' written notice to the Richland County LCD before starting any construction activity authorized by the permit.
- (d) Approval in writing must be obtained from the Richland County LCD prior to making any changes or modifications to the approved plans and specifications.
- (e) Following completion of construction and prior to use, an agricultural or civil engineer registered in the State of Wisconsin or DATCP or NRCS or LCD engineering practitioner and the permittee and, if applicable, the contractor, shall certify in writing on forms provided by the Richland County LCD that all facilities and systems were installed as planned, including as-built dimensions and changes or modifications as authorized per sub. (8)(c) made during construction.
- (f) The Richland County LCD staff may provide onsite inspection and shall provide final approval, via a Certificate of Use, for all construction projects conducted under a permit issued under this Ordinance. To receive final approval, Certificate of Use, a manure storage facility must be fully constructed as designed including the marking of the maximum operating level and implementation of all safety devices.
- (g) No permitted manure storage facility may receive manure until the county provides its final approval. No manure may be emptied from permitted manure storage facility until the county approves the nutrient management plan submitted by the applicant.

**(9) Permit Expiration.** All activities authorized by a permit shall be completed within two (2) years from the date of issuance after which time such permit shall be void.

**(10) Permit Revocation.** In addition to any other actions authorized under this ordinance, the Richland County LCD may revoke any permit issued under this Ordinance if the holder of the permit has misrepresented any material fact in the permit application, plan or specification, or if the holder of the permit violates any of the conditions of the permit. The decision of the Richland County LCD may be appealed to the Land and Zoning Standing Committee.

## **Sec. 1-6 Certificate of Use.**

- (1) **Certificate Purpose.** The purpose of a certificate of use is to monitor and regulate the operation of a manure storage facility and adequacy of related nutrient management practices.
- (2) **Certificate Requirement.** No person may operate or use a manure storage facility permitted under this Ordinance unless the person has a valid certificate of use for the storage facility or portion of the storage facility that is being operated or used.
- (3) **Issuance.** The Richland County LCD may issue a certificate of use upon the operator's compliance with conditions in Sec. 1-5(8) and the certificate shall remain in effect for as long as the manure storage facility is operated.
- (4) **Operating Requirements.** The operator of a manure storage facility is in compliance with the certificate of use if the person does all of the following:

- (a) Updates and follows an annual nutrient management plan that complies with requirements in this Ordinance, and covers all manure land applied from the manure storage facility issued a certification of use.
  - (b) Provides a nutrient management plan checklist annually by May 1st to the Richland County LCD by a specified date to document compliance with ordinance requirements. The Richland County LCD may ask the operator to submit the documentation to substantiate the planner's answer to one or more questions on the nutrient management checklist. The Richland County LCD may take appropriate action authorized by this Ordinance if the submitted documentation does not reasonably substantiate a checklist answer.
  - (c) Properly operates the storage facility in accordance with performance standards and prohibitions in sec. 1-4 and is consistent with the recommended operating methods as defined by the Technical Guide, AWMFH and EFH.
  - (d) Properly maintains the storage facility free from visible and serious damage, erosion, or deformities that would impair the facility's safety or function as determined by the Technical Guide, AWMFH, and the EFH.
  - (e) Properly maintains the safety devices for a manure storage facility.
  - (f) Provides the Richland County LCD proof of compliance with the requirements in (3) c. and d. upon request and submits to periodic inspections of the storage facility with advance notice from the Richland County LCD.
  - (g) Develops and implements a plan for closure of the manure storage facility when the operator ceases use of the facility or closure is required based on conditions specified in this ordinance.
  - (h) Other conditions: (1) Require an inspection before transfer of the certificate of use as part of the sale of farm; (2) May be charged a reasonable fee to recover inspection costs incurred by the county; (3) Exclusion of human waste from storage
- (5) **Certificate Revocation.** In addition to any other actions specified under this ordinance, the Richland County LCD may revoke a certificate of use if there is a misrepresentation of any material fact in the documents submitted in connection with the certificate use, a misrepresentation of any material fact in the management plan, a failure to submit required documentation or allow inspection, a condition that immediately threatens public health and safety, or for multiple or repeat violations of this ordinance. The operator will be immediately provided written notice of the revocation and the reasons for the revocation. No manure may be added or removed from a manure storage facility whose certificate has been revoked.

## **Sec. 1-7 Administration and Enforcement**

- (1) **Delegation of Authority.** The Richland County Board of Supervisors/LZSC hereby designates the County Conservationist as the permitting authority, and delegates the authority to

administer and enforce this Ordinance. This delegation may be modified.

(2) **Administrative Duties.** In the administration and enforcement of this Ordinance, Richland County LCD shall:

- (a) Keep an accurate record of all permit applications, animal waste facility plans, nutrient management plans, permits issued, inspections made, and other official actions.
- (b) Review permit applications and issue permits in accordance with Section 1-5 of this Ordinance.
- (c) Conduct, or cause to conduct, inspections of manure storage facilities to determine if the facility construction, closure or operation meet the requirements of this Ordinance.
- (d) Conduct, or cause to conduct, reviews of the nutrient management plans and their implementation.
- (e) Implement the performance standards and prohibitions in accordance with Section 1-4 of this Ordinance.
- (f) Review certificate applications and issue certificates of use in accordance with Section 1-6 of this Ordinance.
- (g) Investigate complaints relating to compliance with the requirements of this Ordinance and act upon the findings in accordance with provisions of this Ordinance.
- (h) Perform other duties as specified in this Ordinance.

(3) **Inspection Authority.** The Richland County LCD or that person's representative, is authorized to enter upon any lands affected by this Ordinance to inspect the land, and request records to determine compliance with this Ordinance including inspection of sites prior to or after the issuance of a permit or certificate, and sites with unpermitted storage facilities. See s. 92.07(14), Stats. If permission cannot be received from the applicant or permittee, entry by the Richland County LCD or that person's representative may proceed in accordance with Sec. 66.0119, Stats. Refusal to grant permission to enter lands affected by this Ordinance for purposes of inspection shall be grounds for permit denial or revocation. The county may take any action authorized by this Ordinance to enforce this right of inspection.

(4) **Enforcement Authority.** In addition to the authority to revoke permits and certificates specified in this Ordinance, the Permitting Authority. is authorized to issue Stop Work Orders for development that has started without a required permit or approval. Notice is given by mailing a copy of the order or delivering it in person to the person whose activity is in violation of this Ordinance. The order shall specify that the activity must cease immediately or be brought into compliance within a period of time agreed upon by the Permitting Authority.

Any permit renovation or order stopping work shall remain in effect unless retracted by the Land and Zoning Standing Committee; or until the activity is brought into compliance with this Ordinance.

Where an after-the-fact permit is required in order to bring the activity into compliance, there may be an additional fee as established by Count Board resolution



- (5) **Permit Revocation.** Any permit revocation or order stopping work shall remain in effect unless retracted by the appropriate authority (Land and Zoning Standing Committee, the County Conservationist, or by a court of general jurisdiction); or until the activity is brought into compliance with this Ordinance. The Richland County LCD is authorized to refer any violation of this Ordinance or of any stop work order issued pursuant to this Ordinance to the Corporation counsel or district attorney for commencement of further legal proceedings.
- (6) **Abatement Order Authority.** The Richland County LCD may issue an order to abate any violation of this Ordinance with proper authorization. In the event an offense is not abated as ordered, the county may take such action as is necessary to abate the offense and the cost of such abatement will become a lien upon the person's property and may be collected in the same manner as other taxes.
- (7) **Citation Authority.** Upon receipt of a verified report and request from the Richland County LCD, the Sheriff or other authorized person shall issue a citation to a violator pursuant to law for violations of this Ordinance.
- (8) **NR 151 Procedures:** The (permitting authority) may follow the procedures in Wis. Admin. Code NR 151.09 to implement and enforce the cropland performance standards and the procedures in Wis. Admin. Code NR 151.095 to implement and enforce the livestock performance standards
- (9) **Referral Authority.** The Richland County LCD may refer a violation of this ordinance to Corporation Counsel to pursue legal action including but not limited to the enforcement of any part of this Ordinance through injunctions or restraining orders.
- (10) **Other Lawful Remedies.** Nothing in this section may be construed to prevent the county from using any other lawful means to enforce this Ordinance.

## **Sec. 1-8 Violations and Penalties.**

- (1) It is unlawful for a person to violate any provision of this ordinance or any condition contained in a permit or certificate issued pursuant to this Ordinance.
- (2) It is unlawful for any person to knowingly provide false information, make a false statement, or fail to provide or misrepresent any material fact to a county agent, board, commission, committee, department, employee, officer, or official acting in an official capacity under this ordinance
- (3) It is unlawful for a person to disobey; fail, neglect, or refuse to comply with; or otherwise resist an order issued pursuant to this Ordinance.
- (4) A separate offense is deemed committed on each day that a violation occurs or continues.
- (5) Except as provided in sub. (6), a person will, upon conviction for a violation of this ordinance, shall be subject to a forfeiture listed under County Code of Ordinance, for each violation.
- (6) The minimum and maximum forfeitures specified in this section are doubled for a person who is convicted of the same violation of this Ordinance within a 24-month period.

## Sec. 1-9 Appeals and Variances

- (1) **Appeals.** (a) Under authority of Chapter 68, Stats., the Richland County Board of Adjustment (or is it Land and Zoning Standing Committee), created under Section 59.99, Stats., and under Richland County Code of Ordinances, and acting as an appeal authority under Section 59.99(7)(a), Wis. Stats., is authorized to hear and decide appeals where it is alleged that there is error in any order, requirement, decision, or determination by the Richland County LCD in administering this Ordinance.
  - (b) Any person having a substantial interest, which is adversely affected by the order, requirement, decision, or determination made under this ordinance may file an appeal.
  - (c) All appeals shall specify written evidence and the reason for the request, including which requirements from this Ordinance are involved, and shall be filed via certified mail.
  - (d) The Richland County Board of Adjustment (or is it Land and Zoning Standing Committee) shall set a meeting to hear the appeal within ten (10) calendar days of receipt of the appeal.
  - (e) A written decision shall be mailed to the appellant within thirty (30) days of the appeal. The decision will affirm, deny, or modify the initial determination.
  - (f) The rules, procedures, duties, and powers of the Richland County Board of Adjustments (or is it Land and Zoning Standing Committee) and Chapter 68, Wis. Stats., shall apply to appeals filed under this section.
- (2) **Variances** (a) The Richland County Board of Adjustments (or is it Land and Zoning Standing Committee) may upon appeal authorize a variance from the requirements of this ordinance when, upon showing by the applicant, unnecessary hardship would result from literal enforcement of this Ordinance.
  - (b) A variance shall:
    1. Be consistent with the spirit and purpose of this ordinance.
    2. Be based on unique circumstances and not to the general conditions of the area.
    3. Not be granted for a self-created hardship.
    4. Not permit an activity or practice that may fail structurally or otherwise and cause significant water pollution or other off-site impacts.
    5. Not be granted if the variance will result in an outcome that is contrary to the public interest and be damaging to the rights of other persons.
    6. Not be granted solely on the basis of economic gain or loss.
    7. Not be granted solely on the fact that certain conditions existed prior to the effective date of the ordinance
  - (c) No variance from the standards in Technical Guide may be approved unless the county receives a variance or waiver from the technical standards through the NRCS or other qualified engineering authority. If public funds are involved, this may be a program requirement.
  - (d) No variance from the performance standards and prohibitions in sec. 1-4 may be granted unless the county complies with the variance requirements specified in s. NR 151.097, Wis. Admin. Code, and receives approval from the Department of Natural Resources. Requests for a variance shall be made in writing and shall provide information documenting the following:
    1. Compliance with the performance standard or technical standard is not feasible due to site conditions.
    2. The landowner or operator will implement best management practices or other corrective

- measures that ensure a level of pollution control that will achieve a level of water quality protection comparable to that afforded by the performance standards in ch. NR 151,
3. The landowner or operator or their agents or assigns did not create the conditions for which the variance is requested.

Date: \_\_\_\_\_  
Passed: \_\_\_\_\_  
Published: \_\_\_\_\_

\_\_\_\_\_  
Marty Brewer, Chairman  
Richland County Board of Supervisors

ATTEST:

\_\_\_\_\_  
Derek Kalish  
Richland County Clerk

ORDINANCE OFFERED BY THE LAND AND ZONING STANDING COMMITTEE

	<u>FOR</u>	<u>AGAINST</u>
Melissa Luck	_____	_____
Linda Gentes	_____	_____
Dave Turk	_____	_____
Steve Carrow	_____	_____
Julie Fleming	_____	_____
Dan McGuire	_____	_____

# Richland County Land Information Plan 2025-2027

\*\*Wisconsin Land Information Program  
Wisconsin Department of Administration  
101 East Wilson Street, 9th Floor  
Madison, WI 53703  
(608) 267-3369  
[www.doa.wi.gov/WLIP](http://www.doa.wi.gov/WLIP)

Version: 2021

Approved/Adopted by Land Information Council on: 11/16/2021



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# EXECUTIVE SUMMARY

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**About this Document.** This document is a land information plan for Richland County prepared by the land information officer (LIO) and the Richland County land information council. Under state statute 59.72(3)(b), a “**countywide plan for land records modernization**” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

**WLIP Background.** The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2020, Richland County was awarded \$118,736.00 in WLIP grants and retained a total of \$30,840.00 in local register of deeds document recording fees for land information.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

**Land Information in Richland County.** Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Richland County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

**Mission of the Land Information Office.** In the next three years, Richland County’s Land Information Office strives to be recognized for its web mapping site, gains in governmental efficiencies by broadening the utilization of GIS, improvements in parcel mapping accuracy, and responsiveness to meeting the land records needs of residents and businesses.

**Land Information Office Projects.** To realize this mission, in the next three years, the county land information office will focus on the following projects:

Richland County Land Information Projects: 2019-2021	
Project #1	Indexing of documents by geography in GIS
Project #2	Countywide integration of tax/assessment data with parcel polygons
Project #3	PLSS re-monumentation with survey grade GPS coordinates
Project #4	Expansion of the use of mobile GPS/GIS technology- Website development and hosting for improved access to land records
Project #5	Document imaging improvements
Project #6	County Staff/ Office training

The remainder of this document provides more details on Richland County and the WLIP, summarizes current and future land information projects, and reviews the county’s status in completion and maintenance of the map data layers known as Foundational Elements.

# 1 INTRODUCTION

In 1989, a public funding mechanism was created whereby a portion of county register of deeds document recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

## The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Coordinate the sharing of parcel/tax roll data with the Department of Administration in a searchable format determined by DOA under s. 59.72(2)(a)

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

### LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– Wis. Stats. section 59.72(1)(a)

## Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has made funding available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel/tax roll dataset improvement.

For Strategic Initiative grant eligibility, counties are required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—were determined through a participatory planning process. Current benchmarks are detailed in the WLIP grant application, as will be future benchmarks.

### WLIP Benchmarks (For 2016-2021 Grant Years)

- Benchmark 1 & 2 – Parcel and Zoning Data Submission/Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

More information on how Richland County is meeting these benchmarks appears in the Foundational Elements section of this plan document.

## County Land Information System History and Context

Established in 1989, the Wisconsin Land Information Program (WLIP) created a plan to facilitate modernization of land information systems in the state. As part of that program, on June 19, 1990, Richland County formed a Land Information Office to make a study of its land records. In 1995, with the awarding of a WLIP grant to a consortium of counties in the southwestern part of the state, the grant was used to start re-monumentation and fund hardware and GIS software updates. The first primary goal for Richland County was to develop and implement a Geographical Information System (GIS). In subsequent years, Richland County took advantage of the WLIP grant program to build a robust GIS that includes over 40 data layers today. The county also has obtained most of the county PLSS Coordinates.

## County Land Information Plan Process

County Land Information Plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. The 2022-2024 plan, completed at the end of 2021, is the third post-Act 20 required update.

### Plan Participants and Contact Information

Another requirement for participation in the WLIP is the county land information council, established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires county land information councils to approve final plans. This plan was prepared by the county LIO, the Richland County Land Information Council, and others as listed below.

County Land Information Council and Plan Workgroup				
Name	Title	Affiliation	Email	Phone
*Katrina Salewski	Zoning Administrator-Sanitarian,	Richland County Zoning Department	katrina.salewski@co.richland.wi.us	608-647-2447
*Sue Triggs	Register Of Deeds	Richland County Land Information Office	sue.triggs@co.richland.wi.us	608-647-3011
*Julie Lins	Real Property Lister	Richland County Treasurer	Julie.lins@co.richland.wi.us	608-647-3334
* Melvin (Bob) Frank	County Board Member	Richland County Board	melivin.frank@co.richland.wi.us	608-647-4138
*Jeffrey Even	Contracted Treasurer	Richland County Treasurer	jeffrey.even@co.richland.wi.us	608-647-3658
*Tina Marshall	Realtor	Midwest Lifestyle Properties	tinam@midwestlifestyleproperties.com	608-604-6675
* Mike Jessen	Public Safety Officer	Richland County Emergency Government	michael.jessen@co.richland.wi.us	608-604-7736
*Todd Rummler	County Surveyor	Driftless Area Group	toddrummler@driftlessareallc.com	608-647-9050
MSA - Contracted	GIS Specialist/Asst. Zoning Administrator-Sanitarian	Richland County Zoning Department	thaltvorson@msa-ps.com	608-242-6620
*Cathy Cooper	Land Conservation	Richland County Land Conservation	Cathy.Cooper@co.richland.wi.us	608-647-2100

\* Land Information Council Members designated by asterisk



# 2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally-recognized “Framework Data” elements, the major map data themes that serve as the backbone required to conduct most mapping and geospatial analysis.

In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, this plan places priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county’s use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

## FOUNDATIONAL ELEMENTS

PLSS  
Parcel Mapping  
LiDAR and Other Elevation Data  
Orthoimage  
Address Points and Street Centerlines  
Land Use  
Zoning  
Administrative Boundaries  
Other Layers

## PLSS

### Public Land Survey System Monuments

#### Layer Status

#### PLSS Layer Status

	Status/Comments
Number of PLSS corners (selection, ¼, meander) <b>set in original government survey</b> that can be re-monumented in your county	• 1999 plus meander corners
Number and percent of PLSS corners capable of being re-monumented in your county that <b>have been re-monumented</b>	• 2000 plus meander corners
Number and percent of re-monumented PLSS corners with survey grade coordinates (see below for definition) <ul style="list-style-type: none"> <li>• <b>SURVEY GRADE</b> – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision</li> <li>• <b>SUB-METER</b> – point precision of 1 meter or better</li> <li>• <b>APPROXIMATE</b> – point precision within 5 meters or coordinates derived from public records or other relevant information</li> </ul>	• 1988
Number and percent of survey grade PLSS corners integrated into county digital parcel layer	• 1988
Number and percent of non-survey grade PLSS corners integrated into county digital parcel layer	• 77
Tie sheets available online?	• Yes, only available for download after tie sheet has been purchased
Percentage of re-monumented PLSS corners that have <b>tie sheets available online</b> (whether or not they have corresponding coordinate values)	• 99%
Percentage of re-monumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) <b>and a corresponding URL path/hyperlink value</b> in the PLSS geodatabase	• 1988 <a href="https://gcs.co.richland.wi.us/GCSWebPortal/">https://gcs.co.richland.wi.us/GCSWebPortal/</a>
PLSS corners believed to be re-monumented based on filed tie-sheets or surveys, but do not have coordinate values	• 77
Approximate number of PLSS corners believed to be lost or obliterated	• **NA

Which system(s) for <b>corner point identification/numbering</b> does the county employ (e.g., the Romportal point numbering system known as Wisconsin Corner Point Identification System, the BLM Point ID Standard, or other corner point ID system)?	<ul style="list-style-type: none"> <li>Romportal point numbering system</li> </ul>
Does the county contain any <b>non-PLSS areas</b> (e.g., river frontage long lots, French land claims, private claims, farm lots, French long lots, etc.) or any special situations regarding PLSS data for tribal lands?	<ul style="list-style-type: none"> <li>Yes, meander corners along the Wisconsin river</li> </ul>
Total number of PLSS corners along each bordering county	<ul style="list-style-type: none"> <li>Sauk County-66, Vernon-55, Crawford-35</li> </ul>
Number and percent of PLSS corners re-monumented along each county boundary	<ul style="list-style-type: none"> <li>Sauk County 52 (78%) Vernon County 32 (58%) Crawford County 21 (60%)</li> </ul>
Number and percent of re-monumented PLSS corners along each county boundary with survey grade coordinates	<ul style="list-style-type: none"> <li>Sauk County 52 (78%) Vernon County 32 (58%) Crawford County 21 (60%)</li> </ul>
In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders?	<ul style="list-style-type: none"> <li>Currently, Richland County does not collaborate with Sauk, Vernon or Crawford counties with regard to the PLSS updates. Some collaboration may happen in the future. There could be a "problematic" issue of coordinate "adjustments" between counties.</li> </ul>

### Custodian

- GIS Specialist; County Surveyor



### Maintenance

- As coordinates and tie sheets come in

### Standards

- Statutory Standards for PLSS Corner Re-monumentation
  - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  - s. 60.84, Wis. Stats. Monuments.
  - ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
  - ch. A-E 7.06, Wis. Admin. Code, Measurements.
  - s. 236.15, Wis. Stats. Surveying requirement.
- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
  - SUB-METER** – point precision of 1 meter or better
  - APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information

## Other Geodetic Control and Control Networks

e.g., HARN, Height Mod., etc.

### Layer Status

- Richland County does not have another geodetic control and control networks layer

# Parcel Mapping

## Parcel Geometries

### Layer Status

- **Progress toward completion/maintenance phase:** In Richland County, 100% of the county's parcels are available in a commonly-used digital GIS format.
- **Projection and coordinate system:** \*\* NAD 1983 HARN WISCRS Richland County Feet
- **Integration of tax data with parcel polygons:** The county does not have a **parcel polygon** model that directly integrates tax/assessment data as parcel attributes.
- **Esri Parcel Fabric/LGIM Data Model:** The county does not use or plan to implement the Esri Parcel Fabric Data Model, and/or Esri's Local Government Information Model.
- **Online Parcel Viewer Software/App and Vendor name:** ArcGIS Arc Pro/MSA
- **Unique URL path for each parcel record:** Yes, the path shows the tax-key, owner, owner address, property address and has a link back to the tax roll software. The URL is stable. The URL cannot be exported.

### Custodian

- GIS Specialist/or Contract Service

### Maintenance

- **Update Frequency/Cycle.** Parcel polygons are updated within 30 days of a deed being recorded or sooner

### Standards

- **Data Dictionary:** Parcel polygons are only attributed with a parcel ID number. The tax roll contains all of the additional information

## Assessment/Tax Roll Data

### Layer Status

- **Progress toward completion/maintenance phase:** NA
  - **Tax Roll Software/App and Vendor name:** \*\* Software vendor is **Catalis** and assessment and tax roll data are prepared by Real Property Lister
- **Municipal Notes:** NA

### Custodian

- Treasurer's Office- Real Property Lister

### Maintenance

- **Maintenance of the Searchable Format standard:** To maintain the Searchable Format standard, the county will continue to update our data and processes
- **Searchable Format Workflow:** The county maintains parcel/tax roll data in such a way that requires significant formatting every year whether by county staff in-house or a third party

### Standards

- Wisconsin Department of Revenue Property Assessment Manual and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data

**Software cost \$ 13,500.00 1<sup>st</sup> Yr, \$ 14,310.00 2<sup>nd</sup> Yr, \$ 15,168.60 3<sup>rd</sup> Yr, Total \$ 42,978.60**

## Non-Assessment/Tax Information Tied to Parcels

- Permits
- Easements
- Non – Metallic Mining
- Brownfields
- Restrictive Covenants

### Layer Status

- Richland County does not have a non-assessment/tax information tied to parcels layer but is working on doing so.

## Zoning Layer

- Mapping of townships with their own zone regulations; Ithaca and Rockbridge
- Zoning Permits to be attached to parcel numbers
- Sanitary layer as to what type of system is there – web based
- Non-Metallic Mining Layer
- Make Zoning layer public

## ROD Real Estate Document Indexing and Imaging

### Layer Status

- **Grantor/Grantee Index:** Documents are searchable back through 1850.
- **Tract Index:** All Document types are tract indexed through May 2005. Indexing is not based on parcel number.
- **Imaging:** Document images are available back to 1850 and can be accessed by Document number or Volume and Page. Several books need to be scanned in yet **Checking on number of books left (\$ 10,000.00 )**
  - **ROD Software/App and Vendor Name:** • Fiddlar Web Portal – from contractor/vendor Fiddlar Software  
**\$ 2200.00/Qtr – Total of \$ 8,800.00/yr and a base rate of \$ 13,500.00 each year for 3 years**

### Custodian

- County Register of Deeds

### Maintenance

- ROD office plans to continue maintaining the dataset for current documents as well as entering (grantor/grantee) archived historical copies.

### Standards

- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

## LiDAR and Other Elevation Data

### LiDAR – Complete 2021 Data Received 2023

#### Layer Status

- **Most recent acquisition year:** 2011 Although we had it done in 2021 but have not received the data yet
- **Accuracy:** RMSE results: Overall – 0.36993
- **Post spacing:** Unknown
- **Contractor's standard, etc.:** The dataset was developed to generate contours meeting the National Map Accuracy Standards for the scale of 1:600
- **Next planned acquisition year:** Undetermined

#### Custodian

- GIS Specialist/or Contract Service

#### Maintenance

- Whenever there is money available to update the LiDAR, the county will take advantage of it.

#### Standards

### LiDAR Project

#### Layer Status

- Recommended LIDAR enhancements from 2021
- Culverts, 2D Building Outlines, Flow Accumulation and Catchments
- Closed Depressions, LIDAR Online Viewer, High Veg Canopies
- Slope Modeling, Road Cross Section Profiles

#### Custodian

- GIS Specialist/or Contract Service

#### Maintenance

- Update as needed.



## Standards

## Other Types of Elevation Data

### Layer Status

- Topo Quads

### Custodian

- USGS

### Maintenance

- As the USGS updates the Topo Quads

## Standards

## Ortho Imagery

### Orth Imagery – Planned flyover Spring 2024 County to receive in 2025

#### Layer Status

- **Most recent acquisition year:** 2020
- **Resolution:** 6 inch
- **Contractor's standard:** \*\*
- **Next planned acquisition year:** 2030

#### Custodian

- GIS specialist/or Contract Service

#### Maintenance

- none

## Standards

## Historic Orth Imagery

#### Layer Status

- Data layers exist for ortho-imagery from the following years: 2013, 2010, 2008, 2006, 2005, 2004, 1998, 1992

#### Custodian

- GIS Specialist/or Contract Service

#### Maintenance

- None

#### Standards

- Keep adding to ortho history as new and updated layers come in

## Other Types of Imagery

e.g., Oblique Imagery, Satellite Imagery, Infra-red, etc.

## Address Points and Street Centerlines

### Address Point Data

#### Layer Status

- After new aerals are received in 2025 this will have to be updated.

#### Custodian

- Zoning

### Maintenance

- As addresses are assigned and their locations can be determined based on the most current orthophotography or by use of GPS

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (WLIA)

## Building Footprints

### Layer Status

- \*\* Richland County does not have a building footprints layer – This layer now is on the map when was it updated? Can dimensions be added to shadows.

## Other Types of Address Information

e.g., Address Ranges

### Layer Status

- Richland County does not have another type of address information layer

## Street Centerlines

### Layer Status

- 99 % complete- New Ortho Images will be put in place in 2025 so some work will need to be done on this after we get the images.

### Custodian

- GIS Specialist/or Contract Service

### Maintenance

- As new roads are created or old roads are vacated

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Road Centerline) - \$ 8,625.00

## Rights of Way

### Layer Status

- Being worked on
- **How maintained:** as a separate/stand-alone layer

### Custodian

- GIS Specialist/or Contract Service

### Maintenance

- Once layer complete as new or updated information comes in.

## Trails

e.g., Recreational Trails, Snowmobile Trails

### Layer Status

- Snowmobile trails – Updated annually by Hwy Dept
- Clean up on Parks Layer
- UTV Roads
- Horse Back Riding \$ 500.00

### Custodian

- GIS Specialist/or Contract Service/Highway Department

### Maintenance

- As notified of changes

## Land Use

### Current Land Use

#### Layer Status

- Richland County does not have a current land use layer

### Future Land Use

#### Layer Status

- **In Progress**

#### Custodian

- Zoning Department

#### Maintenance

- Update as comprehensive plans revised

#### Standards

- s. 66.1001, Wis. Stats. Comprehensive planning. **Asking the State**
- Future land use maps are typically created through a community's comprehensive planning process. Future land use mapping for a county may be a patchwork of maps from comprehensive plans adopted by municipalities and the county.

## Zoning

### County General Zoning

#### Layer Status

The County does maintain a GIS representation of county general zoning boundaries.

- Maintenance phase for unincorporated areas and the area outside of the City of Richland Center extraterritorial zoning jurisdiction. Two towns are Un-zoned and two towns have their own zoning.
- **Public Layer on Website Map (\$ 500.00)**

#### Custodian

- Zoning Department

#### Maintenance

- This zoning layer is maintained as zoning revisions are made.

#### Standards

- Current Zoning Ordinance

### Shoreland Zoning

#### Layer Status

- The County does maintain a GIS representation of county shoreland zoning boundaries.

### Farmland Preservation Zoning

#### Layer Status

- The County does maintain a GIS representation of county farmland preservation zoning boundaries.
- **Year of certification:** 2018, the Farmland preservation plan had been adopted in 2016
- **Planned update 2025 \$10,000-\$20,000 (SWRP or Inhouse) Possible grant to get 50% back from the Dept of Ag, up to a cap of \$ 30,000.00**

#### Custodian

- Zoning Department/GIS Specialist/Contractor

#### Maintenance

- When changes occur

#### Standards

- \*\*

## Floodplain Zoning

### Layer Status

- The County does maintain a GIS representation of floodplain zoning boundaries.
- The county's floodplain zoning GIS data is not the same as/identical to the FEMA map.\*
- **PL-566 (PL-566 Watershed Program) Breach Routes**-Richland county maintains a more restrictive floodplain zoning map due to several dam breach zones we have mapped.
- Need to complete the above. (\$ 7,000.00)

### Custodian

- Zoning Department/Land Conservation/GIS Specialist/Contractor

### Maintenance

- As dam breach studies are conducted and adopted into our floodplain ordinance.

### Standards

- \*\*

## Airport Protection

### Layer Status

- The County does maintain a GIS representation of airport protection zoning boundaries.
- **Airport protection zoning map depicts:** \*\*
  - Height restrictions
  - Land use restrictions
  - Jurisdiction within 3 miles of airport boundaries
- **Private Airstrips** (\$\_\_\_\_\_)

### Custodian

- Zoning Department

### Maintenance

- Maintained as ordinance revisions are made.

### Standards

- \*\*

## Municipal Zoning Information Maintained by the County

e.g., Town, City and Village, Shoreland, Floodplain, Airport Protection, Extra-Territorial, Temporary Zoning for Annexed Territory, and/or Zoning Pursuant to a Cooperative Plan

### Layer Status

- Townships of Ithaca and Rockbridge
- City of Richland Center – Add to GIS Layer
- Add Zoning Layer to GIS Map

### Custodian

- Respective City and Villages
- County updates zoning maps when requested

### Maintenance

- **Update once a year with above.** (\$\_\_\_\_\_)

### Standards

- \*\*

## Administrative Boundaries

### Civil Division Boundaries

e.g., Towns, City, Villages, etc.



#### Layer Status

- Complete. Are in process of updating from new PLSS Corner project.

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- Adjusted as PLSS corners and annexations are recorded

#### Standards

- \*\*

### School Districts

#### Layer Status

- **Progress toward completion/maintenance phase:** Complete
- **Relation to parcels:** Determined from tax roll
- **Attributes linked to parcels:** Complete

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- As the department of public instruction notifies us of changes.

#### Standards

- \*\*

### Election Boundaries

e.g., Voting Districts, Precincts, Wards, Polling Places, etc.

#### Layer Status

- Complete Supervisory Districts and Wards

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- Adjusted when redistricting occurs

#### Standards

- WISE-LR

### Utility Districts

e.g., Water, Sanitary, Electric, etc.

#### Layer Status

**Richland County does not have a utility districts layer** Emergency Service Boundary – Law/Fire/EMS

- Emergency Service Boundary – Law/Fire/EMS

#### Layer Status

- **Law Enforcement:** complete
- **Fire:** complete
- **EMS:** complete
- **Electric:**

#### Custodian

- GIS Specialist/ Contractor
- Maintenance
- As changes are made

#### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Emergency Service Boundary)
- Public Safety Answering Points (PSAP) Boundary

**Layer Status**

- Complete- PSAP Boundary is the same as the county

**Custodian**

- GIS Specialist/ Contractor/Emergency management

**Maintenance**

- As changes are made

**Standards**

- Wisconsin GIS NG9-1-1 Data Standard (PSAP Boundary)

## Provisioning Boundary

**Layer Status**

- Complete

**Custodian**

- GIS Specialist/ Contractor/ Emergency Management

**Maintenance**

- As changes are made

**Standards**

- Wisconsin GIS NG9-1-1 Data Standard (Provisioning Boundary)

## Other Public Safety

e.g., Healthcare Facilities, Complete

**Layer Status**

- Map Fire Stations - Complete

**Custodian**

- GIS Specialist/ Contractor

**Maintenance**

- \*\*

**Standards**

- 

## Lake Districts

**Layer Status**

- Richland County does not have any lake districts

## Native American Lands

**Layer Status**

- Per FEMA, it was determined that Richland County does not have any Native American Lands

## Other Administrative Districts

- Ash Creek Community Forest
- County Managed Parks
- Rifle Range
- DNR Lands (\$\_\_\_\_\_)

**Layer Status**

- Landmark Layer – Partial Layer

**Custodian**

- GIS Specialist/Contractor

**Maintenance**

- Once layer complete will make changes as they come in

## Standards

- \*\*

## Other Layers

### Hydrography Maintained by County or Value-Added – Scott Kiley

e.g., Hydrography maintained separately from DNR or value-added, such as adjusted to orthos; Elevation-Derived Hydrography

#### Layer Status

- Hydro polygon and line layer – completed from topographic map

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- None

#### Standards

- USGS Elevation-Derived Hydrography Specifications

### Cell Phone Towers

#### Layer Status

- Cell Phone Tower layer complete

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- As new ones are added.

#### Standards

- \*\*

### Bridges and Culverts

#### Layer Status

- Bridge layer - complete

#### Custodian

- Highway Department GIS Specialist/Contractor

#### Maintenance

- Maintained as improvements are made

#### Standards

- GPS data gathered in-field and/or information gathered from County Highway Dept

### Spatial Adjustment Project

#### Layer Status

- Parcel Polygons

#### Custodian

- GIS Specialist/Contractor

#### Maintenance

- Maintained by the GIS Technician

#### Standards

- Use GIS methods to effectively shift parcel polygons within sections to their new high accuracy PLSS corners. Additional cleanup of previously adjusted sections is also expected.

## Configure Open Data Portal

### Layer Status

- Open Data Portal

### Custodian

- GIS Specialist/Contractor

### Maintenance

- Maintained by the GIS Technician

### Standards

- Create an Open Data Portal which will function similar to the one for Adams County WI. Configure the Open Data Portal to allow the public to download current Parcels, Centerlines, Addresses and any other data the county wished to make available for public download. Will make portal easy to manage.

## Other/Miscellaneous

- Pipelines, Railroads, Non-metallic Mining & Sinkholes

### Layer Status

- Non-metallic mining – complete
- Cemetery point layer – complete

### Custodian

- GIS Specialist/Contractor

### Maintenance

- As new mines or cemeteries are created

### Standards

## 3 LAND INFORMATION SYSTEM

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The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

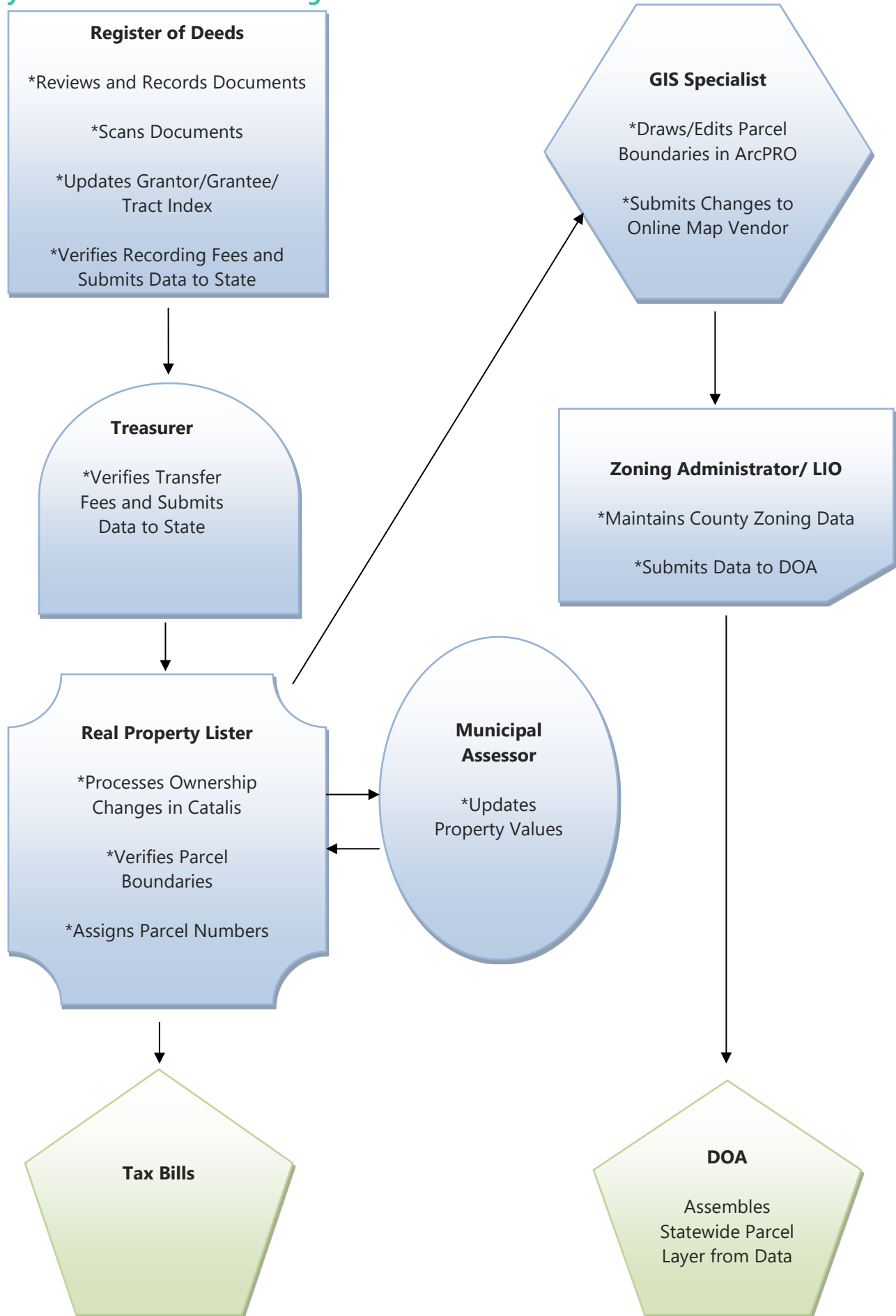
One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

- The design, development, and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the department of natural resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

## Current Land Information System

### County Parcel Data Workflow Diagram





## Technology Architecture and Database Design

This section refers to the hardware, software, and systems that the county uses to develop and operate computer systems and communication networks for the transmission of land information data.

### Hardware

- \*\* Richland County's GIS data is stored on ArcServer in a geodatabase format.

### Software

- Catalis 5.3.1.5, ArcGIS 10.8.2, ArcPro, Fiddlar
- County currently uses ArcGIS Pro:
- County is moving from Access Program for Zoning information to Catalis

### Website Development/Hosting

- The other departments in the County that use GIS do so through our website which is hosted and maintained by the county and MSA.

### Metadata and Data Dictionary Practices

#### Metadata Creation

- **Metadata creation and maintenance process:** Metadata is created and maintained as needed using ArcCatalog.

#### Metadata Software

- **Metadata software:** ArcCatalog
  - The software does generate metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** \*\*

#### Metadata Policy

- **Metadata Policy:** No official policy

### Municipal Data Integration Process

\*\* Created zoning layers for the City of Richland Center, the Village of Viola and the Town of Rockbridge, which can be integrated into the county land information system.

## Public Access and Website Information

### Public Access and Website Information (URLs)

#### Public Access and Website Information

GIS Web-mapping Application(s) Link - URL	GIS Download Link - URL	Real Property Lister Link - URL	Register of Deeds Link - URL
<a href="https://rclrs.co.richland.wi.us/">https://rclrs.co.richland.wi.us/</a>	<a href="https://rcz.maps.arcgis.com/home/index.html">https://rcz.maps.arcgis.com/home/index.html</a>	<a href="https://rclrs.co.richland.wi.us/property-listers/">https://rclrs.co.richland.wi.us/property-listers/</a>	<a href="https://rod.co.richland.wi.us/">https://rod.co.richland.wi.us/</a>
			**

## Data Sharing

### Data Availability to Public

#### Data Sharing Policy

- \*\* All of Richland County's GIS data can be purchased by the general public by filling out the form and paying the fee associated with the data.

#### Open Records Compliance

- \*\* Upon receipt of the Richland County data acquisition form and payment we will provide the requestor any data they request that we hold.

### Data Sharing Restrictions and Government-to-Government Data Sharing

#### Data Sharing Restrictions

- All products are copyrighted and the property of Richland County and shall not be duplicated, manipulated, or resold without the written consent of the Richland County.
- Government-to-Government Data Sharing
- Richland County will share any/all of our GIS data with any Government agency or public University free of charge.

### Training and Education

- County staff are trained in the use of GIS as needed yearly. If a department would like to use GIS in their office we first identify what their software needs are to carry out the tasks they would like to use the County's GIS for. Then individual training sessions are set up with each of the users. A follow up is also scheduled a couple of weeks later so that additional questions can be asked after the user gets more comfortable with the software.
- A session will be set up at the courthouse for users of the County Website to go over how to use the maps and search on data in the system. **\$ 3500.00**
- **In order to make the zoning layer available to the public will need to move sanitary information from the program Access to Catalis. \$ 30,000**

# 4 CURRENT & FUTURE PROJECTS

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon. A project is defined as a temporary effort that is carefully planned to achieve a particular aim. Projects can be thought of as the *means* to achieving the county's mission for its land information system.

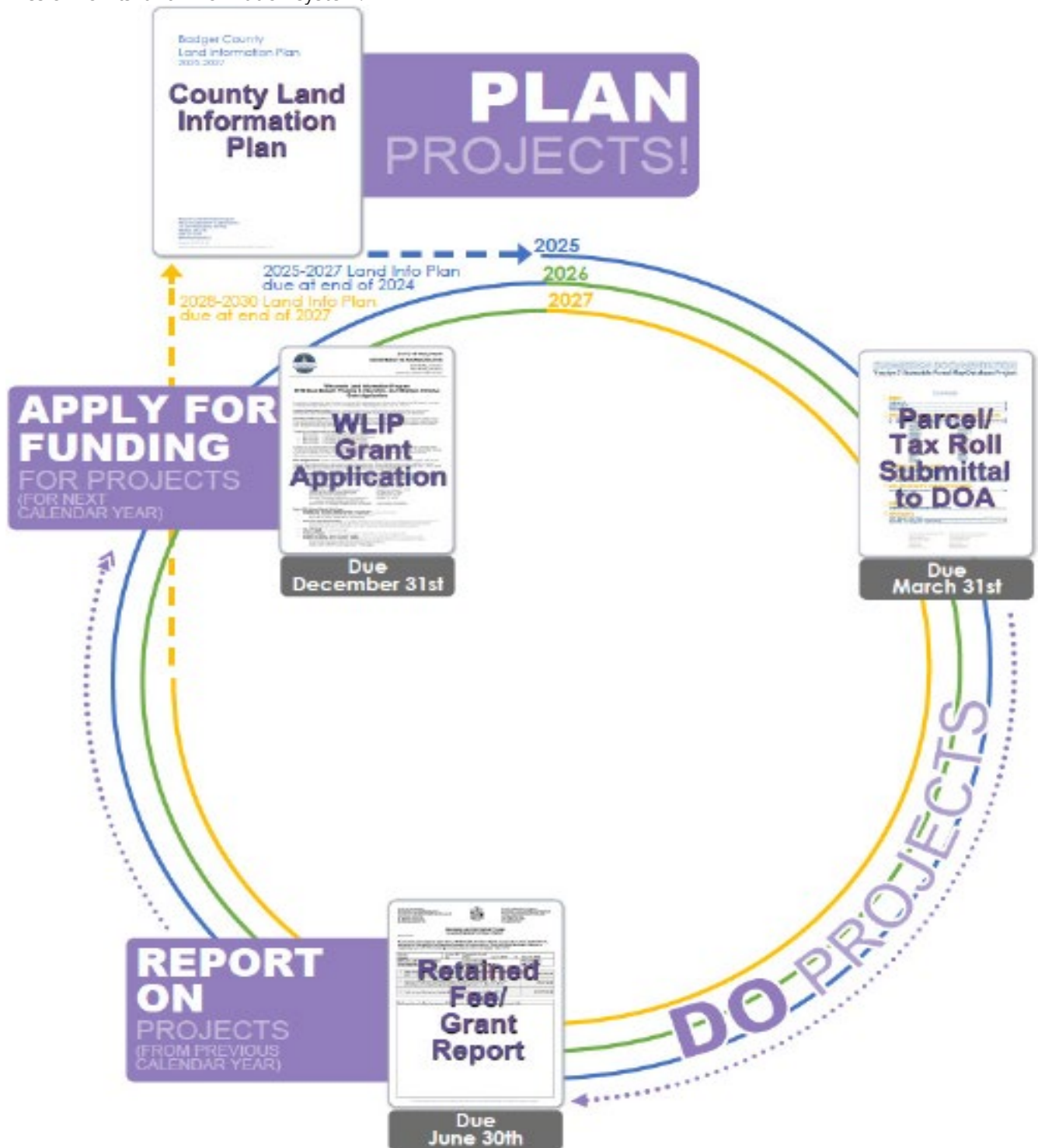


Figure 1. The WLIP Land Information Plan/Grant Project Cycle

## Project Plan for PLSS (Benchmark 4)

### Project Title: Project Plan for PLSS (Benchmark 4) **REVIEW**

#### Project Description/Goal

##### Planned Approach

- \*\*

##### Current Status

- **Tally of the total number of corners:** 2000.
- **Re-monumentation status:** 1931
- **Coordinate status (accuracy class) if known:** 1931.

##### Goals

- **Number of corners to be re-monumented and/or rediscovered:** 77
- **Number to have new coordinates established:** 77
- **Accuracy class for these new coordinates:** Survey Grade
- **Way in which these points will be integrated into the parcel fabric:** Parcel boundaries and plats geometries are adjust based on survey grade coordinates being incorporated into the parcel mapping.

##### Missing Corner Notes

- **Documentation for any missing corner data:** \*\*

##### County Boundary Collaboration

- We provide adjacent counties our border PLSS corners upon request

#### Business Drivers

- The Project Plan for PLSS is a requirement for those counties who utilize Strategic Initiative funds for work related to PLSS completion and integration.
- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by February 1<sup>st</sup>, 2027..
- This project enhances the accuracy of parcel mapping
- The parcel map data layer is relied upon for tax assessment
- The Office of Planning & Development utilizes the parcel map data layer extensively for land use regulation

#### Objectives/Measure of Success

- The objective is to meet Benchmark 4 (Completion and Integration of PLSS) by February 1<sup>st</sup>, 2027.

#### Project Timeframes Timeline –Project complete – February 1, 2027

#### Responsible Parties

- Land Information Officer
- GIS Coordinator
- Contracted Surveyors

## Project #1: Indexing of documents by geography in GIS

#### Project Description/Goal –

- To expand the use of document imaging and GIS to “geocode” documents to geography (such as permits) and make them available to the public via the Internet.
- **Land Info Spending Category:** PLSS (also affects Parcel Mapping, and Other Layers)

#### Business Drivers

- County business data lacks detailed location information, making it less useful
- County land information system contains some ambiguous addresses
- Increase efficiency of Zoning Department with geocoded permits

- Call-Before-You-Dig hotline lacks detailed location information
- Need to improve routing and delivery of Social Services Department
- County surveyor need to access tie sheets in the field

### Objectives/Measure of Success

- Permits 100% geocoded
- Geographically indexed apps available on the county website

### Project Timeframes

- Updates are ongoing

### Responsible Parties

- GIS technician (75%), Contractor to input data for index (25% for 3 months)

### Estimated Budget Information

- See table at the end of this chapter.

## Project #2: Aerial Imagery

### Project Description/Goal

- The value of high-quality aerial imagery as a data layer in the GIS is becoming increasingly valuable. *Although this project proposes to update imagery on a 5-year basis, a shorter term would be preferred. This will be updated in 2025 but work with the new photos will have to be done on the GIS map*
- **Land Info Spending Category:** Ortho imagery

### Business Drivers

- Realtors, appraisers, attorneys and other professionals
- Emergency service providers
- General public
- Local officials

### Objectives/Measure of Success

- Obtain 6-inch (or better) ortho imagery in 2025

### Project Timeframes

- Spring of 2025 flight with a Fall of 2025 delivery (or sooner) On-going project

### Responsible Parties

- Land Information Officer
- GIS Coordinator/Contractor

### Estimated Budget Information

- [See table at the end of this chapter.](#)

## Project #3: Maintain Hardware and Software

### Project Description/Goal

- This project intends to reasonably maintain the level of technology to adequately address the GIS needs of the county.
- Land Info Spending Category: Software and Hardware

### Business Drivers

- All GIS users

### Objectives/Measure of Success

- Ability to demonstrate ability of hardware and software to reasonably meet GIS functionality demands.



## Project Timeframes

- On-going

## Responsible Parties

- Land Information Council
- Land Information Officer
- Zoning
- GIS Coordinator/Contractor

## Estimated Budget Information

- [See table at the end of this chapter.](#)

# Project #4: GIS Website Maintenance and Enhancement

## Project Description/Goal

- The intent of this project is to reasonably maintain the functionality and technology associated with the county's GIS website. Replacing computers and servers.
- Land Info Spending Category: Website Development/Hosting Services

## Business Drivers

- All GIS website users, as well as county users

## Objectives/Measure of Success

- Ability to demonstrate ability of hardware and software to reasonable meet functionality and service demands.

## Project Timeframes

- On-going\*\*

## Responsible Parties

- Land Information Council
- Land Information Officer
- GIS Coordinator/Contractor

## Estimated Budget Information

- [See table at the end of this chapter.](#)

# Project #5: Increasing Availability of Land Information Documents

## Project Description/Goal

- Richland County would like to place as much information onto the website. Register of Deeds ensures recorded documents are available to the public. It is to enhance their ability to make documents available to the public through back scanning documents and scanning plat maps. REM
- Richland County may contract for scanning of older documents. Also, there is a need to preserve historical records through laminating old or damaged books and creating addition styles of records to be sure records are well maintained.
- Back Scanning of Documents in other land information offices or departments with documents that would be helpful or benefit the county example would be highway plats.
- To further this project is to be able to get the information to the website and keep it up to date as best as can be done.
- Land Info Spending Category: \*\*

## Business Drivers

- Web users, bankers, realtors, utility companies

### Objectives/Measure of Success

- Greater availability of documents entered. Public Internet access to most recorded documents. Ability to share plat maps and other large documents digitally. Identified damaged records to be laminated to preserve. Scan historic tax roll books to make available in digital form.

### Project Timeframes

- On-Going

### Responsible Parties

- ROD
- County Surveyor
- GIS Specialist/Contractor

### Estimated Budget Information

See table at the end of this chapter.

## Project #6: County Staff/Office Training

### Project Description/Goal

The intent of this project is to encourage the use of the county's GIS by training staff as new or existing users. Updates to programs per year for each office.

**Land Info Spending Category:** Training and Education

### Business Drivers

All GIS users

### Objectives/Measure of Success

Identify uses of GIS within county offices and for individual positions that increase efficiency.

### Project Timeframes

On-going up to date training and new employee training

### Responsible Parties

Land Information Officer

GIS Coordinator/Contractor **\$ 3,500.00**

### Estimated Budget Information

See table at the end of this chapter.

## Project #7: Next Gen 911 Integration

### Project Description/Goal

- Ensure that the County GIS data is prepared for Next Gen 911, Create any layers missing
- **Land Info Spending Category:** Software

### Business Drivers

- State Initiative urging counties to prepare for Next Gen 911/Need to maintain current 911 system

### Objectives/Measure of Success

- Provide a seamless GIS dataset update to avoid duplication of effort and rely on a single map used in the 911 system.

### Project Timeframes

- 2 to 5 years

### Responsible Parties

- Sheriff/Emergency management/Land Information/GIS Technician/Contractor

### Estimated Budget Information

- **TBD Staff time and consultant**

## Project #8: Development of POWTS Layer

### Project Description/Goal

- \*\* Determine location of on-site septic fields/ tanks and also wells
- **Land Info Spending Category:** \*\*Data Development

### Business Drivers

- Location of septic to wells and other features for public health and safety

### Objectives/Measure of Success

- Determine the location and characteristics of POWTS in Richland County

### Project Timeframes

- Ongoing with new systems and track old ones at the site

### Responsible Parties

- Zoning Department

### Estimated Budget Information

See table at the end of this chapter. \$ 1,500.00

## Project #9: Expansion of PLSS survey grade GPS Coordinates for section center and meander corners

### Project Description/Goal

- \*\* Expand PLSS framework by continued establishment of PLSS Meander corners and section centers.
- **Land Info Spending Category:** \*\*PLSS

### Business Drivers

- Accuracy of tax parcel geometries or tax parcel derived datasets

### Objectives/Measure of Success

- Accuracy of foundational element data

### Project Timeframes

- Ongoing
- Vernon – Complete
- Sauk - \*\*% Complete
- Crawford - \*\*% Complete
- Section Corner Centers

### Responsible Parties

- Zoning Department/County Surveyor/Real property lister/ GIS

### Estimated Budget Information

See table at the end of this chapter. About 590 section center @ \$1,100 = \$649,000

## Project #10: Development of Dam Layer and Manure Storage

### Project Description/Goal

- \*\* Expand the Dams in the county to relate to dams which DNR also consider dams and there is a concern of manure storage around properties downhill of properties for sale.

### Objectives/Measure of Success

- Accuracy dams in which are being consider dams by DNR- heir is transfers of Dams in real estate that are not noted as dams.

- Manure pit that are permitted and types of manure pits is questions being asked and would be information out on the website.

## Project Timeframes

- Ongoing

## Responsible Parties

- Zoning Department/County Surveyor/Real Property Lister/GIS Technician/Contractor/Land Conservation

## Estimated Budget Information

See table at the end of this chapter. About 50 hours \$ 5,000.00

# Project #11: Update Spatial Adjustment & Create Open Data Portal

## Project Description/Goal

- \*\* Effectively shift parcels polygons within sections to their new high accuracy PLSS Corners
- \*\* Create a Open Data Portal which will look and function similar to the one for Adams County WI

## Objectives/Measure of Success

- Assist county GIS staff to create a process to achieve this spatial adjustment
- Configure the Open Data Portal to allow the public to download current Parcels, Centerlines, Addresses and any other data the county wished to make available for public download

## Project Timeframes

- Ongoing

## Responsible Parties

- GIS Technician/Contractor/Land Conservation

## Estimated Budget Information

See table at the end of this chapter. About 225 remaining sections \$ 31,000.00 & Portal Creation \$ 3,000.00

# Project #12: LIDAR Enhancements

## Project Description/Goal

- Recommended LIDAR enhancements from 2021
- Culverts, 2D Building Outlines, Flow Accumulation and Catchments
- Closed Depressions, LIDAR Online Viewer, High Veg Canopies
- Slope Modeling, Road Cross Section Profiles

## Objectives/Measure of Success

- Assist county GIS staff to create a process to achieve this spatial adjustment
- Configure the Open Data Portal to allow the public to download current Parcels, Centerlines, Addresses and any other data the county wished to make available for public download

## Project Timeframes

- Ongoing

## Responsible Parties

- GIS Technician/Contractor/Land Conservation

## Estimated Budget Information

See table at the end of this chapter. About 225 remaining sections \$ 31,000.00 & Portal Creation \$ 3,000.00

## Estimated Budget Information (All Projects)

### Estimated Budget Information

Project Title	Item	Unit Cost/Cost	Land Info Plan	Project Total
			Citations Page # or section ref.	
<b>1) Indexing of documents to geography in GIS</b>				—
	GIS Contractor Work	\$ .00/yr		\$ 32,380.00
<b>2) Aerial Imagery</b>				
<b>3) Maintain Hardware &amp; Software</b>	a. ROD software maintenance	\$ 22,300.00/yr		\$ 66,900.00
	b. ArcGIS	\$ 37,402.00/yr		\$ 112,206.00
	c. Catalis Software	\$ 14,326.20/yr		\$ 42,978.60
	d. New computers, servers, monitors	\$ 1,200.00/yr		\$ 3,600.00
	e. Replace GPS Equipment			
<b>4) GIS Website Maintenance and Enhancement</b>	Website hosting	\$4600 per year		4,600 x 3 years= <b>13,800</b>
		<b>Increasing Availability of Land Information Documents</b>		
<b>5) Increasing Availability of Land Information Documents</b>	Back scanning			
	Book Repair	Contract out		\$10,000.00
	Imaging project	LIO Staff		\$50,000
<b>6) County Staff/Office Training</b>	Workshops, Training, Conventions	\$ 3,500.00/yr		\$ 10,500.00
<b>7) Next Gen 911 Integration</b>	Data Development		Page 28	TBD
<b>8) Development of POWTS GIS Layer</b>	Update POWTS			\$ 1,500.00
<b>9) Expansion of PLSS Survey Grade GPS coordinates for section center</b>	PLSS Update a Few	\$ 1,100.00/Crn 60 Corners over 3 yrs		\$ 66,000.00
<b>10) Development of Dam and Manure storage facilities</b>	Need Dam Shadows			\$ 1,500.00
<b>11) Update Spatial Adjustment &amp; Create Open Data Portal</b>			Page 28	\$ 34,000.00
<b>GRAND TOTAL</b>				<b>\$ 381,164.60</b>

Note. These estimates are provided for planning purposes only. Budget is subject to change.