



## Lafayette County Land Information

626 Main St, Darlington, WI 53530 Ph: 608.776.4864 [landrecords@lafayettecountywi.org](mailto:landrecords@lafayettecountywi.org)

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*\*These minutes are subject to approval of the Land Information Council on April 6, 2016.*

### NOTICE OF PUBLIC MEETING

MEETING OF THE LAND INFORMATION COUNCIL  
LAFAYETTE COUNTY COURTHOUSE – ROOM 202  
Monday, February 15, 2016 3:00 PM

#### Call to Order

The meeting of the Land Information Council meeting was called to order at 3:07 pm by Chairman Jack Wiegel. Members present were: Aulik, Boll, Burgess, Garthwaite, Jean, Loeffelholz, Maurer, Paulson, and Taylor. Others Present: Chris Colney – SWWRPC  
Absent: Larry Schmit, Surveyor

#### Proof of Proper Posting

Aulik stated that the agenda was posted in the USDA Service Center, by the County Clerk's Office, the Darlington Municipal Building, on the Lafayette County Webpage; and was sent to the press.

#### Approval of Agenda

Aulik stated that the agenda should be amended to state “Approval of Minutes from 1/25/2016” instead of 2015. Motion to approve as amended by Loeffelholz, Seconded by Jean. Motion Carried.

#### Approval of Minutes from 1/25/2016

Colney of SWWRPC requested the minutes be amended to state that Lafayette County and SWWRPC have an existing signed data agreement already in place. Motion by Jean, Seconded by Garthwaite to approve the minutes as amended. Motion carried.

#### Public Comment

None

#### GIS & Real Property Lister Report

Paulson updated the Council on parcel cleanup. Out of the approximately 300 parcels labeled “Unknown”, the count is now down to 7 and those parcels probably can be identified with research so they’re not truly “unknown” parcels. Of the over 200 “Gap” parcels, that count is down to 3. Next Paulson will be tackling the “Overlap” parcels. That count was over 200 and is now down to 126. After these are cleaned up, the next



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item to work on will be adding all CSMs to the map. Other cleanup continues as it is discovered. There will still be a lot of conversion clean-up needed.

Paulson stated that all workbooks have gone out to the Assessors and Manufacturing just came out so will be working on those accounts in the next few days.

Paulson stated that she went to the WLIA conference and attended the discussions on PLSS, Mapping and the Parcel Fabric. She found it informative and educational. Paulson said it was nice to hear what others are doing in the parcel fabric and listening to how they are dealing with the new way of thinking about the parcel fabric. Coming from CAD to ESRI's parcel fabric needs a new way of thinking of the mapping process, and it was good to know that others have tackled this problem and are successful with the parcel fabric.

Aulik stated she had been to Wisconsin Society of Land Surveyors (WSLS) conference at the end of February. She was able to talk with a number of surveyors regarding the RFP, remonumentation and surveyors in general. Several surveyors offered to come speak to the LIC or County Board regarding the importance of surveying. She also talked with John Anderson, Grant County Cartographer on what Grant County was up to. Grant County is in the process of appointing a new County Surveyor as well. They do plan to pay the appointed surveyor, but they are still working out the details. Aside from receiving good survey information, Aulik also stated that she demoed a large format plotter/scanner that she really liked. That unit was a Canon and was a few thousand dollars under the budgeted plotter amount. She will revisit this machine when the grant funding comes this summer.

Aulik updated the Council on some of the sessions she sat in on at the WLIA conference. She sat in on some sessions regarding Next Generation 911 and emergency services. Right now approximately \$53 million is collected annually to pay for upgrading computer systems, software, mapping and training of staff from our monthly cell phone bills. However, that money is being redirected to the State general fund instead of being used for what it was intended for. Right now there is a push to try to at least get a small portion of that funding back into the hands of local governments.

Aulik attended the Land Information Officer Network (LION) meeting during WLIA. LION had speakers from the Department of Public Instruction and the Legislative Reference Bureau. DPI discussed how Counties and the State could work together to update the School District boundaries. One of the examples shown at the meeting was



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actually from the Argyle School District and showed a large discrepancy from what the County showed and taxed in the Argyle School District and from what DPI showed as the district boundary. Sending school district boundary submissions to the DPI is optional at this time, but by submitting this data the DPI hopes to eventually work together to clean up some of the discrepancies.

During the LION meeting, Don Dittmer LION representative on the WI Land Information Council (WLIC) discussed the first draft of the WI Land Information Program Plan: 2016-2020. In the first draft, it is discussed that after 2017 pulling the \$50K strategic initiative grants focused on remonumentation and parcel mapping and redirecting it towards statewide aerial imagery and LiDAR. That is because many of the Counties will already be done with these steps. It is possible that some funds could still be left for some remonumentation but the amounts would be greatly reduced. Obviously, the Council was very concerned because Lafayette County is just starting remonumentation. Aulik stated that she could draft a letter expressing this concern and forward it on to the WLIC. She will keep the Council updated on the progress of the draft plan.

At WLIA, Aulik and Paulson also talked with land records vendors Transcendent and GCS, and they were able to demo part of GCS's modules. They were also able to talk to staff from other counties about the pros and cons of each software vendor.

Wiegel asked the status of new trail maps. Aulik stated that she had not yet looked into the trails data, but SWWRPC had sent her the files that they had. Jean and Aulik discussed that the trails all need to be properly signed before they are legal and before they show up on a map—so the County would need to be careful. Aulik stated that there would have to be a lot of information gathering for some of these road routes before an official map would be developed. It was discussed that developing an official map would perhaps make some Town boards properly sign their roads so that their routes could show up on the official map. The trail map will be revisited at a future Council meeting.

### Final approval of the Land Records Modernization Plan

Aulik stated that the plan was reviewed by Richland and Pierce Counties and approved by DOA. Aside from a typo correction, no changes were made. A final approval from the Land Information Council would need to be forwarded to DOA. Discussion was held if the plan should go through full County Board. It was decided that this was unnecessary but the plan would be mentioned in the minutes and would be posted online.



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Motion by Boll, Seconded by Maurer to approve the final “2016-2018 Land Records Modernization Plan”. Motion carried.

*\*See the Lafayette County website under “Resources” for a copy of the plan.*

### Lafayette County Addressing and Road Name Ordinance

Aulik stated that since the last LIC meeting, Burgess, Loeffelholz, Jean, and herself were able to meet again to review the ordinance. They all agreed the ordinance was necessary and would benefit the county. No changes from the last LIC. They agreed that the ordinance was ready to be forwarded on to the next Finance meeting and then eventually to the full County Board for two readings. Aulik mentioned that the ordinance had been sent to Corp Counsel for review. Motion by Jean, seconded by Burgess to approve the “Lafayette County Addressing and Road Name Ordinance” and to forward it on to Finance. Motion carried.

*\*See attached draft ordinance.*

### Remonumentation Project-Request For Proposals

Aulik stated that she had completed the RFP for the remonumentation project and Larry Schmit, Lafayette County Surveyor, had suggested a number of changes. Aulik included all changes from Schmit in the RFP. She also stated that the RFP was sent to Corp Counsel for review, but she didn’t expect to hear back for a couple of days and would not post it until she did. The Council discussed where the RFP should be posted or advertised beyond the Republican Journal. Aulik said she had a list of a number of surveyors she planned to send the RFP on to and Jean said he would forward his list of contractors on as well. The RFP will also be posted to the County website. Motion to approve the RFP by Loeffelholz, Seconded by Boll. Motion carried.

### Planning Discussion for Future County Surveyor

Aulik stated that she had talked to Larry Schmit and had proposed paying him for a few hours of consulting services to assist with remonumentation and the future subdivision ordinance update along with survey review. Schmit stated that he didn’t wish to be paid and said that the County should start looking for a new County Surveyor. In the past Schmit mentioned having some suggestions for future County Surveyors.

Aulik stated she just wanted to start the discussion and be ahead of things instead of always starting from behind. She had originally been planning on maybe putting a small budget together for a County Surveyor in 2017, however she felt with the ongoing projects and needs, that perhaps the Council should bump that timeline up. She did state



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there could be some funds left over after the first RFP to pay for maybe a few hours a month.

The Council discussed a number of names of SW WI surveyors that may potentially be interested and whom the Council could start reaching out to. Aulik stated that there could be some problems because some of the surveyors that would be interested in serving as County Surveyor also wanted the remonumentation work or wanted to do private survey work in Lafayette County. This potentially could be a conflict of interest as they would be reviewing their own work.

It was suggested that the Council wait to see what the RFP bids come in at to see what kind of funding would be left for a surveyor.

### SWWRPC Report

Colney updated the Council on Regional planning activities which included creating a Regional GIS User group, attending Land Info Council meetings in the region and working towards developing a forum for questions and answers.

Colney also mentioned that regional planning has the ability to create a platbook which could lead to cost savings for the County.

### Future Agenda Items

Remonumentation Selection  
Continued County Surveyor Discussion

### Next Meeting Date

April 6, 2016 @ 3:00 pm

### Adjourn

Motion to adjourn made by Burgess, seconded by Jean. Motion carried.

Time: 4:00 pm

**LAFAYETTE COUNTY  
ADDRESSING & ROAD NAME  
ORDINANCE**

**LAFAYETTE COUNTY, WI**

**DATE APPROVED:**

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## **SECTION 1.0 GENERAL PROVISIONS**

### **1.1 Authority**

These regulations are adopted under the authority granted under Wisconsin Statutes 59.54(4) and (4m).

### **1.2 Purpose**

The purpose of this Ordinance is to promote the health, safety, and well-being of the general public of Lafayette County by providing a means for physically locating properties. The ability to easily locate properties is a vital asset for emergency services as well as being a convenience for delivery services and citizenry.

It is further intended that this Ordinance is to establish a method by which address numbers are assigned, as well as how address signs are obtained, installed, and maintained in all areas outside the limits of incorporated municipalities in Lafayette County.

It is further intended to provide for review and acceptance of all private and public road names in order to ensure compatibility with the county's computer aided dispatch system.

### **1.3 Jurisdiction**

The jurisdiction of this Ordinance shall include all lands and waters within Lafayette County outside the limits of incorporated cities and villages.

### **1.4 Abrogation and Greater Restrictions**

It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing ordinances, rules, or regulations adopted by Lafayette County. However, wherever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

### **1.5 Severability**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

### **1.6 Title**

This Ordinance shall be known as, referred to, or cited as the "Lafayette County Address and Road Name Ordinance, Lafayette County, Wisconsin".

### **1.7 Effective Date**

This Ordinance shall be effective after adoption by the County Board of Supervisors and take effect that date of adoption.

## SECTION 2.0 RURAL ADDRESSES

### 2.1 Address Assignment

It shall be the duty of the Lafayette County Land Information Office to assign an address number to all property within the jurisdiction of this ordinance. This ordinance shall apply to all habitable structures, businesses, accessory buildings or group of accessory buildings (i.e. a group of farm buildings located separately from the home), or any other structure with a value of \$500 or greater. The following standards shall apply when assigning addresses:

- a) An address number shall be assigned upon the issuance of the first land use permit allowing construction on said property, or with the written request of a property owner or Town Board.
- b) Upon issuance of an address, the Lafayette County Land Information Office will notify the affected property owner, town in which the property is located, County Real Property Lister, and the Lafayette County Sheriff, & Lafayette County Zoning of the official address. Appendix A provides a diagram of some agencies that use the rural address assignment.
- c) The address assigned by the Lafayette County Land Information Office shall be the official address for said property and replace any prior address used.
- d) There shall be no duplication of address numbers assigned along the same road.
- e) Properties with more than one single family residence shall have a separate address for each residence.
- f) Industrial or business complexes shall be assigned one address number with extensions given for individual units.
- g) Multifamily dwellings of more than two units shall be assigned one address number with extensions assigned for each unit. Multifamily dwellings shall have distinct markings adjacent to the door to identify the individual unit.
- h) Starting at the Southeast corner of Lafayette County, there shall be 1000 numbers assigned for every mile of the grid with even/odd numbers assigned as follows:
  - a. Along North/South roads: even numbers shall be on the east side of the road and odd numbers on the west side of the road. Numbers increase in size as you head north from the State Line.

- b. Along East/West roads: even numbers shall be on the north side of the road and odd numbers on the south side of the road. Numbers increase in size as you head west from the eastern county line.
- c. Some roads run at odd angles. For any road, a single north-south or east-west range will be assigned for the entire road. It will be the discretion of the Land Information office to determine which range will be assigned.

## **2.2 Placement**

An address sign for a property shall be placed by the County or a vendor of their choosing according to the following standards:

- a) The sign shall be installed on the same side as the driveway and so that the numbers are perpendicular to the public road and the post shall be located not more than ten (10) feet within the right of way of the road and not more than ten (10) feet from the driveway serving the building
- b) The sign shall not be less than 3 ½ feet nor more than 4 ½ feet from ground level and shall not be concealed from view from the road by trees, shrubs, bushes, etc.
- c) The Town may propose an alternate placement option for an address sign so as to make it best visible for local responding emergency services and so as not to obstruct road maintenance responsibilities, such as snowplowing, grading, etc. The town shall send written notification with a plot plan showing the new location of the address sign and the reason for the alternate location was chosen for review and approval by the Lafayette County Lafayette County Land Information Council.
- d) Multifamily dwellings shall have distinct markings on the door or doorway to identify the individual units.
- e) Any manufactured/mobile home park or campground shall consecutively number the lots. A map of the property showing the lots shall be given to the Lafayette County Land Information Department to be used for mapping. Any changes or addition of lots shall require a new map be sent to the Lafayette County Land Information Department.
- f) In the case where several structures are served by a private driveway, each structure shall be double signed. The first sign will be placed at the point where the private driveway intersects with a public road. The second sign will be placed along the private driveway at a point where an individual structure's driveway branches off from the main private driveway. The property owner will be responsible for the cost of the additional rural address sign.

Example:

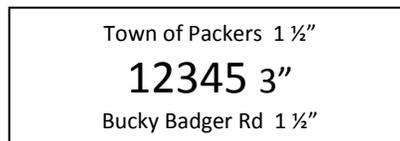


### 2.3 Sign Design, Procurement, and Replacement

a) Sign Design

The sign shall be a reflectorized double-sided flag style at least 20" wide by 9" high and have a blue background. The numbers and letters of the address shall be 3" high. The township name shall be located above the address and shall be 1 ½" high letters. The road name shall be located below the address and be 1 ½" high letters. All letters and numbers shall be white and reflectorized.

Example (Not to Scale) :



b) Procurement

All address signs shall be procured by the Lafayette County Land Information Office based upon a vendor or vendors chosen by Lafayette County.

c) Replacement

When either damaged, destroyed or aged beyond usefulness, an existing address sign may be requested for replacement by the affected property owner, Town in which the sign is located, or emergency management. If an emergency response

agency feels a replacement sign is needed, they shall contact the Land Information office to have a new sign ordered. The County may choose to seek reimbursement from the effected property owner for the cost of the replacement sign.

#### **2.4 Maintenance**

It shall be the responsibility of the property owner to maintain all address signs for his/her property. Maintenance includes notification for need of replacement, repairs, reinstallation, and keeping the sign(s) in a physical condition whereby the address is easily and clearly legible at any time. The property owner shall also ensure the sign is clearly visible from the public road and not obscured by vegetation, structures, snow, etc.

#### **2.5 Existing Addresses**

Addresses which exist at the time of the adoption of this Ordinance but do not meet all the provisions of this Ordinance may be allowed to remain the official address for said property if they are registered at the Lafayette County Land Information Office as an official address. If it is determined that there is potential risk to life and safety, an existing number shall be changed in order to comply with the provisions of this Ordinance. Any such address not listed on the index shall be deemed void and an official address shall be assigned by the Lafayette County Land Information Office according to the provisions of this Ordinance. In all cases, when an existing nonconforming address sign needs replacement, a new address number shall be assigned and a sign obtained in compliance with the provisions of this Ordinance and the original existing address shall become null and void. Any existing address sign that is not a valid sign shall be removed. In all cases, when a new sign must be ordered, the property owner shall be liable for all costs incurred.

#### **2.6 Fees**

There shall be fees established with the Finance Committee approval for the following:

- a) The assignment of a new address, which will include the procurement of the required sign and installation fees.
- b) The procurement of a replacement rural address sign and installation fees.
- c) The procurement of additional address signs and installation fees for the same number in instances where the property must be double signed.

It is the responsibility of the property owner to pay all fees. In the case where a Town requests a replacement sign, the Town may choose to pay the fee and seek reimbursement from the affected property owner. In the case where a property owner refuses to pay for a required sign, the county shall request payment from the affected town so that the cost may be assigned by the town to the affected property's tax roll.

## SECTION 3.0 NAMING AND SIGNING OF ROADS

### 3.1 Naming

- a) **New Roads.** No two roads in Lafayette County shall be identically named or in conflict of existing road names. This provision shall not prohibit the use of identical road names for road names existing and named as of the effective date of this ordinance. The Land Information Office has the authority to accept or reject any new road name. Towns shall immediately notify the County Land Information Office of the location and name of all newly proposed public roads. All newly proposed roads will require the completion of the Lafayette County “New Road Name” application.
- b) **Name Changes.** Townships shall contact the County Land Information Office prior to changing any existing road names. Upon the effective date of the road name change, the Township shall erect new road signs containing the new road name. The Land Information office will assign and order new address signs for all existing addresses located on the roadway that was changed.
  1. For any proposed road name change, a completed “Road Name Change” application must be submitted to the Lafayette County Land Information Office, along with the required fee in the amount of \$1,000.00. The fee is required to cover the cost of administering the necessary changes throughout the entire E911 system. The fee is payable by the applicant, but the Land Information Council reserves the right to waive or increase the fee at their discretion.
  2. The Land Information Council reserves the right to amend, or deny any road name change request.
- c) **Private Driveways.** Private driveways shall not be named or signed. Instead, structures along private driveways shall be double signed. See Section 2.2 (f) of this ordinance for details on double signing.

### 3.2 Signing

The Townships shall see that all Town roads are properly signed, and all signs are placed and maintained at all intersections with other roads. The Township is responsible for erecting, maintaining and replacing road name signs after notification from the Lafayette County Land Information Office or Lafayette County Sheriff.

## **SECTION 4.0 OFFICIAL MAP**

There shall be created the Lafayette County Road Name and Address Map. The map shall be maintained in a standard geographic information system (GIS) format. This map shows the official road names and addresses as accepted under the provisions of this ordinance and shall be maintained by the Land Information Office. Any address number or road name not shown on this map and its associated database shall not be considered official and may be considered violations to the provisions of this ordinance.

## **SECTION 5.0 PROHIBITIONS**

- a) No person shall obliterate, vandalize, destroy or remove an official address or road name sign issued under this Ordinance.
- b) No person shall fail to reinstall an official address sign installed under this Ordinance after the sign for that person's property has been obliterated, vandalized, destroyed, or removed.
- c) No person shall place a non-official address sign or road name sign at or near the location of the official signs. Exceptions will be given in cases where the property owner erects a temporary address sign until such time that the official sign is ordered and installed.
- d) No person shall relocate an official address or road name sign.

## **SECTION 6.0 VIOLATIONS & PENALTIES**

It shall be the duty of the Lafayette County Land Information Office to enforce the provisions of the Ordinance and investigate complaints and violations of said Ordinance. If violations are found to have occurred, the Lafayette County Land Information office shall issue a written order to correct any violation of this Ordinance that shall specify the following:

- a) The nature of the violation and the steps needed to abate and/or correct it.
- b) The penalty or penalties the violator will be subject to if the alleged violation is not abated and/or corrected within a specified time period. If the owner does not comply with a written order from the Land Information Department, the owner shall be subject to one or more of the following penalties:
  - i. Full cost of all damages including sign replacement.
  - ii. Receipt of a citation for each violation with a forfeiture of no less than \$250 per violation, plus costs of prosecution
- c) Referral by long-form complaint to the Lafayette County Corporation Counsel for prosecution.

## **SECTION 7.0 AMENDMENT**

This Ordinance shall be subject for consideration of amendment as deemed necessary by the Lafayette County Board of Supervisors. The following entities can, at any time, propose amendments to this Ordinance:

1. Any standing commission established by the Lafayette County Board of Supervisors
2. Any town board in which this Ordinance has jurisdiction
3. Any petition to the commission by any member of the public

The process for amending this Ordinance shall require consideration by the Lafayette County Finance Committee at a duly posted meeting. If the Committee is to consider amendments, it shall do so only after holding at least one public hearing the purpose of which is to obtain and, if deemed appropriate, incorporate public input. Any proposed amendments offered by the Committee shall require action by the Lafayette County Board of Supervisors in accordance with established Board rules before taking effect.

DRAFT

Rural Addressing & Road Naming Workflow

