



POLK COUNTY, WISCONSIN

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Notice of Meeting and Agenda

Polk County Board of Supervisors

100 Polk County Plaza, Balsam Lake, Wisconsin
Polk County Government Center - County Board Room

Tuesday, May 15, 2018

Regular Business Meeting, 5:30 p.m.

Open Session

Order of Business:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Time of Reflection
6. Recess for Tour of Highway Facility
7. Reconvene in County Board Room following Highway Facility Tour
8. Approval of Agenda
9. Matters Offered For Adoption on Consent Agenda:
 - a. Consideration/corrections to the published minutes from April 17, 2018 County Board Meeting
10. Public Comments –3 minutes per person –not to exceed 30 minutes total
11. Economic Development Corporation Recognition Presentation – Vince Netherland
12. Wisconsin Department of Tourism - Polk County Tourism Council Presentation – Julie Fox
13. Distribution of Tablets – Overview/Presentation on Use
14. County Board Chair Report
 - a. Confirmation of Chair Appointments to Various Committees
15. Administrator's Report, Jeff Fuge
 - a. Acknowledgment of Polk County Economic Development Corporation Public Partnership Award
 - b. Confirmation of Appointments
 - c. Receipt of Reports from Standing Committees

****Following the Administrator's Report, the County Board will convene as the Committee of the Whole on matters noticed herein. The Committee of the Whole may receive information, deliberate and provide the County Board with recommendation concerning such noticed Subject matters. The Committee of the Whole may not take final action on such matter. Once the Committee of the Whole adjourns and the County board reconvenes to conduct legislative activity, the County Board may take action on such matters noticed herein and recommended by the Committee of the Whole, only upon two-thirds majority vote of members present to take up and act upon such matters.**

Polk County Board of Supervisors

16. Committee of the Whole:

- a. Discussion of Resolutions and Ordinances Noticed on the Agenda
- b. Update on Fairgrounds Demolition
- c. Polk County Trail Recreational Plan
- d. Reporting of Per Diems from Outside Agencies
- e. Adjournment of Committee of the Whole

Following adjournment of the Committee of the Whole, the County Board will reconvene as a legislative body to take up, consider and act upon the subject matters identified herein, as follows:

17. Reconvene as County Board

18. Motion to Act on Matters Considered and Recommended by the Committee of the Whole, as noticed in number 16, above.

19. Proposed Resolution and Ordinances:

- a. Ordinance No. 43-18: Amendment to Polk County Board of Supervisors Rules of Order Ordinance

On Recommendation by Environmental Services Committee:

Zoning Ordinances:

- b. Ordinance No. 15-18: Amended Polk County Shoreland Protection Zoning Ordinance
- c. Ordinance No. 16-18: Amended Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance
- d. Ordinance No. 17-18: Amended Polk County Comprehensive Land Use Ordinance
- e. Ordinance No. 18-18: Amended Polk County Small Wind Energy System Ordinance
- f. Ordinance No. 19-18: Amended Polk County Lower St. Croix Riverway Ordinance
- g. Ordinance No. 20-18: Amended Polk County Board of Adjustment Procedures Ordinance
- h. Ordinance No. 21-18: Amended Telecommunication Towers, Antennas, and Related Facilities Ordinance

On Recommendation by General Government Committee:

- i. Resolution No. 36-18: Resolution Authorizing Space Lease to the Wisconsin Department of Natural Resources – Forestry Staff
- j. Resolution No. 39-18: Resolution Approving Mid-year Budget Adjustment for 2018 in ADRC Fund
- k. Resolution No. 40-18: Resolution to Amend 2018 Budget to Incorporate Carry-Forward Funds
- l. Resolution No. 41-18: Resolution to Authorize Cancellation of Outstanding Orders
- m. Resolution No. 42-18: Resolution for Approval of Lakes Improvement Fund Capital Project

On Recommendation or No Recommendation by Executive Committee:

- n. Ordinance No. 11-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

Polk County Board of Supervisors

- o. Resolution No. 44-18: Resolution Concerning Compensation of Supervisor and Persons for Service on Boards, Committees and Commissions of Outside Organizations
- 20. Supervisors Announcements
- 21. Adjourn

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.



Polk County Board of Supervisors

Polk County Government Center - County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin

Minutes of the Regular Meeting Tuesday, April 17, 2018

Chairman Dean Johansen called the regular April 17, 2018 meeting of the Polk County Board of Supervisors to order at 9:04 a.m.

Chairman Johansen recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in the Government Center Building, posted on the County website, and published in a legal newspaper in accordance with Wisconsin Statute Section 985.02 the week of April 9, 2018. In addition, the Office of the County Clerk distributed on April 5, 2018 copies of such notice of meeting and proposed resolutions to supervisors via e-mail and mail in accordance with Article 3, Section 2 of the County Board Rules of Order.

The County Board received verbal opinion of Corporation Counsel Fuge that the initial advance written notice, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Johansen recognized the County Clerk for purposes of taking roll call. All fifteen County Board Supervisors were present.

Chairman Johansen led the County Board in the Pledge of Allegiance.

Chairman Johansen called upon Honorable Judge Daniel Tolan to administer the Oath of Office to the County Board Members for the term 2018 to 2020. Oath was administered by Honorable Judge Tolan.

Chairman Johansen called for a Time of Reflection. Supervisor Masters offered a time of reflection noting appreciation for the spirit of cooperation between supervisors during his tenure with the Board.

Corporation Counsel Fuge addressed the Board recommending that Zoning Ordinances No. 15-18, 16-18, 17-18, 18-18, 19-18, 20-18, and 21-18 listed as items #17 a-g be lifted off agenda as

the complete drafts of zoning ordinance attachments were not provided in packet with the Ordinances.

Chairman Johansen called to the floor consideration and approval of the Agenda with removal of zoning ordinances. **Motion** (Bonneprise/Nelson) to adopt the Agenda with noted changes. Chairman Johansen called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Chairman Johansen called to the floor for approval of the Consent Agenda. **Motion** (Jepsen/O'Connell) to adopt the Consent Agenda as noticed. Chairman Johansen called for a voice vote on the motion to adopt Consent Agenda. **Motion** carried by unanimous voice vote. Matters adopted under the Consent Agenda: Minutes from March 20, 2018 adopted as published and Resolution No. 31-18: Resolution to Grant a Zoning Change and to Amend Zoning District Map for Town of Luck.

Time was given for public comment. Board received public comment. Citizens addressed Board regarding addressing concerns in Homes Court near Big Lake area in Osceola and requested that minutes be noted.

County Board received Chairman's report regarding updates on WITC. Board received copy of information on Polk County Historical Society and the Museum. Chair advised Board of upcoming Wisconsin Counties Association Northwest district meeting which will be held in Hayward on 4/25/18.

County Board received Clerk's report regarding Wisconsin Counties Association survey for board members to complete.

County Board received written Report of Standing Committees from Interim Administrator Fuge. County Board received Administrator's report from Interim Administrator Fuge regarding several points of community interest. County submitted Broadband Forward Application. Polk County Economic Development Corporation recognized Polk County for various community efforts, such as partnering with WITC, Broadband Expansion efforts, and partnering with Wisconsin Workforce Resource for education day. Polk County Child Protective Services open house will be held Friday, 4-20-2018. April 16-20 is Economic Support Specialist and Case Managers week per proclamation by Governor Walker. Personnel updates: Forestry position closed 4/16 and has 20 applicants, Request for Proposals for search firm for County Administrator and Community Services Director positions are due 4/23/18.

County Board received announcement of appointments. Administrator Fuge announced the appointment of Dr. Sabrina Meddaugh as Registered Nurse Citizen Member to the Health and Human Services Board and the appointment of Greg Braun to the Local Emergency Planning Committee. Administrator Fuge announced the appointment of Tonya Eichelt as Interim Community Services Division Director. Chairman Johansen called for a motion to confirm said appointments. **Motion** (Bonneprise/Olson) to confirm appointments of Dr. Sabrina Meddaugh as Registered Nurse Citizen Member to the Health and Human Services Board, and Greg Braun

as Citizen Representative to the Local Emergency Planning Committee, and Tonya Eichelt as Interim Community Services Division Director. Chairman Johansen called for a voice vote on the motion to confirm said appointment. **Motion** to confirm appointment carried by unanimous voice vote.

Organizational Matters:

Chairman Johansen opened nominations for **County Board Chairperson**.

Nominated was: Dean Johansen. **Motion** (Jepsen/Masters) to close nominations and cast a unanimous ballot for Johansen. Nominations were declared closed. Chairman Johansen called for a voice vote to cast ballot for Supervisor Johansen for County Board Chairperson. **Motion** to close nominations and cast unanimous ballot for Supervisor Johansen for County Board Chairperson carried by unanimous voice vote.

Supervisor Dean Johansen elected County Board Chairperson.

Chairman Johansen opened nominations for **1st Vice Chair**. Nominated was Jay Luke. **Motion** (Bonneprise/Masters) to close nominations and cast a unanimous ballot for Luke for 1st Vice Chair. Nominations were declared closed. Chairman Johansen called for a voice vote to cast ballot for Supervisor Luke. **Motion** to close nominations and cast unanimous ballot for Supervisor Luke for 1st Vice Chair carried by unanimous voice vote.

Supervisor Jay Luke elected 1st Vice Chair.

Chairman Johansen opened nominations for **2nd Vice Chair**.

Nominated were: John Bonneprise, Brian Masters
Motion (LaBlanc/Masters) to close nominations. Chairman Johansen called for a voice vote on the motion to close nominations. **Motion** carried by unanimous voice vote. Nominations were declared closed. Chairman Johansen announced ballots cast would be secret ballot as permitted by state law.

Votes were tallied as follows:

Supervisor Bonneprise 9 Votes

Supervisor Masters 6 Votes

Supervisor John Bonneprise elected 2nd Vice Chair.

Chairman Johansen called for a motion to recess at 9:53 a.m. **Motion** (Bonneprise/Masters) to recess. Chairman Johansen called for a voice vote on the motion to recess. **Motion** carried by unanimous voice vote. Chairman Johansen called Board back into open session at 10:03 a.m.

Chairman Johansen declared Board in session convening as Committee of the Whole at 10:03 a.m.

Chairman Johansen called upon Highway Commissioner Norby for status report on Highway Facility project. Committee received slide show of highway building progress from Highway Commissioner Norby.

Committee of the Whole engaged in discussion of revisions to Polk County Board of Supervisors Rules of Order Ordinance (No. 17-16).

Committee of the Whole engaged in discussion regarding recommendations concerning committee duties, responsibilities and assigned functions.

Committee of the Whole engaged in discussion of resolutions/ordinances noticed on the agenda.

Chairman Johansen called for a motion to adjourn Committee of the Whole session and reconvene in legislative session of the Board. **Motion** (Demulling/Bonneprise) to adjourn Committee of the Whole session. Chairman Johansen called for a voice vote on the motion. **Motion** carried by unanimous voice vote. Committee of the Whole adjourned 11:46 a.m.

Chairman Johansen called for a recess at 11:47 a.m. for lunch. Chairman Johansen called the Board back into legislative session at 12:50 p.m.

Chairman Johansen declared that item 16 c on agenda – Nomination, Appointment and Confirmations of Supervisors to County Board Standing Committees will be completed first.

Motion (Arcand/Jepsen) for supervisors to remain on the committees they are currently on unless a supervisor wants to be on another committee. Chairman Johansen called for a voice vote on said motion. **Motion** for supervisors to remain on the committees they are currently on carried by unanimous voice vote.

Chairman Johansen asked supervisors to state whether they preferred another committee assignment. Supervisor Route, Supervisor Larsen, and Supervisor Nelson indicated interest for Environmental Services Committee vacant seat. Supervisor Nelson withdrew his name for nomination to Environmental Services Committee. Supervisor Prichard indicated interest for General Government Committee. Chairman Johansen informed the board members of the manner in which appointments to the committees would take place with self-nominations for open committee seats and field of nominees to be voted on as needed.

Environmental Services Committee:

Supervisors Kim O'Connell, Jim Edgell, Brad Olson, and Tracy LaBlanc will remain on Environmental Services Committee.

Names presented for nomination for one open seat: Michael Larsen, Doug Route

Votes were cast and tallied as follows:

Supervisor Route	9 Votes
Supervisor Larsen	6 Votes

Public Safety and Highway:

Supervisors Jay Luke, Joe Demulling, John Bonneprise, Larry Jepsen, and Doug Route will remain on Public Safety & Highway Committee.

Health and Human Services Board:

Supervisors Joe Demulling, John Bonneprise, Mike Prichard, Jim Edgell, will remain on Health & Human Services Board. Michael Larsen was appointed to the open seat on Health & Human Services Board vacated by Doug Route.

General Government Committee:

Supervisors Brian Masters, Chris Nelson, Russ Arcand and Larry Jepsen will remain on General Government Committee. Chairman Johansen indicated he would be willing to relinquish his seat on committee due to interest from other supervisors.

Names presented for nomination for one open seat: Supervisors Dean Johansen, Michael Prichard

Votes were cast and tallied as follows:

Supervisor Johansen 12 Votes

Supervisor Prichard 3 Votes

Supervisor Johansen nominated for appointment to General Government Committee.

Executive Committee:

The first three seats on the Executive Committee are automatically filled by the chairperson and the first and second vice chairs, (Supervisors Johansen, Luke, and Bonneprise) leaving two remaining seats:

Names presented for nomination for the two remaining open seats: Chris Nelson, Brian Masters and Larry Jepsen

Votes were cast and tallied as follows:

Supervisor Nelson 11 Votes

Supervisor Masters 11 Votes

Supervisor Jepsen 8 Votes

Supervisors Masters and Nelson nominated for appointment to Executive Committee.

Chairman Johansen announced that Supervisor Doug Route received nomination for appointment to the Environmental Services Committee, Supervisor Michael Larsen received appointment to the Health and Human Services Board, Supervisor Dean Johansen received nomination for appointment to the General Government Committee, and Supervisors Brian Masters and Chris Nelson received nomination for appointment to the Executive Committee and that the same were offered on appointment for confirmation. Chairman Johansen called for a motion to confirm the appointment of said supervisors to said Committees. **Motion** (Luke/Bonneprise) to confirm the appointment of said supervisors to said Committees. Chairman Johansen called for a voice vote to confirm said appointments. **Motion** to confirm said appointments to Environmental Services Committee, Health and Human Services Board, General Government Committee and Executive Committee carried by unanimous voice vote.

Chairman Johansen announced list of committees and associations affiliated with Polk County that Supervisors are appointed to serve on. Supervisors previously received a list on which to indicate their preferences for serving on various committees. Chair will look over preferences as indicated on sheets turned in by Supervisors and determine appointments to various committees.

Develop and adopt revisions to Polk County Board of Supervisors Rules of Order:

Recommendations per the Executive Committee for proposed amendments to the Polk County Board Rules of Order Ordinance and recommendations regarding changes of assigned functions to committees to be proposed to the County Board on 4/17/18:

1. Recommendation regarding letting two reading system of resolutions lapse: Executive Committee recommends discontinuing the two reading system of Resolutions/Ordinances which is not part of the current Rules of Order.
2. Recommendation regarding Resolutions and Ordinances: All Resolutions shall be referred to a committee before referral for adoption by the County Board, unless the Rules of Order are suspended by a 2/3 vote of the County Board.
3. Recommendation regarding Rules of Order: Current Rules of Order do not address committee rules/functions. Executive Committee recommends revising Rules of Order and Policy 10 into one document that addresses Rules of Order, Committee Rules of Order and Duties and Responsibilities of Committees, thereby eliminating Policy 10 as a separate document.
4. Recommendation regarding proposed Resolutions/Ordinances that require funding: Executive Committee recommendation: Amend provision that requires a resolution to state funding source and amount to language that would direct County Administrator to provide a fiscal impact statement on resolutions that require an appropriation. Corporation Counsel will provide a legal impact statement on any resolution or ordinance.

5. Recommendation regarding Committee of the Whole scheduling and purpose:
Consensus of Executive Committee to leave decision regarding Committee of the Whole scheduling up to the discretion of the Board Chair.
6. Recommendation as to seating arrangement of County Board for meetings: Committee recommends bring seating arrangement to County Board for decision as to seating alphabetically or in District number order.
7. Recommendations regarding changing assigned functions to committees:
Recommendations per Administrator Fuge for possible changes of assigned functions to committees: Move Child Support from Public Safety and Highway Committee to Health and Human Services Board, move Buildings/Facilities, Tax Foreclosure properties and sale of tax foreclosure lands, Operations of Lime Quarry and Recycling from Environmental Services Committee to General Government Committee. Executive committee recommends to County Board the changes of assigned functions to committees as presented by Administrator Fuge.
8. Recommendation regarding FSA Representative voting rights: Committee discussed reviewing and establishing voting rights and limits for FSA Representative Member. Executive Committee recommends that voting rights and limits be set regarding FSA Representative to areas that directly impact FSA such as land conservation, agriculture, Extension, etc.
9. Recommendation regarding resolutions sponsored by a Supervisor: Executive Committee recommends that a sponsoring supervisor who is not a member of the committee be allowed to address the committee regarding sponsored resolutions.
10. Recommendation regarding Lake Association District appointments: Supervisors will be appointed to Lake Districts that are in their supervisor district. Supervisors will have the option of designating a representative in their stead that lives in the Lake District. Such recommendation/designation would be brought to Environmental Services Committee for approval and appointment of said alternative representative for voting purposes on Lake Association Districts

Chairman Johansen called to the floor for discussion on Recommendation #1: Recommendation regarding letting two reading system of resolutions lapse. Upon consensus of the Board, two reading system will lapse as it was never part of the Rules of Order.

Chairman Johansen called to the floor for a motion to adopt Recommendations #2: Recommendation regarding Resolutions and Ordinances, #3: Recommendation regarding Rules of Order, #4: Recommendation regarding proposed Resolutions/Ordinances that require funding, and # 9: Recommendation regarding resolutions sponsored by a Supervisor as stated. **Motion** (Masters/Olson) to adopt recommendations as stated. Supervisor Olson initiated point of discussion regarding possibility of supervisors on a committee contacting County Clerk's

office to request items be added to the committee agenda without going through the committee Chair. **Motion** (Olson/Nelson) to amend Rules of Order to allow any supervisor on a committee to contact County Clerk's office directly to add items to the agenda without going through the committee chair.

Chairman Johansen called for a Roll Call vote on the motion to amend to allow any supervisor on a committee to contact County Clerk's office to add items to the committee agenda without going through the committee Chair. **Motion** to amend defeated by Roll Call vote with 9 voting no and 6 voting yes (Voting for: Supervisors Olson, Route, Nelson, Edgell, O'Connell, and Arcand).

Chairman Johansen called for a voice vote for adoption of Recommendations #2, #3, #4, and #9. Motion to adopt said recommendations to Rules of Order carried by unanimous voice vote.

Chairman Johansen called to the floor for a motion regarding recommendation #5: Recommendation regarding Committee of the Whole scheduling and purpose. **Motion** (Bonneprise/Jepsen) to adopt as recommended. **Motion** (Nelson/Arcand) to amend to add "and/or Committee referral" regarding scheduling of Committee of the Whole meetings. Chairman Johansen called for a voice vote to adopt said recommendation as amended. **Motion** to adopt recommendation #5 as amended carried by unanimous voice vote. Recommendation with amendment will read as follows: "Consensus of Executive Committee to leave decision regarding Committee of the Whole scheduling up to the discretion of the Board Chair and/or committee referral."

Chairman Johansen called to the floor for a motion regarding recommendation #6 seating arrangement for Supervisors at County Board meetings. **Motion** (Arcand/Nelson) proposing to change seating arrangement to a first come, first serve basis. Chairman Johansen called for a voice vote on said motion. **Motion** to change seating arrangement to a first come, first serve basis defeated by majority voice vote.

Motion (Bonneprise/Jepsen) to have seating arrangement for Supervisors at County Board meetings alphabetically. Chairman Johansen called for a Roll Call vote on said motion. **Motion** for alphabetical seating arrangement defeated by roll call vote with 10 voting no and 5 voting yes (Voting yes: Supervisors Nelson, Jepsen, Luke, Bonneprise and Arcand).

Motion (O'Connell/LaBlanc) to leave seating arrangement for Supervisors at County Board meetings by District number order. Chairman Johansen called for a voice vote on said motion. **Motion** for seating arrangement by District number order carried by majority voice vote with 1 voting no (Voting No: Nelson).

Chairman Johansen declared board would address resolutions on the agenda next and address remaining Organizational matters after the resolutions.

Chairman Johansen called to the floor, Resolution No. 34-18: Resolution Concerning Compensation for Environmental Services Subcommittee on Trail Planning. Chairman Johansen called for a motion to adopt Resolution No. 34-18. **Motion** (Olson/Masters) to adopt Resolution No. 34-18. Chairman Johansen called for a voice vote to adopt Resolution No. 34-18. **Motion** to adopt Resolution No. 34-18 carried by unanimous voice vote. Resolution No. 34-18: Resolution Concerning Compensation for Environmental Services Subcommittee on Trail Planning adopted.

Chairman Johansen called to the floor, Resolution No. 35-18: Resolution to Authorize Professional Services Agreement with Executive Search Firm – County Administrator and Community Services Division Director. Chairman Johansen called for a motion to adopt Resolution No. 35-18. **Motion** (Jepsen/Nelson) to adopt Resolution No. 35-18. Chairman Johansen called for a voice vote to adopt Resolution No. 35-18. **Motion** to adopt Resolution No. 35-18 carried by unanimous voice vote. Resolution No. 35-18: Resolution to Authorize Professional Services Agreement with Executive Search Firm – County Administrator and Community Services Division Director adopted.

Chairman Johansen called to the floor, Resolution No. 33-18: Resolution Concerning the Construction of a New Polk County Grandstand. Chairman Johansen called for a motion to adopt Resolution No. 33-18. **Motion** (Jepsen/Larsen) to adopt Resolution No. 33-18.

Motion (Prichard/Masters) to amend line 17 to remove “construct” and add “address the issue of constructing. Line 19 remove “for the” and add “regarding”. **Motion** to amend carried by roll call vote with 11 voting for and 4 against (Voting no: Supervisors Olson, Nelson, O’Connell, and Larsen). Line 17 as amended will read: “determines that it is in the interest of the County to **address the issue of constructing** a new grandstand”. Line 19 as amended will read: “Executive Committee to serve as steering committee **regarding** the construction of a new grandstand”.

Motion (Nelson/Olson) to further amend Resolution No. 33-18 by inserting “plan” or “planning” in front of lines 17, 19, 21, 26, 28 in front of “construction” on the Resolution body. Chairman Johansen called for a voice vote on the motion to further amend Resolution No. 33-18. **Motion** to further amend Resolution No. 33-18 carried by unanimous voice vote.

Motion O’Connell/Bonneprise to further amend by inserting on line 29 : “Final report to be completed (and forwarded to the County Board) by September 1, 2018”. Chairman Johansen called for a voice vote on the motion to further amend Resolution No. 33-18. **Motion** to further amend Resolution No. 33-18 carried by unanimous voice vote.

Chairman Johansen called for a voice vote to adopt Resolution No. 33-18 as amended. **Motion** to adopt Resolution No. 33-18 as amended carried by unanimous voice vote. Resolution No. 33-18: Resolution Concerning the Construction of a New Polk County Grandstand adopted as amended.

Chairman Johansen called to the floor, Ordinance No. 32-18: Amendment to the Polk County ATV and UTV Route Ordinance. Chairman Johansen called for a motion to adopt Ordinance No.

32-18. **Motion** (Luke/Masters) to adopt Ordinance No. 32-18. Chairman Johansen called for a voice vote to approve the motion to adopt Ordinance No. 32-18. **Motion** to adopt Ordinance No. 32-18 carried by unanimous voice vote. Ordinance No. 32-18: Amendment to the Polk County ATV and UTV Route Ordinance adopted.

Chairman Johansen called for a recess at 2:34 p.m. Supervisor Arcand left meeting at 2:35 p.m. Chairman Johansen called meeting back to legislative session at 2:46 p.m.

Chairman Johansen called back to the floor the development of the Rules of Order, Duties and Responsibilities of County Board Standing Committee.

Chairman Johansen called to the floor for a motion regarding recommendation #7 from Executive Committee: Recommendations regarding changing assigned functions to committees. **Motion** (Luke/Demulling) to adopt recommendation of Executive Committee.

Motion (O'Connell/Olson) to amend recommendation to have functions regarding tax foreclosure properties and sale of tax foreclosure lands and operations of the Lime Quarry stay with Environmental Services Committee. Chairman Johansen called for a Roll Call vote on said motion to amend recommendation. **Motion** to amend recommendation carried by Roll call vote with 9 voting yes, 5 voting no, 1 absent (Voting no: Supervisors Nelson, Masters, Prichard, Jepsen, and Johansen. Absent: Supervisor Arcand).

Chairman Johansen called for a voice vote on recommendation #7 regarding assigned functions of committees as amended. Motion to adopt recommendation # 7 as amended carried by unanimous voice vote. Functions of Tax foreclosure properties, sale of tax foreclosure lands and operations of the Lime Quarry will remain assigned to Environmental Services Committee; Buildings/Facilities and Solid Waste are transferred to the General Government Committee; Child Support is transferred to Health and Human Services Board.

Chairman Johansen called to the floor for a motion regarding recommendation #8 from Executive Committee: Recommendation regarding FSA Representative voting rights. **Motion** (Olson/Masters) to adopt voting limitations of FSA Representative as stated in recommendation #8. Chairman Johansen called for a voice vote on the recommendation regarding FSA Representative voting rights. **Motion** to adopt recommendation #8 to limit FSA Representative voting rights to items involving land conservation, agriculture, and extension carried by unanimous voice vote.

Chairman Johansen called to the floor for a motion regarding recommendation #10 from Executive Committee: Recommendation regarding Lake Association District appointments. **Motion** (Jepsen/Prichard) regarding recommendation regarding Lake Association District appointments. **Motion** (Nelson/Olson) to amend recommendation by adding "with no per-diem paid to the supervisors or their alternate designees from Polk County" at the end of the recommendation.

Chairman Johansen called for a roll call vote on the amendment as stated. **Motion** to amend as stated carried by roll call vote with 11 voting yes, 3 voting no, and 1 absent (Voting no: Supervisors Larsen, Bonneprise, and Demulling. Absent Supervisor Arcand).

Chairman Johansen called for a voice vote on the recommendation regarding Lake Association District appointments. **Motion** to adopt recommendation as amended carried by unanimous voice vote. Recommendation adopted as amended will read as follows: "Supervisors will be appointed to Lake Districts that are in their supervisor district. Supervisors will have the option of designating a representative in their stead that lives in the Lake District. Such recommendation/designation would be brought to Environmental Services Committee for approval and appointment of said alternative representative for voting purposes on Lake Association Districts **with no per-diem paid to the supervisors or their alternate designees from Polk County.**"

Motion (Nelson/Masters) for supervisors to disclose and provide transparency regarding reporting of per diems paid by County and per diems paid by outside entities.

Chairman Johansen declared that per diems will be addressed at next meeting when committees are addressed. Motion subsequently withdrawn by Supervisor Nelson.

Chairman Johansen requested that Administrator Fuge provide revised draft of Rules of Order for Supervisors for May Board of Supervisors meeting. Draft will have to be approved by 2/3 majority.

Chairman Johansen announced that May Board of Supervisors meeting will include a Highway facility tour before meeting, possibly at 5:30 p.m.

Time was given for Supervisors Reports/Announcements. No reports were received from Supervisors.

Chairman Johansen called for a motion to adjourn. **Motion** (Prichard/Nelson) to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Johansen declared meeting adjourned 3:26 p.m.

Respectfully submitted,

Sharon E. Jorgenson, Polk County Clerk

Ordinance No. 43-18
Polk County Board of Supervisors Rules of Order Ordinance
(Revised May 15, 2018)

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF
POLK:

Ladies and Gentlemen:

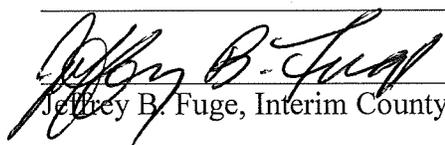
WHEREAS, at its organizational meeting for the term commencing April 17, 2018, the Polk
County Board of Supervisors considered and debated various rules of order prescribing for the
orderly process and functioning of the business of the Polk County Board of Supervisors.

NOW, THEREFORE, the Polk County Board of Supervisors ordains as follows:

1. Policy, 0010, *Duties and Responsibilities of Governing Committees*, and Ordinance Nos. 17-16 and 58-1 are repealed.
2. The Polk County Board of Supervisors Rules of Order Ordinance, (Revised May 15, 2018) attached hereto and incorporated herein, is recreated and enacted.
3. The Polk County Board of Supervisors Rules of Order Ordinance (Revised May 15, 2018) shall be effective upon enactment and publication.

Offered this 15th day of May, 2018

BY:

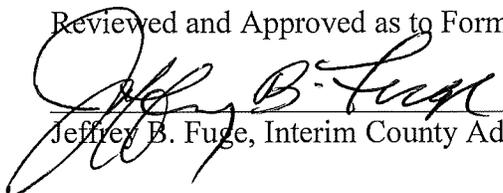


Jeffrey B. Fuge, Interim County Administrator/Corporation Counsel

Fiscal Impact Note: Enactment of the above ordinance presents minimal fiscal impact for the cost of publication.

Legal Impact Note: The ordinance does not present a legal impact.

Reviewed and Approved as to Form and Execution:



Jeffrey B. Fuge, Interim County Administrator/Corporation Counsel

Ordinance No. 43-18
Polk County Board of Supervisors Rules of Order Ordinance

At its regular business meeting on the 15th day of May, 2018, the Polk County Board of Supervisors enacted the attached Ordinance No. 43-18: Polk County Board of Supervisors Rules of Order Ordinance by two-thirds majority of the supervisors present.

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Certification of Publication

The above enacted ordinance, Ordinance No. 43-18: Polk County Board of Supervisors Rules of Order Ordinance, was published in the Inter-County Leader on the ____ day of May, 2018.

Sharon Jorgenson, County Clerk

Polk County Board of Supervisors Rules of Order Ordinance

(Revision May 15, 2018)

Article 1. Purpose

1. The purpose of this Ordinance is to provide a procedure in which rules are designated to protect the rights of participation of members of the Polk County Board of Supervisors, to insure equal application of those rights, to maintain order, and thereby to protect also the interests of their constituents. This Ordinance further provides for the county board standing committee system.

Article 2. Meetings

1. The regular business meetings of the Polk County Board of Supervisors will be held on the third Tuesday of each month. Meetings will begin at 6:00 p.m. Exceptions will include the annual meeting in November which will conform to §59.11(1) and the organizational meeting held in April of even numbered years which will be held on the third Tuesday of April at a time noticed by the chairperson.
2. A Committee of the Whole or a Planning and Informational Meeting may be scheduled quarterly or called as needed at the discretion of the chairperson or upon committee referral.
3. A majority of the county board supervisors at a noticed public meeting may cancel or reschedule a county board meeting.
4. County board meetings may be scheduled upon submittal of a written petition per §59.11(2)(a) by a majority of county board supervisors.
5. The county board chairperson may cancel or reschedule a county board meeting in case of severe weather or an emergency.
6. Ten days public notice must be given of cancellation or rescheduling of a non-emergency county board meeting except as stated in #5.
7. All county board supervisors must be present unless excused for good cause by the county board chairperson.
8. A majority of the supervisors entitled to a seat on the board shall constitute a quorum.
9. Seating of the county board members shall be in such an arrangement so all members face the chairperson and each other. Supervisors are to be seated by district number order.
10. The chairperson shall take the chair at the scheduled time and call the meeting to order. The clerk shall call the roll to determine if a quorum is present. The chairperson shall preserve order and decorum.

- 1
2 11. Public comment at county board of supervisor's meetings shall be allowed after the
3 speaker has been formally recognized by the chairperson. Each person may go to the
4 podium and identify themselves by name and municipality of residency before addressing
5 the board. Each person has three minutes to make their presentation which includes
6 distribution of handouts. The chairperson has the responsibility to conduct the public
7 comment period in an orderly and respectful manner.
8
- 9 12. The start of board meetings shall include the Pledge of Allegiance and Time for
10 Reflection.
11
- 12 13. The public and county board members shall observe the decorum of the proceedings and
13 shall refrain from unnecessary conversations and cell phone usage while the board is in
14 session.
15
- 16 14. Any county-oriented meeting that is held on Wednesday shall be concluded by 5:00 p.m.
17
18

19 **Article 3. Ordinances and Resolutions**

20

- 21 1. The county board shall consider only resolutions and ordinances that meet all of the
22 following:
23
- 24 a. A resolution or ordinance must be endorsed by either one or more sponsoring board
25 members or the chairperson of the committee that recommends consideration by the full
26 county board or by the county administrator pursuant to §59.18(5). All resolutions and
27 ordinances shall be filed with the clerk and be referred to a committee for review and
28 recommendation before being referred to the county board. If the county board receives a
29 resolution or ordinance that has not been considered by a committee, such resolution or
30 ordinance shall be referred to an appropriate committee for recommendation prior to final
31 action by the county board, unless the county board moves, by two-thirds majority of the
32 supervisors present, such resolution or ordinance to the floor for purposes of adoption.
33
- 34 b. Resolutions and ordinances must be approved as to form by corporation counsel. The
35 form of the resolution or ordinance shall conform to Wisconsin Statute Section 59.02 and
36 substantially comply with the form contained in Appendix A, attached to these rules.
37 Consideration for approval will only be given to properly endorsed documents and no
38 unlawful resolution or ordinance will be approved. The county administrator and
39 corporation counsel shall review all resolutions and ordinances prior to introduction to
40 the county board and shall initial each resolution or ordinance as recommended, not
41 recommended or reviewed only.
42
- 43 c. Any resolution that proposes an appropriation or expenditure must be reviewed by the
44 General Government Committee before the matter will be considered by the county
45 board. The county administrator is directed to append a fiscal impact statement to any
46 resolution or ordinance that requires funding that has not been authorized for

1 appropriation or expenditure in the current year. The corporation counsel is directed to
2 append a legal impact statement on any and all proposed resolutions or ordinances.
3 Notwithstanding the omission of such recommendation or said impact statements, the
4 county board may adopt any resolution or ordinance as it may determine in its discretion.
5

6 2. The county board chairperson shall prepare the agenda with the assistance of the county
7 clerk and administrator. The county clerk shall circulate to all board members a copy of
8 the agenda and all ordinances and resolutions plus related supporting documentation
9 noticed in the agenda at least ten calendar days before the regular monthly county board
10 meeting.
11

12 3. The county clerk shall timely publish the agenda in a publication of Polk County and on
13 the Polk County website.
14

15 4. The county board shall only consider matters contained on the agenda so circulated and
16 timely published unless a majority of the board votes to suspend these rules of order.
17

18 **Article 4. Debate**

19
20 1. Debate will only begin after a motion has been made and seconded to bring it to the floor.
21

22 2. Motions and amendments shall be put in writing at the request of the chairperson or the
23 clerk.
24

25 3. When any member wishes to speak in debate or deliver any matter to the board, he or she
26 shall raise their hand, stand if they wish, respectfully address the chairperson and shall
27 confine remarks to the question.
28

29 4. When two or more members wish to speak at once, the chairperson shall name the person
30 who is to speak first.
31

32 5. A motion that does not pertain to the question on the floor shall not be received.
33

34 6. A motion to close debate is out of order as long as any member who has not yet spoken
35 on the issue is seeking recognition.
36

37 7. No member shall speak more than twice and not longer than five minutes each on the
38 same question except by permission of the chairperson. No member shall be allowed to
39 speak upon the same question more than once until all members have had an opportunity
40 to speak on said question.
41

42 8. The chairperson in consultation with the corporation counsel shall decide questions of
43 order. A majority of the board may appeal the decision.
44

45 9. The chairperson may call the vice chairperson or second vice chairperson to the chair and
46 may debate any questions before the board.

- 1
2 10. A motion to adjourn shall be decided without debate.
3
4

5 **Article 5. Voting**
6

- 7 1. The chairperson shall clearly state or read the resolution or motion prior to voting.
8
9 2. All questions shall be put in proper form. Those in favor say "Aye". Those opposed say
10 the same sign.
11
12 3. The chairperson or any member may call for a roll call vote on any question. Votes shall
13 be recorded by the clerk.
14
15 4. All roll call votes of the county board shall proceed on a rotating basis.
16
17 5. The chairperson or any member may call for a ballot vote on any question. A ballot vote
18 has preference over a voice vote and over a roll call vote. Votes shall be recorded by the
19 clerk.
20
21 6. Prior to discussion a supervisor may request of the chairperson to be excused from voting
22 for a valid cause. Supervisors who do not vote without approved abstention shall have
23 their vote counted in the negative.
24
25 7. The chairperson shall vote on a call.
26

27 **Article 6. Election of Chairperson and Vice Chairpersons.**
28

- 29 1. The county board shall elect a chairperson, first vice chairperson and second vice
30 chairperson at the organizational meeting after supervisors have taken the oath of office
31 and voting would conform to state law. The chairperson, first vice chairperson and
32 second vice chairperson shall serve a two-year term.
33

34 **Article 7. Duties of the County Board Chairperson**
35

- 36 1. The county board chairperson shall preside at county board meetings.
37
38 2. The chairperson shall transact all necessary county board business as required by
39 §59.12(1).
40
41 3. The chairperson has the authority to appoint ad hoc and advisory committee members.
42
43 4. Vacancies on the county board shall be filled by appointment of the chairperson on an
44 interim basis until the next regular scheduled election. Recommendations may be
45 submitted from town, village or city boards located within the supervisory district. Any

1 vacancy on the county board shall be filled no later than 31 days after the occurrence of
2 any such vacancy.

- 3
- 4 5. The chairperson shall provide a monthly report to the county board that will include a
5 report on travel taken and meetings attended with a summary of issues addressed, as well
6 as travel and meetings planned in the future.
- 7
- 8 6. The chairperson shall develop an orientation meeting for newly elected supervisors prior
9 to the organizational meeting.
- 10
- 11 7. The chairperson shall serve as ex-officio member with voting privileges of a committee,
12 board or commission of the county board when a quorum of the regular members is not
13 present at a meeting.
- 14

15 **Article 8. County Board Standing Committee System**

- 16
- 17 1. **Establishment, Membership and Composition:** Five (5) standing committees are
18 established as follows:
- 19
- 20 a. Executive Committee, composed of five (5) members consisting of the county board
21 chairperson, the first vice chairperson, the second vice chairperson, and two members
22 elected from the county board. The county board chairperson shall serve as chairperson
23 of the committee.
- 24
- 25 b. Environmental Services Committee, composed of six (6) members, 5 of which are
26 supervisors and one (1) member who shall be the Farm Service Agency (FSA)
27 chairperson or designee of the FSA chairperson. The committee chairperson and vice
28 chairperson shall be a supervisor. The person seated as the FSA chairperson or designee
29 thereof shall have voting rights only on matters concerning land conservation, agriculture
30 and extension education and be considered as a member present for determining the
31 existence of a quorum of the committee on all matters before the committee.
- 32
- 33 c. General Government Committee, composed of five (5) supervisors.
- 34
- 35 d. Health and Human Services Board, composed of five (5) supervisors and
36 four (4) citizen members meeting the qualifications of Wisconsin Statutes
37 §§ 46.23(4) and 251.03(1).
- 38
- 39 e. Public Safety and Highway, composed of five (5) supervisors.
- 40
- 41 2. **Appointment:**
- 42
- 43 a. The appointment and election of supervisors to said county board standing committees
44 shall occur at the organizational meeting. As reasonably as possible, supervisors shall
45 serve on two county board standing committees. The chairperson shall appoint
46 supervisors to standing committees as selected for appointment by self- nomination and

1 election. The appointments made on the self- nomination and election are subject to
2 confirmation by the county board.

- 3
4 b. Subject to the confirmation of the county board, the county administrator shall appoint
5 citizen members to the county board standing committees.

- 6
7 3. **Executive Committee – Duties and Responsibilities:** The Executive Committee shall
8 have duties, responsibilities and assigned functions, as follows:

- 9
10 a. The fundamental purpose of the Executive Committee shall be advisory to special needs
11 situations. When conflict exists between committees, the Executive Committee shall
12 mediate and recommend solutions prior to the matter being referred to the full county
13 board.

- 14 b. The Executive Committee shall serve as the county’s ethics board.

- 15
16
17 c. The Executive Committee shall consider revisions to the rules of order and provide
18 recommendations to the county board.

- 19
20 d. The Executive Committee shall have other duties and responsibilities as determined
21 through resolution adopted, and amended as appropriate by simple majority of the
22 county board.

- 23
24 e. The Executive Committee shall conduct the annual performance review of the county
25 administrator. In addition, the committee shall review with the administrator his or her
26 goals and objectives for the coming year. Recommendations shall then be forwarded to
27 the county board for consideration.

- 28
29 4. **Duties and Responsibilities Common to Other Standing Committees.** With
30 exception of the Executive Committee, the county board standing committees are
31 responsible for developing policy recommendations to the county board on the functions,
32 programs and services assigned to the respective committee. A standing committee has
33 the responsibility to develop broad outlines and principles of governance concerning the
34 administration and management of respectively assigned functions, programs and
35 services. A standing committee develops such governance by providing advisory
36 recommendations to the county administrator and department heads who are responsible
37 for the administration and management of such assigned functions, programs and
38 services. Each standing committee has the common duties and responsibilities, as
39 follows:

- 40
41 a. **Legislation.** Review and make a recommendation to the county board on all proposed
42 resolutions and ordinances assigned to that committee. This review may incorporate a
43 public hearing or any other action to obtain public input at the discretion of the chair and,
44 as appropriate, the recommendations of the county administrator. Following such review,
45 a committee must vote whether to recommend an ordinance or resolution be adopted or
46 not adopted by the county board and whether that resolution be amended; alternatively a

1 committee may vote to make no recommendation to the county board. A committee may
2 also re-refer a resolution or ordinance to another standing committee. The committee
3 chair is responsible to provide the county board a written report of the recommendation at
4 the time the proposed resolution and ordinance is received by the county board for final
5 action.

- 6
- 7 b. **Budget Development and Execution.** Consistent with financial policies, review and
8 make recommendations on the budget proposed by the county administrator for each
9 assigned function, program or service. This review may incorporate a public hearing or
10 any other action to obtain public input at the discretion of the committee chair or as
11 directed by law or the county board. With respect to the development of the budget, the
12 committee must issue a recommendation to county board to adopt, amend or strike, the
13 proposed budget appropriation and expenditure for respective assigned functions,
14 programs and services. The committee chair must provide the county board a written
15 report on the committee recommendation prior to meeting held to conduct a public
16 hearing on the budget.
- 17
- 18 c. **Program Evaluations.** Periodically evaluate or oversee the evaluation of programs
19 assigned to the committee. The program Evaluation will consider compliance of the
20 assigned program with policy as set by the county board, relevance of the program,
21 relative importance of the program, and its efficiency and effectiveness in achieving
22 results. The report on program evaluation must be submitted to the county board and
23 upon receipt public.
- 24
- 25 d. **Committee Contact of Assigned Outside Agencies and Organizations.** The standing
26 committee makes recommendations to the county board concerning the partnership or
27 business relationship of the County with outside agencies and organizations as assigned
28 to the respective committee by this ordinance or subsequent resolution. The standing
29 committee provides advisory recommendations to county administrator, department
30 heads or other county staff on the administration of the contractual relationship with
31 respective assigned outside agency or organization.
- 32
- 33 e. **Policy Priorities.** Annually review policy priorities as determined by the county board
34 and make recommendations to the county board on any amendment to these policy
35 priorities including inclusion of a new priority, deletion of an existing priority, or
36 amendment to any existing priority.
- 37
- 38 f. **Policy implementation.** Annually review the key strategies and key performance
39 indicators as developed by the relevant department to implement these policy priorities,
40 assess progress toward that implementation and make recommendations to the county
41 administrator as to their adjustment and related management direction including a review
42 of annual reports on assigned programs.
- 43
- 44 g. **Intergovernmental Relations.** Review pending state and federal legislation that may
45 affect programs over which the committee has oversight responsibility and assist the
46 county board in developing a coordinated response to this legislation including any

1 communication with federal, state and local representatives and municipal officials,
2 assigning a member as a liaison to regional and state governmental organizations as
3 recommended by the committee and authorized by the county board.

4
5 h. **Committee organization and meetings.** Unless previously noticed, committee meetings
6 are to be held monthly at a set time at the Government Center. Although committees
7 may meet jointly, two committees may not independently meet at the same time without
8 the consent of the county board chair.

9
10 i. **Organization.** At the first meeting of each committee following the organizational
11 meeting held in April of even numbered years, a committee must elect officers consisting
12 of committee chair and vice chair and establish a schedule for regular monthly meetings
13 to be held at the same day of the month and time, including alternative or second meeting
14 dates in each month.

15
16 j. **Cancellation.** The committee chair may cancel or reschedule a committee meeting for
17 reasons of weather, lack of a quorum, schedule conflict, lack of committee business, or
18 other operational reasons. Every effort should be made to provide at least four days'
19 notice of any cancellation or rescheduling.

20
21 k. **Work plan.** To implement these priorities, a committee must develop a work plan that
22 organizes committee work on a set calendar and, by December of each year, assess the
23 current work plan and adopt a work plan for the following year. A work plan will
24 identify objectives for the year, including, but not limited to, program evaluations, special
25 presentations and special meetings. The committee shall file with the clerk a report on
26 the assessment of the current year's plan. Said report must include an evaluation of
27 progress against the previous year's work plan.

28
29 l. **Agenda.** The committee chair must oversee the preparation of the agenda for all
30 committee meetings. The county clerk must circulate a copy of the agenda and all
31 relevant ordinances and resolutions plus related supporting documentation noticed in the
32 agenda to committee members at least four calendar days before the meeting. As
33 possible, committee agendas should include approximate time for agenda items for the
34 convenience of the public and other observers and participants.

35
36 m. **Convening a meeting.** The chair shall call the meeting to order at the scheduled time,
37 determining whether a quorum is present. If a quorum is not present, the committee may
38 not convene and business may not be conducted. The chair shall preserve order and
39 decorum. The county board chair may sit as an ex-officio member in the event of a lack
40 of quorum.

41
42 n. **Public comment.** Public comment at committee meetings is allowed after the speaker
43 has been formally recognized by the chair. Each person must identify themselves by
44 name and municipality of residence before addressing the committee. Each person has
45 three minutes to make their presentation. Only county employees or supervisors may
46 distribute literature or handouts. Materials presented by persons speaking during public

1 comment will be received by the clerk. The chair has the responsibility to conduct the
2 public comment period in an orderly and respectful manner.
3

- 4 o. **Supervisor Information.** During a committee meeting, a supervisor who is not a
5 member of the committee is allowed to present information that is related to a
6 resolution or ordinance sponsored by such supervisor or on points of interest relevant to
7 those functions, programs or services assigned to the committee. The committee chair
8 shall maintain the decorum of the meeting so as to prevent the supervisor from engaging
9 in debate on matters received from a supervisor or on matters otherwise noticed on the
10 agenda. The clerk will prepare the agenda to afford notice of the receipt of such
11 supervisor information in compliance with the open meeting law.
12

- 13 p. **Subcommittees.** A committee may create subcommittees to be composed of members of
14 the Polk County Board of Supervisors or citizens as the committee deems expedient in
15 carrying out its responsibility.
16

17 **5. Environmental Services Committee.**

- 18 a. **Assigned Functions.** The functions, programs and services of the Environmental
19 Services Committee are those programs and services administered and managed through
20 the Land and Water Resources Department; Register of Deeds, Parks, Recreation, Trails
21 and Forestry Department; Land Information Department; UW Extension Office; and
22 Lime Quarry.
23

- 24 b. **Contact Committee.** The Environmental Services Committee serves as the contact
25 committee for the following outside agencies and organizations:

- 26 1. Farm Service Agency
- 27 2. Gandy Dancer Trail Commission
- 28 3. Northern Regional Trail Advisory Committee
- 29 4. Polk County Economic Development Corporation
- 30 5. Polk County Museum
- 31 6. Polk County Tourism Council
- 32 7. Renewable Energy Committee
- 33 8. Revolving Loan Fund/EDC Loan Committee
- 34 9. River Country Resource Conservation & Development Council
- 35 10. West CAP
- 36 11. West Central Wisconsin Regional Planning Committee
- 37 12. Wisconsin Department of Natural Resources
- 38 13. Wisconsin Department of Agriculture, Trade and Consumer Protection
- 39 14. University of Wisconsin Extension
40

- 41 c. **Specific Duties and Responsibilities.** The Environmental Services Committee carries
42 out the following duties and responsibilities:

- 43 1. Serve as the land conservation committee pursuant to Wisconsin Statute Section
44 92.07.
- 45 2. Nominate persons for appointment to serve as commissioners on public inland
46 lake protection and rehabilitation district boards. Supervisors will be nominated

1 and appointed to those district that are in their supervisor district. Supervisors will
 2 have the option of designating a representative in their stead that resides or owns
 3 property within the lake district. Such designation would be brought before the
 4 committee for nomination. Supervisors or citizens so appointed will receive no
 5 County compensation or reimbursement.

- 6 3. Serve as the planning and zoning commission pursuant to Wisconsin Statute
 7 Section 59.69
- 8 4. Authorize the sale of tax delinquent property and set appraisals of the same
 9 pursuant to Wisconsin Statute Section 75.69.
- 10 5. Oversee the University Extension Program as established under Wisconsin
 11 Statutes Section 59.56(3).
- 12 6. Review and authorize claims for damage to domestic animals by dogs pursuant to
 13 Wisconsin Statutes Section 174.11.
- 14 7. Provide recommendations concerning the development of the following County
 15 ordinances: Board of Adjustment Procedures, Comprehensive Land Use (Zoning),
 16 Floodplain, Lower St. Croix Riverway, Sanitary, Shoreland Protection Zoning,
 17 Subdivision, Telecommunication Towers and Related Facilities and Small Wind
 18 Energy Systems. Provide recommendations for those ordinances administered
 19 through the Land Information Department.
- 20 8. Hear and rule on special exceptions, conditional uses and variances under
 21 ordinances assigned to the committee.
- 22 9. Provide a recommendation to the county board on the County usage of lands
 23 proposed for acquisition.
- 24 10. Set price of lime pursuant to Wisconsin Statute Section 59.70(24).

25
 26 **6. General Government Committee.**

27 a. **Assigned Functions.** The assigned functions, programs and services of the General
 28 Government Committee are those functions, programs and services administered and
 29 managed through Administration; Employee Relations; Corporation Counsel; County
 30 Clerk; County Treasurer; and Information Technology Department. The General
 31 Government Committee provides policy recommendations to the county board and
 32 advisory recommendations to the county administrator and buildings director on the
 33 management of County lands and facilities and the Recycling Center.

34
 35 b. **Committee Contact.** The General Government Committee serves as the contact
 36 committee for the following outside agencies and organizations:

- 37 1. Polk County Fair Society
- 38 2. Arnell Memorial Humane Society
- 39 3. Polk County Library Planning Committee
- 40 4. Indianhead Federated Library System
- 41 5. Salvation Army
- 42 6. Endeavors Adult Development Center

43
 44 c. **Specific Duties and Responsibilities.** The General Government Committee carries out
 45 the following duties and responsibilities:

1. Serve as the county finance committee with authority to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund, pursuant to Wisconsin Statute Section 65.90.
2. Perform all functions described within budget and financial management policies and state law including making recommendations on the size and financing of the overall County budget.
3. Recommend the overall staffing plans developed for authorization in the County Budget.
4. Review all claims brought before or filed against the County.
5. Negotiate all labor contracts for Polk County and recommend to the county board the approval of these agreements.
6. Recommend to the full county board the setting of compensation for elected county officials and appointed employees as provided by Wisconsin Statute Section 59.22.
7. Review and make recommendations on any lease agreements between Polk County and other agencies.
8. Review and make recommendations concerning County public depositories and investments.
9. Recommend the acquisition of real estate for County use.
10. Hear grievance disputes and appeals of personnel decisions in accordance with applicable provisions of county personnel policies.
11. Serve as the grievance committee pursuant to Wisconsin Statute Section 59.26.

7. **Health and Human Services Board.**

- a. **Assigned Functions.** The assigned functions, programs and services of the Health and Human Services Board are those functions, programs and services administered and managed through the Community Services Division(Health Department, Behavioral Health Department; Department of Children and Families, and Medical Examiner); Golden Age Manor Nursing Home; Child Support Agency; and Veterans Services.
- b. **Committee Contact.** The Health and Human Services Board serves as the contact committee for the following outside agencies and organizations:
 1. Kinship of Polk County
 2. ABC for Rural Health
 3. Community Referral Agency
 4. Polk County Housing Authority
- c. **Specific Duties and Responsibilities.** The Health and Human Services Board carries out the following duties and responsibilities:
 1. Serves as the local board of health pursuant to Wisconsin Statute Section 251.03.
 2. Perform all duties as required by Wisconsin Statute Section 46.23(5m).
 3. Assist the Public Health Department in assessment of community health needs.
 4. Attend as possible public health legislative events, regional Board of Health trainings and agency professional advisory committee meetings.

- 1 5. Understand, respect, and adhere to federal regulations, Wisconsin Statutes and
2 rules of confidentiality to which the Health and Human Services Board must
3 adhere.
- 4 6. Oversee policy as implemented through funding for outside agencies including
5 the Polk County Housing Authority.

6
7 **8. Public Safety and Highway Committee.**

- 8 a. **Assigned Functions.** The assigned functions, programs and services of the Public
9 Safety and Highway are those functions, programs and services administered and
10 managed the Polk County Sheriff's Department; Emergency Management; District
11 Attorney and Victim/Witness Office; and Clerk of Circuit Court.

- 12
13 b. **Committee Contact.** The Public Safety and Highway Committee serves as the contact
14 committee for the following outside agencies and organizations:

- 15 1. Polk County Circuit Court/Judiciary
- 16 2. Polk County Criminal Justice Collaborating Council.
- 17 3. Polk County Local Emergency Planning Committee
- 18 4. Polk County Highway Safety Committee

- 19
20 c. **Specific Duties and Responsibilities.** The Public Safety and Highway Committee
21 carries out the following duties and responsibilities:

- 22 1. Provide a forum for the Polk County Circuit Court judges to discuss issues
23 involving the court system and public safety.
- 24 2. Conduct an annual tour of the Polk County jail and make recommendations to the
25 county board for any policy changes relating to that program.
- 26 3. Assign a member of the committee to serve as a liaison to the Polk County
27 Criminal Justice Collaborating Council, Inc.
- 28 4. Serve as the highway committee pursuant to Wisconsin Statute Section 83.015,
29 as a policy-making body determining the broad outlines and principles governing
30 administration of the Highway Department.
- 31 5. Hears permit appeals of the Highway Department decisions pursuant to
32 Wisconsin Statutes § 86.07.
- 33 6. Establish policy for the Highway Department infrastructure asset management
34 goals, supporting fixed assets, and business plan.

- 35
36 9. **Modification of County Board Standing Committee Provisions.** Notwithstanding
37 provisions herein to the contrary, the county board may amend, modify, reassign or
38 transfer the specific provisions under this article, County Board Standing Committee
39 System, by simple majority vote of supervisors present.

40
41 **Article 9. Compensation and Reimbursement**

- 42
43 1. The county board shall consider revisions to the compensation and reimbursement of
44 members of the county board of supervisors at its annual meeting of odd numbered years
45 and there fix the compensation of board members to be next elected by two-thirds vote,
46 consistent with Wisconsin Statute §59.10(3)(f).

- 1
- 2 2. The county board chairperson, first vice chairperson and second vice chairperson shall
- 3 receive compensation as set by said county board resolution.
- 4
- 5 3. County board members shall receive per diem plus travel mileage, meals and lodging
- 6 expenses as established by policy through resolution adopted and amended as appropriate
- 7 by simple majority of the county board.
- 8
- 9 4. Notwithstanding 2., above, supervisors and citizens appointed to serve on the board of
- 10 commissioners of public inland lake protection and rehabilitation districts shall not
- 11 receive County paid compensation or reimbursements.
- 12
- 13 5. All county board reimbursement requests shall be handled consistent with current Polk
- 14 County reimbursement policy and presented to the county clerk for review and approval
- 15 by the county board chair. The county board chairperson's reimbursement requests shall
- 16 be approved by any county board supervisor.
- 17
- 18 6. If a noticed meeting is cancelled because of lack of quorum, per diems and mileage will
- 19 be paid to those members attending.
- 20

21 **Article 10. General**

- 22
- 23 1. County board members shall conduct themselves in a respectful manner at all functions
- 24 of Polk County interest.
- 25
- 26 2. County supervisors are subject to the Polk County Code of Ethics, adopted pursuant to
- 27 Wisconsin Statute §19.59.
- 28
- 29 3. In the event that any provision of these rules of order is in conflict with federal, state or
- 30 local law, such provision shall be null and void without affecting the validity of the
- 31 remaining provisions of these rules of order.
- 32
- 33 4. All past rules in conflict with these rules of order are hereby rescinded.
- 34
- 35 5. In all questions relating to parliamentary procedure on the county board, the latest edition
- 36 of *Robert's Rules of Order* shall be the final authority.
- 37
- 38 6. These rules of order shall be determined by a majority vote at the organizational meeting
- 39 of a newly elected county board. With exception to the provisions of Article 8, County
- 40 Board Standing Committee System, amendments of these rules of order shall require a
- 41 two-thirds vote of the county board of supervisors present at a properly noticed meeting,
- 42 Amendments to the provisions of Article 8, County Board Standing Committee System,
- 43 shall require simple majority vote of supervisors present
- 44

1 7. These rules of order shall be printed and each current and newly elected supervisor shall
2 receive a copy. It will be the duty of the county board chairperson to maintain and update
3 the rules of order as called for by the county board.
4

5 Appendix A found on Page 15.
6

7
8 (History: Enacted - Ordinance No. 17-16, April 19, 2016; Amended – Ordinance No. 58-17,
9 November 14, 2017; Amended, Ordinance No. ___-18, May 15, 2018)

Appendix A
Polk County Board of Supervisors Rules of Order Ordinance

RESOLUTION TEMPLATE
(Adopted: May 15, 2018)

1
2
3
4
5
6
7
8
9
10
11
12
13

“Resolution No. ___-18
Resolution <Insert Title, as appropriate>

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE
COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, (Optional) <Insert language that supports or gives background to the resolution>; and

WHEREAS.....

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors <Insert operative
language>.

BE IT FURTHER RESOLVED <Insert additional operative language>.

BE IT FURTHER RESOLVED that this resolution is effective upon passage. <Insert other specified date,
as appropriate>.

Offered on the ____ day of _____, _____. <Insert date and month of the County Board

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or
Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may
present.(Completed by Administrator)>

Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present.
If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:

Approved as to Form and Execution:

Name/County Administrator

Name/Corporation Counsel

Resolution Template
Excerpt of Minutes

At its regular business meeting on the ___ day of _____, __, the Polk County Board of Supervisors acted upon Resolution No. ___ - __: <Insert Title of Resolution>, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

_____.

SIGNED BY:

ATTEST:

, County Board Chairperson

, County Clerk

Appendix A
Polk County Board of Supervisors Rules of Order Ordinance
Ordinance Template

“Ordinance No. ___ - ___
<Insert Title, as appropriate>

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

NOW, THEREFORE, BE IT ORDAINED, the Polk County Board of Supervisors enacts/amends/or other suitable language, as follows:

BE IF FURTHER ORDAINED that the above ordinance shall be effective upon passage and publication.

Offered this _____ day of _____, _____.

BY: <Insert as appropriate, Names and Districts of Sponsoring Supervisor; County Administrator; or Committee and Committee Chair>

Fiscal Impact Note: <Insert brief explanation of the fiscal impacts, if any, that the resolution may present.(Completed by Administrator)>

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Legal Impact Note: <Insert brief explanation of the legal impacts, if any, that the resolution may present. If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:

Approved as to Form and Execution:

Name/County Administrator

Name/Corporation Counsel

Ordinance Template
Excerpt of Minutes

At its regular business meeting on the ___ day of _____, __, the Polk County Board of Supervisors acted on Ordinance No. ___ - ___: <Insert Title of Ordinance >, as follows:

- Enacted by majority voice vote
- Enacted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Defeated: _____
- Other: _____

SIGNED BY:

ATTEST:

, County Board Chairperson

, County Clerk

Certification of Publication

Ord. No. _____ - _____, as enacted the _____ day of _____, _____ was published in the <Insert Name of Legal Newspaper> on the _____ day of _____, _____.

, County Clerk

Ordinance No. 15-18

Ordinance To Enact Amended Polk County Shoreland Protection Zoning Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 87-17 on December 18, 2017, entitled as Polk County Shoreland Protection Zoning Ordinance, to regulate the unincorporated shoreland areas of Polk County under Wisconsin Statute 281.31 and 59.692; and

WHEREAS, the Wisconsin Legislature enacted 2017 Wisconsin Act 67 & 68, which in part, modified criteria of conditional uses and variances in a county zoning ordinance; and

WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to Wisconsin Statute Section 59.69(5)(e), a petition to amend the Polk County Shoreland Protection Zoning Ordinance, through the enactment of the proposed Amended Polk County Shoreland Protection Zoning Ordinance; and

WHEREAS, the amendment incorporates changes to comply with Wisconsin Administrative Code NR 115; and

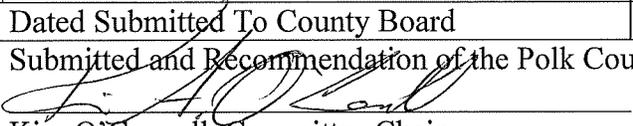
WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the planning and zoning committee, opened and held a public hearing on the petition to amend the Polk County Shoreland Protection Zoning Ordinance; and

WHEREAS, after considering public input received in the public hearing and incorporating such public input and recommendations, as appropriate, the Polk County Environmental Services Committee recommends that the Polk County Board of Supervisors enact as and for the county's shoreland protection zoning ordinance under Section 59.692 the attached proposed ordinance, entitled "Amended Polk County Shoreland Protection Zoning Ordinance".

NOW, THEREFORE, pursuant to Wisconsin Statute Sections 59.692(2)(a), the Polk County Board of Supervisors ordains as follows:

1. The Amended Polk County Shoreland Protection Zoning Ordinance, attached hereto and incorporated herein, is enacted.
2. Pursuant to Wisconsin Statute Section 59.592(5), the provisions of the Amended Polk County Shoreland Protection Zoning Ordinance shall supersede the shoreland related provisions of Ordinance 87-17 Polk County Shoreland Protection Zoning Ordinance.
3. The Polk County Zoning Administrator is directed to forward the Amended Polk County Shoreland Protection Zoning Ordinance to the Wisconsin Department of Natural Resources.

- 31 4. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is
 32 directed to cause to be published the ordinance enacted herein.
- 33 5. The Amended Polk County Shoreland Protection Zoning Ordinance shall be effective
 34 upon passage and publication.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon passage and publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommendation of the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	

Review By Corporation Counsel

Approved as to Form
 Recommended


 Jeffrey B. Fuge, Corporation Counsel
 Interim County Administrator

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 15-18: Ordinance To Enact Amended Polk County Shoreland Protection Zoning Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County Clerk

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 15-18: Ordinance To Enact Amended Polk County Shoreland Protection Zoning Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

**PROPOSED AMENDED
POLK COUNTY
SHORELAND PROTECTION
ZONING ORDINANCE**

Ordinance No. 15-18

Polk County Shoreland Protection Zoning Ordinance

Enacted _____; Published _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~**RED TEXT: REMOVED TEXT**~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax
www.co.polk.wi.us/landinfo/zoning

**POLK COUNTY
SHORELAND PROTECTION ZONING ORDINANCE**

(Effective: _____)

The County Board of Supervisors of the County of Polk does ordain as follows:

Article 1. Title 1

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Article 3. Purpose and Intent..... 1

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Article 1. Title

This ordinance shall be known as the Polk County Shoreland Protection Zoning Ordinance.

Article 2. Statutory Authorization

This ordinance is adopted pursuant to the authorization in Sections 59.692 and 281.31, Wisconsin Statutes.

Article 3. Purpose and Intent

- A. The purpose of these shoreland regulations is to insure the proper management and development of the shoreland of all navigable lakes, ponds, flowages, rivers and streams in the unincorporated areas of Polk County. The intent of these regulations is to further the maintenance of safe and healthful conditions; prevent and control water pollution; protect spawning ground for fish and aquatic life; control building sites, placement of structures, and land uses; and preserve shore cover and natural beauty. For those reasons, development and alterations that may affect the natural function of the shore lands of Polk County shall be controlled and regulated so as to cause no harm. The Shoreland

Protection Zoning Ordinance shall be interpreted in harmony with federal, state, and local laws including, but not limited to, the Polk County Comprehensive Zoning Ordinance, Polk County Nuisance Ordinance, Polk County Flood Plain Ordinance, Polk County Chapter 18 Subdivision Ordinance, and others. Where any provision is inconsistent with applicable federal, state or local laws, rules and regulations, such provision shall be deemed void, but the remainder of this ordinance shall apply and remain in full force and effect. This ordinance shall conform to Chapters 30, 59, and 281 of Wisconsin Statutes Wis. Admin Code Chapter NR 115, and the American Disabilities Act.

- B. To the extent that any of the provisions of this ordinance is interpreted to be more restrictive than the state shoreland standard as provided by NR115.05(1)(a) –(g), said ordinance provision shall lack application and the applicable state standard is hereby incorporated by reference as expressly provided herein so as to comply with Wisconsin Statute Section 59.692(1d) and to allow for lawful issuance of any permit, conditional use permit, as provided by this ordinance and to allow for the enforcement by ordinance of the state shoreland standard.

Article 4. Definitions

The following definitions apply to the provisions of this ordinance:

“ACCESSORY BUILDING” see “Building, Accessory”

“ACCESSORY STRUCTURE” see “Structure, Accessory”

“ATTACHED STRUCTURE” means a structure connected to another structure by a common wall or roof.

“BED & BREAKFAST” means any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12-month period, is the owner’s personal residence, is occupied by the owner at the time of rental, and in which the only meal served to guests is breakfast.

“BOATHOUSE” means a structure designed solely for boat storage and storage of related marine equipment and not used by humans as a place of settled residence or habitat in any manner or form.

“BUILDING” means a structure having a roof supported by columns or walls.

“BUILDING, ACCESSORY” means a detached, subordinate building which is incidental to and customarily found in connection with the primary use of the property limited to 25’ in height beyond the shoreland setback area.

“BUILDING ENVELOPE” means the three dimensional space within which a structure is built.

“BUILDING FOOTPRINT” means the perimeter square footage of enclosed building space

“BUNKHOUSE” means a residential accessory structure or part of a residential accessory structure with or without plumbing which is used as temporary sleeping quarters only; no cooking or food preparation facilities; and no greater than 400 sq. ft. of enclosed dwelling space.

“CAMPGROUND” means any lot or tract of land owned by a person, the state or a local government, which is designed, maintained, intended or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or by one to 3 camping units if the lot or tract of land is represented as a campground.

“CAMPING UNIT” means any portable device, no more than 400 square feet in area, used as a temporary dwelling, including but not limited to a camping trailer/travel trailer, motor home, park model, pick-up truck camping topper or tent

“CONDITIONAL USE” see “Use, Conditional”

“CONSERVATION DESIGN DEVELOPMENT” means a style of development that clusters houses onto smaller lot sizes in order to preserve some feature, function, aspect of the property that is being developed.

“CONTRACTOR’S STORAGE YARD” means the outdoor portion of a lot where construction or service contractor stores and maintains 4 or more pieces of equipment and other materials in an area greater than 250 sq. feet customarily used by the construction or service contractor. This excludes vehicles which require a Class D driver’s license to operate.

“DECK” (Patio) An unenclosed exterior accessory structure that has no roof or sides

“DEVELOPMENT” means any man-made change to real estate, including, but not limited to, the construction of buildings, principal structures or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of mobile homes; ditching, lagooning, dredging, filling, grading, paving, excavation or drilling operations; and the deposition or extraction of earthen materials.

“DIRECT DRAINAGE” means runoff from riparian areas within 300 feet that flow directly into a surface water resource as defined within the ordinance.

“DISTRICT” means lots or sections of Polk County, Wisconsin, for which the regulations for governing the use of land and buildings are uniform.

“DWELLING, SINGLE-FAMILY” means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others. This includes manufactured homes, but not mobile homes, camping units, travel trailers, and other temporary sleeping units.

“DWELLING, TWO-FAMILY” means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by two-families, to the exclusion of all others.

“DWELLING, MULTIPLE-FAMILY” means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by more than two families.

“ESSENTIAL SERVICES” means services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface, or overhead gas, electrical, steam, water, sanitary sewerage, storm water drainage, and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes, traffic signals, pumps, lift stations, and hydrants, but not including those uses listed in the Polk County Telecommunications Towers, Antennas, and Related Facilities Ordinance.

“EXCAVATING” means to remove by scooping or digging out.

“EXISTING DEVELOPMENT PATTERN” means that principal structures exist within 250 feet of a proposed principal structure in both directions along the shoreline.

“EXPANSION, HORIZONTAL” (Addition) means expansion of a principal structure outside of its existing building footprint.

“EXPANSION, VERTICAL” means expansion of a principal structure either up or down, within its existing building footprint and includes full replacement of roofs and basements/foundations.

“FAMILY” means the body of persons who live together in one dwelling unit as a single housekeeping entity.

“FARM ANIMALS” ~~means cattle, hogs, sheep, goats, poultry, horses, ponies and mules, or similar animals raised or kept for agricultural purposes.~~ means dairy cattle, beef cattle, swine, sheep, horses, ducks, chickens, turkeys and animals or fowl of similar character and customarily maintained in a large parcel setting for food, recreational, breeding, zoological or similar purposes.

“FARM BUILDING” means a building or other structure used to house or feed farm animals, store farm animal feed, or to collect or store waste generated from farm animals.

“FARM RESIDENCE” means any of the following structures that are located on a farm: A single-family dwelling or two-family dwelling that is the only residential structure on the farm or is occupied by any of the following:

- An owner or operator of the farm.
- A parent or child of an owner or operator of the farm.
- An individual who earns more than 50 percent of his or her gross income from the farm.
- A migrant labor camp that is certified under State Statute 103.92.

“FEEDLOT” means a lot or building, or combination of contiguous lots and buildings, intended for the confined feeding, breeding, raising or holding of animals and specifically designed as a confinement area in which animal waste may accumulate, or where the concentration of animals is such that a vegetative cover cannot be maintained within the enclosure. For purposes of these parts, open lots used for feeding and rearing of poultry (poultry ranges) and barns, dairy facilities, swine facilities, beef lots and barns, horse stalls, mink ranches and domesticated animal zoos, shall be considered to be animal feedlots.

“FENCE, PRIVACY” means a structure for enclosure or screening that is greater than 4 feet in height and greater than 50% opaque.

“FLOOD PLAIN” means the land which has been or may be hereafter covered by flood water during the regional flood. The flood plain includes the floodway and the flood fringe as those terms are defined in ch. NR 116.

“FRONTAGE” means all the property abutting on one side of a road or street between two intersecting roads or streets or all of the property abutting on one side of a street between an intersecting street and the dead end of a street.

“FRONT YARD” means a yard extending the full width of the lot between the front lot line and the nearest part of the principal building, excluding uncovered steps.

“GENERAL PURPOSE DISTRICT” means district that includes all shorelands subject to regulation under this ordinance and not designated wetland areas on a shoreland zoning map.

“GRADING” means the filling, placing or moving of rock and soil material.

“HANDICAP/ADA ACCESS” means any temporary deck extension, walkway, ramp, elevator, or any mechanical device used as a means of movement or access by a handicapped person, which is deemed medically necessary.

“HEIGHT” means the elevation from the lowest exposed grade of the structure to the highest peak of the roof, excluding window wells and stairways.

“HOME BUSINESS” means a gainful occupation operated out of a residence or accessory structure, when such occupation is:

- Conducted solely by a member or members of the resident family
- Entirely within the residence and incidental to the residential use of the premises
- No external alterations that would effect a substantial change in the residential character of the building
- No more than 50 percent of only one floor of the dwelling shall be devoted to such offices
- Not more than 2 persons not members of the resident family may be employed in any such office.

“HOTEL/MOTEL” means a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas.

“HUMAN HABITATION” means the act of occupying a structure as a sleeping place whether intermittently or as a principal residence.

“IMPERVIOUS SURFACES” means surfaces that do not allow the infiltration of water to occur.

“INDUSTRIAL USE” means industrial district or restricted as defined within Polk County Comprehensive Land Use Ordinance.

“INOPERABLE” means not able to perform its normal function.

“IMPERVIOUS SURFACE” means an area that releases as runoff all or a majority of the precipitation that falls on it. Impervious surface excludes frozen soil but includes rooftops, sidewalks, driveways, parking lots, and streets unless specifically designed, constructed, and maintained to be pervious. Roadways as defined in s. 340.01(54), Wis. Adm. Code, or sidewalks as defined in s. 340.01(58), Wis. Adm. Code, are not considered impervious surfaces.

“JUNKYARD”/“SALVAGE YARD”/“RECYCLING CENTER” means an open area where waste or scrap materials are bought, sold, exchanged, stored, baled, disassembled or handled for commercial or noncommercial purposes including, but not limited to, scrap iron and other metals, paper, rags, rubber tires and bottles. A junkyard/salvage yard/recycling center includes, but is not limited to, an automobile wrecking or dismantling yard or an area where more than one unlicensed or inoperable motor vehicle is kept.

“KENNEL” means the use of land, with related buildings or structures, for the breeding, rearing or boarding of household pets 5 months of age or older.

“LANDSCAPING” means the removal or alteration of topsoil.

“LAND USE RUNOFF RATING” The land use runoff rating is a tool used to determine ~~if~~ mitigation is required and how much mitigation is needed to reduce the effects of development, particularly impervious surfaces, on water quality.

“LARGE OUTDOOR COMMERCIAL EVENT” means an event, regardless of whether it is singular or annual or multiple times per year in which payment is accepted, whether by a fee or by donation, in exchange for a public gathering with entertainment, including, but not limited to: music events, motor vehicle rallies, etc.

“LOT” means a parcel of land occupied or designed to provide space necessary for one principal building and its accessory buildings or uses, including the open spaces required by this ordinance and abutting on a public street or other officially approved means of access. A lot may be a parcel designated in a plat or described in a conveyance recorded in the office of the Register of Deeds, or any part of a large parcel when such part complies with the requirements of this ordinance as to width and area for the district in which it is located. No land included in any street, highway or railroad right-of-way shall be included in computing lot area.

“LOT, CORNER” means a lot located at the intersection of two streets, any two corners of which have an angle of 120 degrees or less, or if bounded by a curved street in which case the chord within the limits of the lot lines form an angle of 120 degrees or less.

“LOT LINES” means the lines bounding a lot as herein defined.

“LOT WIDTH” means for the purpose of this ordinance the width of a lot shall be the shortest distance between the sidelines at the setback line.

“MANUFACTURED HOME” means any structure, HUD certified and labeled under the National Manufactured Home Construction and Safety Standards Act of 1974 (U.S.C. Title 42, Chapter 70), that is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes the manufactured home structure, its plumbing, heating, air conditioning and electrical systems, all appliances and all other equipment therein, any additions, attachments, annexes, foundations and appurtenances.

“MANUFACTURED HOME PARK” (previously Mobile Home Park) means an area or premise on which is provided the required space for the accommodation of manufactured home, together with necessary accessory buildings, driveways, walks, screening and other required adjuncts.

“MITIGATION” means balancing measures that are designed, implemented and function to restore natural functions and values that are otherwise lost through development and human activities

“MOBILE HOME” means any structure, not HUD certified and labeled under the National Manufactured Home Construction and Safety Standards Act of 1974 (U.S.C. Title 42, Chapter 70) or manufactured or assembled before June 15, 1976, that is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes the mobile home structure, its plumbing, heating, air conditioning and electrical systems, all appliances and all other equipment therein, any additions, attachments, annexes, foundations, and appurtenances.

“MOTEL” see “Hotel/Motel”

“NAVIGABLE” means all lakes, ponds, flowages, rivers and streams in Polk County shall be presumed to be navigable if they are listed in the Wisconsin Department of Natural Resources’ publication *Surface Waters Resources of Polk County*, or are shown on the United States Geological Survey Quadrangle Maps. Lakes, ponds, flowages, rivers and streams not included in these documents may also be determined to be navigable. Also, Lake Superior, Lake Michigan, all natural inland lakes within Wisconsin and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this State, including the Wisconsin portion of boundary waters, which are navigable under the laws of this State. Under Section 281.31(2)(d), Wisconsin Statutes, notwithstanding any other provision of law or administrative rule promulgated there under, shoreland ordinances required under Section 59.692, Wisconsin Statutes, and Chapter NR 115, Wisconsin Administrative Code do not apply to lands adjacent to:

1. Farm drainage ditches where such lands are not adjacent to a natural navigable stream or river and such lands were not navigable streams before ditching; and
2. Artificially constructed drainage ditches, ponds or storm water retention basins that are not hydrologically connected to a natural navigable water body

“NONCONFORMING STRUCTURE” see “Structure, Nonconforming”

“NONCONFORMING USE” see “Use, Nonconforming”

“NONFARM RESIDENCE” means a single-family or multi-family residence other than a farm residence.

“NON-METALLIC MINING ACTIVITIES” means the excavation, mining or removal of minerals, clay, ceramic or refractor minerals, quarrying of sand, gravel, crushed or broken stone, including the extraction and removal of top soil, but not including sod farming. The term shall also include such mineral processing operations as aggregate or ready mix plants, hot mix asphalt plants, mining services, processing of top soil, washing, refining or processing of non-metallic mineral materials, when onsite or on a contiguous property.

“ORDINARY HIGH-WATER MARK” (OHWM) means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

“ORDINARY MAINTENANCE AND REPAIR” means those activities necessary to maintain the structural integrity and current function of the existing structure. Ordinary maintenance and repair may include replacement of windows, doors, siding, insulation, roofing, and roof replacement provided the pitch does not exceed the pitch necessary to match the existing roof.

“OUTLOT” means a lot remnant or parcel of land within a plat remaining after platting, which is intended for open space use, for which no development is intended other than that which is accessory to the open space use. An Outlot may not be developed for any use or structure that requires a private, onsite wastewater treatment system.

“PARENT LOT” means the lot and associated acreage of that lot that existed at the time of the adoption of this ordinance

“PARKING LOT” means a lot where automobiles are parked or stored temporarily, but not including the wrecking of automobiles or other vehicles or storage for the purpose of repair or wrecking.

“PATIO” See “deck”

“PERMIT” means a written form issued by the Zoning Department (See Article 18.B.).

“PERMITTED USE” see “Use, Permitted”

“PREEXISTING USE” means a building, structure, or use, which lawfully existed on the effective date of this ordinance as revised and the use of which has been continued uninterrupted and that does not conform to this ordinance.

“RECONSTRUCTION” means activities that exceed maintenance and repair, structural repair, structural alteration, horizontal expansion or vertical expansion.

“ROAD” means a public or private thoroughfare which affords a primary means of access to abutting property, and includes streets and highways.

“ROADSIDE STAND” means a structure having a ground area of not more than 300 square feet, not permanently fixed to the ground, readily removable in its entirety, not fully enclosed and to be used solely for the sale of farm products produced on the premise (or adjoining premise). There shall not be more than one such roadside stand in any single premise.

“SETBACK” means the minimum horizontal distance between lot lines, the platted center line of the road, from Right-Of-Way line, or the ordinary high water mark measured to the closest point of the structure.

“SETBACK LINES” means lines established adjacent to the highways, lakes or streams for the purpose of defining limits within which no building, structure or any part thereof shall be erected or permanently maintained except as shown herein. "Within a setback line" means between the setback line and the highway right-of-way, lake or stream.

“SHORELAND” means area landward of the ordinary high water mark within the following distances: 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

“SHORELAND PROTECTION AREA” means a vegetative strip of land 35 feet measured perpendicular from the ordinary high water mark.

“SHORELAND-WETLAND DISTRICT” means the zoning district, created as a part of this shoreland zoning ordinance, comprised of shorelands that are designated as wetlands on the Wisconsin Wetland Inventory maps.

“SIGN” means any device visible from a public place whose essential purpose and design is to convey either commercial or non-commercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Non-commercial flags or any flags displayed from flagpoles or staffs will not be considered to be signs.

“SIGN, FREESTANDING” means a sign principally supported by one or more columns, poles, or braces placed in or upon the ground

“SIGN, OFF PREMISE” means a sign advertising a business that is not conducted on the property or located in the immediate vicinity of the business.

“SIGN, ON PREMISE” means a sign at a business location advertising a business that is conducted on the property and that is located in the immediate vicinity of the business.

"Immediate vicinity" means the sign is within the area bounded by the buildings, driveways and parking areas in which the activity is conducted or within 50 feet of that area. "Immediate vicinity" does not include any area across a street or road from the area where the business is conducted or any area developed for the purpose of erecting a sign.

“SIGN STRUCTURE” means any structure designed for the support of a sign.

“SIGN, TEMPORARY” means a sign intended to display either commercial or non-commercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, not permanently affixed to a building, or attached to a sign structure that is permanently embedded in the ground, are considered temporary signs.

“STORY” means the vertical distance between the surface of any floor and the floor next above it, or if there be no floor above it, the space between such floor and the ceiling next above it.

“STRUCTURAL ALTERATION” means any change in the exterior supporting members, such as bearing walls, columns, beams or girders, footings and piles.

“STRUCTURE” means a principal structure or any accessory structure including a garage, shed, boathouse, sidewalk, stairway, walkway, patio, deck, retaining wall, porch, or fire pit.

“STRUCTURE, ACCESSORY” means a subordinate structure which is incidental to and customarily found in connection with the primary use of the property, including but not limited to: garages, sheds, barns, gazebos, fences, retaining walls, and pedestrian walkways and stairways to surface water.

“STRUCTURE, NONCONFORMING” means a dwelling or other building, structure or accessory building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with one or more of the regulations in the current zoning ordinance.

“STRUCTURE, PRINCIPAL” (principal building) means a building that is utilized for the primary use of a lot.

“SUBSTANTIAL EVIDENCE” means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant

must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

“TOURIST OR TRANSIENT” means a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment.

“TOURIST ROOMING HOUSE” means single family dwelling in which sleeping accommodations are offered for pay to a maximum of 2 tourists or transients per bedroom plus 2.

“TRANSIENT LODGING” means any bed & breakfast, hotel or motel that requires a license from the State Department of Health and Family Services.

“TRAVEL TRAILER” means any vehicle, house car, camp car, or any portable or mobile vehicle either self-propelled or propelled by other means which is used or designed to be used for residential living or sleeping purposes as defined in Wisconsin Administrative Code HFS 178 ATCP 79.

“UNDEVELOPED LOT” means a lot that does not have a well and an installed sanitary system, not including a privy.

“UNNECESSARY HARDSHIP” means for area variances, compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. An unnecessary hardship must be based on conditions unique to the property rather than considerations personal to the property owner when reviewing a variance application.

“USE, CONDITIONAL” means a use that is permitted as well as listed by ordinance provided certain conditions specified in the ordinance are met or designated by the Board of Adjustment and a permit is issued. means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by the county, but does not include a variance. Conditional uses, listed by ordinance, are subject to certain conditions specified in the ordinance and/or designated by the Board of Adjustment.

“USE, NONCONFORMING” means a building, structure or use of land lawfully existing at the time of enactment of this ordinance, and which does not conform to the regulations of the district or zone in which it is located.

“USE, PERMITTED” means a use permitted in a district whereby a building can be constructed, erected, altered or moved and is consistent with the general intent of the district.

“USE, VARIANCE” means an authorization by the board of adjustment under this subsection for the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance.

“VARIANCE” means an action, which authorizes the construction or maintenance of a structure in a manner inconsistent with the dimensional requirements of a zoning ordinance. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated. (Area) means a modification to a dimensional, physical, or locational requirement such as the setback, frontage, height, bulk, or density restriction for a structure that is granted by the Board of Adjustment. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated.

“VIEWING CORRIDOR” means an area in which all trees and shrubs may be removed to create a visual view.

“VISION CLEARANCE TRIANGLE” means an unoccupied triangular space at the intersection of highways or streets or railroads. Such vision clearance triangle shall be bounded

by the intersecting highway, road or railroad right-of-way lines and a setback line connecting points located on such right-of-way lines by measurement from their intersection.

“**WETLANDS**” means those areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation, and which have soils indicative of wet conditions.

“**YARD**” means an open space on the same lot with a building, unoccupied and unobstructed from the ground upward except as otherwise provided herein.

Article 5. General Provisions

- A. Areas to be Regulated - The shorelands area shall be considered as those lands within one thousand (1,000) feet of the OHWM of any navigable lake, pond, or flowage, and those lands within three hundred (300) feet of the OHWM of any navigable river or stream, or to the landward side of the flood plain, whichever is greater.

All land within the shoreland area shall be placed within one of the zoning districts listed in Article 6.A. Uses within the shorelands shall conform to requirements of those respective districts and in addition, each use and property shall be subject to the requirements of this Ordinance.

- B. Greater Restrictions - The provisions of the shorelands and wetlands regulations supersede all the provisions of any county zoning ordinance adopted under Chapter 59, Wisconsin Statutes, which relate to shorelands. However, where an ordinance adopted under a statute other than Chapter 59, Wisconsin Statutes, applies and is more restrictive than this Ordinance, the more restrictive provision of said ordinance shall continue in full force and effect only to the extent of the greater restrictions that are applicable, but not otherwise. In addition:

1. Shorelands and wetlands regulations shall not require approval or be subject to disapproval by any town or town board.
2. If an existing town ordinance relating to shorelands is more restrictive than this Ordinance or any amendments thereto, the town ordinance continues in all respects to the extent of the greater restrictions, but not otherwise.
3. The shorelands regulations are not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail.

- C. Height Restrictions –The height regulations of the underlying zoning districts shall apply as well as a maximum of 35 feet in height for any structure within the shoreland setback area, whichever is more restrictive. All height restrictions apply as measured from the lowest exposed grade to the highest point of the structure.

- D. The use of phosphate fertilizers within shoreland areas is prohibited.

- E. Septic systems shall comply with the applicable federal, state, and local laws, including other county ordinances.

- F. Determinations of navigability and ordinary high-water mark location shall initially be made

by the zoning administrator. When questions arise, the zoning administrator shall contact the appropriate office of the Department for a final determination of navigability or ordinary high-water mark. The county may work with surveyors with regard to s. 59.692(1h).

- G. Structures including school bus stop shelters, deer stands, dog houses, tree houses and ice-fishing shacks with a footprint of less than 64 sq. feet shall not be deemed an accessory structure or use, do not require permits, and shall conform to the setbacks and cannot be used for storage.

Article 6. Shoreland Zoning District Boundaries

- A. The shorelands of Polk County are hereby divided into the following Districts:
 - 1. Shoreland-Wetland District
 - 2. General Purpose District
- B. The following maps have been adopted and made part of this ordinance and are on file in the office of the Polk County Zoning Administrator:
 - 1. The most recent version of the Wisconsin Wetland Inventory as depicted on the Department of Natural Resources Surface Water Data Viewer.
 - 2. Lake Classification List
 - 3. County Identified Shoreland and Wetland Maps

Article 7. Shoreland-Wetland District

- A. Designation – The Shoreland-Wetland district includes all shorelands subject to regulation under Article 5.A, which are designated as wetlands on the most recent version of the Wisconsin Wetland Inventory on the Department of Natural Resources Surface Water Data Viewer that have been adopted and made a part of this ordinance under Article 6.B.
- B. Locating shoreland-wetland boundaries. Where an apparent discrepancy exists between the Shoreland-Wetland District shown on the Wisconsin Wetland Inventory and actual field conditions at the time the maps were adopted, the Zoning Administrator shall contact the appropriate field office of the Department of Natural Resources to determine if the shoreland-wetland district, as mapped, is in error. If the Department of Natural Resources staff concurs with the Zoning Administrator that a particular area was incorrectly mapped as a wetlands, the Zoning Administrator shall have the authority to immediately grant or deny a land use permit in accordance with the regulations applicable to the correct zoning district.

In order to correct wetland-mapping errors shown on the official map, the Zoning Administrator shall complete a map amendment in a timely manner.
- C. Purpose and Importance - The purpose of the Shoreland-Wetland District is: to maintain safe and healthful conditions, to prevent water pollution, to protect fish spawning grounds and aquatic life, to preserve shore cover and natural beauty, and to control building and development in wetlands whenever possible.
- D. Allowed Uses – Allowed uses within the Shoreland-Wetland Zoning District are specifically enumerated in this paragraph. The following uses enumerated shall be allowed, subject to the

regulations of this ordinance and the applicable provisions of Federal, State and local laws. The following uses are allowed within the Shoreland-Wetland District:

1. Allowed- The following uses are allowed and do not need a permit, so long as the use involves no filling, flooding, draining, dredging, ditching, tiling, excavating or grading:
 - (a) Hiking, fishing, trapping, hunting, swimming, boating and fish farming.
 - (b) The harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits and tree seeds, in a manner that is not injurious to the natural reproduction of such crops.
 - (c) The pasturing of livestock and the construction and maintenance of fences.
 - (d) The practice of silviculture, including the planting, thinning and harvesting of timber.
 - (e) The cultivation of agricultural crops.
 - (f) The construction and maintenance of duck blinds

2. The following uses do not require the issuance of a land use permit and may involve filling, flooding, draining, dredging, ditching, tiling or excavating to the extent specifically provided below:
 - (a) Temporary water level stabilization measures, in the practice of silviculture, which are necessary to alleviate abnormally wet or dry conditions that would have an adverse impact on the conduct of silviculture activities if not corrected.
 - (b) Dike and dam construction and ditching for the purpose of growing and harvesting cranberries.
 - (c) Ditching, tiling, dredging, excavating or filling done to maintain or repair existing agricultural drainage systems only to the extent necessary to maintain the level of drainage required to continue the existing agricultural use.
 - (d) The maintenance, repair, replacement and reconstruction of existing town and county highways and bridges

3. The issuance of a land use permit is required before the following uses may be commenced:
 - (a) The construction and maintenance of roads which are necessary to conduct silvicultural activities or are necessary for agricultural cultivation provided that:
 - (1) The road cannot, as a practical matter, be located outside the wetland; and,
 - (2) The road is designed and constructed to minimize the adverse impact upon the natural functions of the wetland and meets the following standards:
 - (A) The road is designed and constructed as a single lane roadway with only such depth and width as is necessary to accommodate the machinery required to conduct agricultural and silvicultural activities; and,
 - (B) Road construction activities are carried out in the immediate area of the roadbed only; and,
 - (C) Any filling, flooding, draining, dredging, ditching, tiling or excavating that is done is necessary for the construction or maintenance of the road.
 - (b) The construction and maintenance of nonresidential buildings used solely in conjunction with raising of waterfowl, minnows or other wetland or aquatic animals

or used solely for some other purpose which is compatible with wetland preservation, if such building cannot, as a practical matter, be located outside the wetland, provided that:

- (1) Any such building does not exceed 500 square feet in floor area; and,
 - (2) No filling, flooding, draining, dredging, ditching, tiling or excavating is to be done.
- (c) The establishment and development of public and private parks and recreation areas, boat access sites, natural and outdoor education areas, historic and scientific areas, wildlife refuges, game preserves and private wildlife habitat areas, provided that:
- (1) Any private recreation or wildlife habitat area is used exclusively for that purpose.
 - (2) No filling or excavation is done except for limited filling and excavation necessary for the construction of boat access sites which cannot, as a practical matter, be located outside the wetland.
 - (3) Ditching, excavating, dredging, dike and dam construction in wildlife refuges, game preserves and private wildlife habitat areas, but only for the purpose of improving wildlife habitat or to otherwise enhance wetland values.
- (d) The construction and maintenance of electric, gas, telephone, water and sewer transmission and distribution lines, and related facilities by public utilities and cooperative associations organized for the purpose of producing or furnishing heat, light, power, or water to their members, provided that:
- (1) The transmission and distribution lines and related facilities cannot, as a practical matter, be located outside the wetland; and
 - (2) Any filling, excavating, ditching or draining that is done is necessary for such construction or maintenance and is done in a manner designed to minimize flooding and other adverse impacts upon the natural functions of the wetlands.
- (e) The construction and maintenance of railroad lines provided that:
- (1) The railroad lines cannot, as a practical matter, be located outside the wetland; and
 - (2) Any filling, excavating, ditching or draining that is done is necessary for such construction or maintenance and must be done in a manner designed to minimize flooding and other adverse impacts upon the natural functions of the wetlands.
- (f) The construction and maintenance of piers and walkways, including those built on pilings, provided that no filling, flooding, dredging, draining, ditching, tiling, or excavating is done.
- E. Prohibited Uses - Any use not specifically enumerated in Article 7.D, is prohibited, unless the wetland or portion of the wetland is rezoned by an amendment of this ordinance in accordance with the requirements of Section 59.69 (5)(e), Wisconsin Statutes, Chapter NR 115, Wisconsin Administrative Code and Article 7.F. of this Ordinance.
- F. Rezoning of Maps and amendments of text in the Shoreland-Wetland District - The following procedures shall be required for rezoning of lands within the Shoreland-Wetland

District:

1. For all proposed text and map amendments to the Shoreland-Wetland District, the appropriate district office of the Department of Natural Resources shall be provided with the following:
 - (a) A copy of every petition for a text or map amendment to the Shoreland-Wetland District within 5 days of the filing of such petition with the County Clerk. Such petition shall include a copy of the Wisconsin Wetland Inventory map adopted as part of this ordinance describing any proposed rezoning of a shoreland-wetland area.
 - (b) Written notice of the public hearing to be held on a proposed amendment, at least 10 days prior to such hearing;
 - (c) A copy of the County Zoning Department's findings and recommendations on each proposed amendment, within 10 days after the submission of those findings and recommendations to the County Board; and
 - (d) Written notice of the County Board's decision on the proposed amendment, within 10 days after it is issued.

2. A wetland, or a portion thereof, in the Shoreland-Wetland District shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:
 - (a) Storm and flood water storage capacity;
 - (b) Maintenance of dry season stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;
 - (c) Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable water;
 - (d) Shoreline protection against soil erosion;
 - (e) Fish spawning, brooding, nursery or feeding grounds;
 - (f) Wildlife habitat; or,
 - (g) Areas of special recreational, scenic or scientific interest, including scarce wetland types.

3. If the Department of Natural Resources has notified the County Zoning Department that a proposed amendment to the Shoreland-Wetland District may have a significant adverse impact upon any of the criteria listed in Article 7.F.2, that amendment, if approved by the County Board, shall contain the following provision: "This amendment shall not take affect until more than 30 days have elapsed since written notice of the County Board's approval of this amendment was mailed to the Department of Natural Resources. During that 30-day period, the Department of Natural Resources may notify the County Board that it will adopt a superseding shoreland ordinance for the county under Section 59.692(6) of the Wisconsin Statutes. If the Department does so notify the County Board, the effect of this amendment shall be stayed until the adoption procedure under Section 59.692(6) is completed or otherwise terminated."

Article 8. General Purpose District

- A. Designation - This district includes all shorelands subject to regulations under Article 5,

which are not designated as wetland areas on the shoreland zoning maps in Article 6.

- B. Purpose - The General Purpose District shall be used to allow a wide range of uses, subject to the general provisions of this ordinance which are designed to further the maintenance of safe and healthful conditions, protect spawning grounds, fish and aquatic life; and preserve shore cover and natural beauty.
- C. Allowed Uses – All allowed and sanctioned uses that increase the impervious surfaces that are within 300 feet of the OHWM and have direct drainage to a water resource are required to comply with Article 14.

The following uses are allowed within the General Purpose District:

1. Any use allowed under Article 7.
2. Single-family dwelling for owner occupancy, rent or lease.
3. Accessory buildings, incidental to the primary use of the property provided that:
 - (a) No more than two (2) accessory buildings, including a boathouse, shall be allowed on a lot within 300 feet of the OHWM.
4. Boathouses- The roof of a boathouse may be used as a deck if the boathouse has a flat roof with no side walls or screens. Boathouses shall meet the following requirements:
 - (a) The maximum dimension is: 14' in width by 26' in depth. The width dimension runs parallel to the water.
 - (b) Open handrails under 3 ½ feet tall that meet the Department of Safety and Professional Services standards may be constructed on the roof of the boathouse.
 - (c) The roof must pitch away from the lake.
 - (d) Designed solely for boat storage and storage of related marine equipment and not used by humans as a place of settled residence or habitat.
 - (e) Shall not extend below the OHWM.
 - (f) Structure cannot contain any plumbing
 - (g) Must be at least 10 feet landward of the OHWM.
 - (h) Must be located within the allowed access and viewing corridor.
 - (i) Boathouses shall be a single story with a 14' maximum sidewall height.
5. A single (one per lot) bunkhouse will be permitted with the following conditions:
 - (a) The bunkhouse shall not exceed 50% of the square footage of the accessory structure with a maximum of 400 square-foot floor area. The 50% square footage limitations will not apply when loft or attic truss type area is being used; however, the area shall not exceed 400 square feet. Stand-alone bunkhouses cannot exceed 400 sq. ft. of floor area in total.
 - (b) All of the setback requirements for an accessory structure are met.
 - (c) Leasing, rental or use as a residence is strictly prohibited.
 - (d) Sanitary systems must be sized for the total number of bedrooms on the lot after the bunkhouse is built. No affidavits allowed for undersized systems
 - (e) Holding tanks are only allowed for the purposes of these regulations if absolutely no other system will work on the property (i.e. a mound system or conventional system). A soil test is required to prove the necessity of a holding tank.
 - (f) A separate sanitary system for a bunkhouse is prohibited

- (g) The bunkhouse shall be built to Uniform Dwelling Code compliance. A copy of the completed and passed final inspection of the bunkhouse by the Town's Building Inspector is due to the zoning office within 2 years of obtaining the land use permit, as proof that this condition has been satisfied.
 - (h) Plumbing, if installed, conforms to the Polk County Sanitary Code.
 - (i) Height of the structure is limited to 25 feet
 - (j) Maximum of 1 bathroom allowed per bunkhouse
 - (k) Cannot be split from original property
 - (l) Cooking facilities are prohibited
 - (m) Cannot be built on an Outlot
 - (n) Cannot be the first building on a lot
 - (o) An affidavit is recorded in the Register of Deeds outlining use restrictions.
 - (p) Boathouses cannot become bunkhouses
 - (q) Only allowed in zoning districts where single-family residential uses are allowed
 - (r) Must meet minimum lot size requirements at time of lot creation
 - (s) Bunkhouses created on riparian lots shall be required to install and maintain mitigation as described in Article 15 of this ordinance. For the purposes of this ordinance, changing the use of a structure to a bunkhouse counts as the same additional square footage of impervious surface.
 - (t) Use of accessory structures in a manner consistent with the definition of bunkhouse prior to enactment of this ordinance is prohibited by ordinances referenced in Article 3 and such use is not a nonconforming use as defined in Wisconsin Statute. Accordingly, any and all accessory structures that are to be used as bunkhouses must comply with the above conditions regardless of prior existing use.
6. General agricultural buildings, provided that:
- (a) Non-farm residences shall not be located within 300 feet of any feedlot or structure housing farm animals.
 - (b) Farm buildings housing animals, barnyards, feedlots and animal waste disposal facilities shall be located at least 100 feet from any navigable water and shall be so located and constructed that there will be no drainage either directly or indirectly from such facilities into any navigable water.
7. Home occupations, including professional offices, incidental to the residential use of the property, provided that no more than 50 percent of the one floor shall be devoted to such offices contained within the dwelling or accessory building.
- (a) Home occupation, when such occupation is incidental to the residential use of the premises and does not involve any external alteration that would effect a substantial change in the residential character of the building; provided further that no article is offered for sale that is not produced by such home occupation, that no stock in trade is kept or sold and that no person other than a member of the resident family is employed.
 - (b) Professional office, when such office is conducted solely by a member or members of the resident family, entirely within the residence and incidental to the residential use of the premises: provided further that there shall be no external alterations that would effect a substantial change in the residential character of the building and that not

more than two persons not members of the resident family may be employed in non-professional capacities in any such office.

8. Snowmobile-bridges that have received written approval from the Department of Natural Resources.
 9. Travel Trailers-
 - (a) A travel trailer will not be allowed on any lot without a principal structure for more than fourteen days in any sixty consecutive days unless c or d applies below.
 - (b) One travel trailer may be placed on a piece of property by the owner of the property for storage purposes only, if a principal structure exists.
 - (c) A temporary permit may be issued if the property owner has installed a state approved septic system and well and the Zoning Administrator has issued a permit to begin constructing a dwelling within one year. Travel trailers must meet the setback requirements of Article 11.
 - (d) An annual, seasonal permit may be obtained from the zoning office which would allow for the utilization of the travel trailer on the subject property from May 15th through September 15th annually. In order to obtain the above seasonal permit, the following requirements apply:
 - (1) Must have an approved sanitary system installed by a Wisconsin licensed plumber (privies are not an allowed system)
 - (2) Must meet all setbacks on property for an accessory structure
 - (3) Must be removed once season is over
 - ~~10. Structures including school bus stop shelters, deer stands, dog houses, tree houses and ice fishing shacks shall not be deemed an accessory structure or use, do not require permits unless size limitations are exceeded, shall conform to the setbacks, and cannot be used for storage. Size limitation reference is in Article 11.G.~~
 11. Any other structures that are customarily associated with a dwelling.
 12. All agricultural activities that follow Best Management Practices as adopted by the Environmental Services Committee acting under Wisconsin Statute 92.06, Federal, State, and Local rules and ordinances.
 13. Signs allowed in a Residential (R-1) zoning district under Section 10.5.3 of the Polk County Comprehensive Land Use Ordinance.
- D. Changes in use that require a land use permit- These uses require a permit from the zoning office prior to these uses being an allowed use.
1. Tourist Rooming House provided they meet the following conditions:
 - (a) No RVs, campers, tents or other means of overnight stay allowed.
 - (b) All sleeping accommodations must be within the dwelling unit.
 - (c) All parking must be contained on the property.
 - (d) Applicant must obtain all proper licensing.
 - (e) Applicant must have 24-hour contact number available to the public.
 - (f) Property must remain free from citation and charges for nuisance, disorderly conduct or any other illegal activity, and in compliance with county ordinances, state and local laws.
 2. Bed and Breakfast

- (a) No RVs, campers, tents or other means of overnight stay allowed.
 - (b) All sleeping accommodations must be within the dwelling unit.
 - (c) All parking must be contained on the property.
 - (d) Applicant must obtain all proper licensing.
 - (e) Applicant must have 24-hour contact number available to the public.
 - (f) Property must remain free from citation and charges for nuisance, disorderly conduct or any other illegal activity, and in compliance with county ordinances, state and local laws.
3. A Bunkhouse with the conditions in Article 8.C. 5 at a minimum
- E. Conditional Uses- The following uses are authorized upon the issuance of a conditional use permit according to the procedure set forth in Article 18. Unless a greater distance is specified, any structure shall be at least 100 feet from a residence other than that of the owner of the lot, his/her agent, or employee; 75 feet from a residential property line; or 25 feet from a lot line. Erosion control plans and storm water management plans shall be required.
- 1. Hotels, transient lodging, including 2 or more single family dwellings for rent or lease, motels, restaurants, dinner clubs, taverns, private clubs, power generating stations, churches and cemeteries/burial sites.
 - 2. Institutions of a philanthropic or educational nature.
 - 3. Recreational camps and campgrounds provided all buildings are more than 100 feet from the side lot line. Recreational camps shall conform to Chapter ~~HFS 175~~, ATCP 78, Wisconsin Administrative Code and campgrounds shall conform to Chapter ~~HFS 178~~ ATCP 79, Wisconsin Administrative Code.
 - 4. Businesses customarily found in recreational areas.
 - 5. Marinas, boat liveries, sale of bait, fishing equipment, boats and motors, forest industries, snowmobile sales, service and maintenance, recreational archery, custom rod building, indoor archery range, storage units, and licensed daycare centers.
 - 6. Mobile home parks, provided that:
 - (a) The minimum size of mobile home parks shall be 5 acres.
 - (b) The maximum number of mobile homes shall be 8 per acre.
 - (c) Minimum dimensions of a mobile home site shall be 50 feet wide by 100 feet long.
 - (d) All drives, parking areas and walkways shall be hard surfaced or graveled, maintained in good condition, have natural drainage, and the driveways shall be lighted at night.
 - (e) In addition to the requirements of Article 11, there shall be a minimum setback of 40 feet from all other lot lines and a minimum shoreline setback of 150 feet.
 - (f) The park shall conform to the requirements of Chapter ATCP 125 Wisconsin Administrative Code.
 - (g) No mobile home site shall be rented for a period of less than 30 days.
 - (h) Each mobile home site shall be separated from other mobile home sites by a yard not less than 15 feet wide.
 - (i) There shall be 2 surfaced automobile parking spaces for each mobile home.
 - (j) Unless adequately screened by existing vegetation cover, the mobile home park shall be screened by a temporary planting of fast growing plant material capable of reaching 15 feet or more, and so arranged that, within 10 years, there shall be formed a screen equivalent in screening capacity to a solid fence or wall. Such permanent planting shall be grown and maintained to a height of not less than 15 feet.

- (k) The mobile home park site shall meet all applicable town and county subdivision regulations.
 - (l) Any mobile home site shall not have individual onsite soil absorption sewage disposal system unless it meets the minimum lot size specification as stated in Article 11.
7. Travel trailer parks provided that:
- (a) The minimum size of the travel trailer park shall be 5 acres.
 - (b) The maximum number of travel trailers shall be 15 per acre.
 - (c) Minimum dimensions of a travel trailer site shall be 25 feet by 40 feet.
 - (d) Each travel trailer site is separated from other travel trailer sites by a yard not less than 15 feet wide.
 - (e) There shall be 1½ automobile parking space for each trailer site.
 - (f) In addition to the requirements of Article 11, there shall be a minimum setback of 40 feet from all other exterior lot lines.
 - (g) The park shall conform to the requirements of Chapter HFS 178 ATCP 79, Wisconsin Administrative Code.
 - (h) The screening provisions for mobile home parks shall be met.
 - (i) The travel trailer park site shall meet all applicable town and county subdivision regulations.
8. Nonmetallic mining - The extracting of the material consisting of, but not limited to, stone, clay, peat, and topsoil.
9. Industrial Use:
- (a) Light and general manufacturing including, but not limited to:
 - Metal, glass, plastic and wood assembly, fabrication and manufacturing
 - Electronics assembly, fabrication and manufacturing
 - Clothing
 - Bottling facilities
 - (b) General warehousing and storage directly connected with the uses listed above provided they are not a nuisance
 - (c) There may be one single-family dwelling unit and an associated residential accessory building on the premises, either attached or detached in connection with any of the above Industrial uses.
- F. Prohibited Uses - Any use not specifically enumerated in Article C and D above is prohibited.

Article 9. Classification of Waters

- A. Navigable waters in Polk County are classified according to criteria established in the Polk County Lakes Classification System, which was adopted by the Polk County Board of Supervisors on April 20, 1999 and is hereby incorporated herein and made part of this ordinance in Appendix A.
- B. Polk County waters are classified into three (3) classes.
- C. Class 1 waters are those that are least vulnerable; Class 2 waters are those that are moderately vulnerable and includes all rivers and streams; and Class 3 waters are those that are most vulnerable and includes all lakes that are twenty (20) acres or less in size, and all unnamed lakes not appearing on the DNR publication entitled: *Surface Water Resources of Polk*

County. The Zoning Administrator shall make available a copy upon demand.

- D. Any named lake inadvertently omitted from the DNR's *Surface Water Resources of Polk County* will be classified according to available information or Class 3 until information is available.

Article 10. Reclassification of Waters

Waters may be reclassified by amendment of the Polk County Waters Lakes Classification System under Article 10 of this ordinance. A petitioner for reclassification shall provide evidence related to each of the criteria described below and identify the waterway or specific portion of a waterway, which is the subject of the request. To avoid fragmentation of watersheds by numerous management strategies and to preserve administrative efficiency, a contiguous portion of a waterway, which is less than 0.5 mile in length, may not be reclassified. The following criteria shall be the sole basis for the County Board decision on the petition: The criteria specified in the Polk County Waters Classification System.

**Article 11. Lot Requirements, Setbacks,
& Minimum Shoreland Lot Dimensional Requirements**

A. Preexisting Lots of Record

Any owner must obtain a permit prior to improving an existing lot. The Zoning Administrator shall not issue a permit unless the subject property meets Shoreland and side yard setbacks in Article 11.C and the lot area and dimensions as follows:

1. Dimensions of Building Sites for Lots Recorded Prior June 1, 1967:
 - (a) Lots not served by a public sanitary sewer:
 - (1) Minimum lot area.....10,000 sq. feet
 - (2) Minimum lot width.....65 feet
 - (3) Minimum Average Lot Width 65 feet
 - (b) Lots served by public sanitary sewer:
 - (1) Minimum lot area.....7,500 sq. feet
 - (2) Minimum lot width50 feet
 - (3) Minimum average lot width...50 feet

2. Dimensions of Building Sites after June 1, 1967 but Before Passage of This Amendment:
 - (a) Lots not served by a public sanitary sewer:
 - (1) Minimum lot area.....20,000 sq. feet
 - (2) Minimum lot width90 feet
 - (3) Minimum average lot width...100 feet
 - (b) Lots served by public sanitary sewer:
 - (1) Minimum lot area.....10,000 sq. feet
 - (2) Minimum lot width60 feet
 - (3) Minimum average lot width...65 feet

3. Dimensions of Building Sites after July 1, 1996 but Before the Passage of This Amendment:

- (a) Lots not served by a public sanitary sewer:
 - (1) Minimum lot area.....43,560 sq. feet
 - (2) Minimum lot width100 feet
- (b) Lots served by public sanitary sewer:
 - (1) Minimum lot area.....20,000 sq. feet
 - (2) Minimum lot width90 feet

B. Other Substandard Lots

Except for lots which meet the requirements of Article 11.B.1 below, a building permit for the improvement of a lot having lesser dimensions than those stated in Article 11.C.Table 1 shall be issued only if a variance is granted by the board of adjustment.

1. ‘Substandard lots’ A legally created lot or parcel that met the minimum area and minimum average width requirements when created but does not meet current lot size requirements, may be used as a building site if all the following apply:
 - (a) The substandard lot or parcel was never reconfigured or combined with another lot or parcel by plat, survey, or consolidation by the owner into one property tax parcel.
 - (b) The substandard lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel.
 - (c) The substandard lot or parcel is developed to comply with all other ordinance requirements.
2. ‘Planned Unit Development’ A non-riparian lot may be created which does not meet the requirements of Article 11.C. Table 1 if the county has approved a recorded plat or certified survey map including that lot within a planned unit development, if the planned unit development contains as least 2 acres or 200 feet of frontage, and if the reduced non-riparian lot sizes are allowed in exchange for larger shoreland buffers and setbacks on those lots adjacent to navigable waters that are proportional to and offset the impacts of the reduced lots on habitat, water quality, and natural scenic beauty.

C. All New Developed Lots and Construction Allowed After July 14, 2015 That Have Riparian Access Must Conform To Table 1.

Table 1. Site Dimensions				
	Class 1	Class 2	Class 3	Rivers/Streams
Lot Size**	20,000 sq. ft. 10,000 sq. ft.*			
Lot Width (Minimum Average)	100 ft. 65ft.*	100 ft. 65ft.*	100 ft. 65ft.*	100 ft. 65ft.*
Shoreline (OHWM) Setback	75 ft.	75ft.	75 ft.	75 ft.
Shoreline Vegetation Protection Area Landward from OHWM	35 ft	35 ft	35 ft	35 ft
Side Yard Setback to a Principal Structure	10 ft	15 ft	25 ft	15 ft

Side Yard Setback to an Accessory Structure	5 ft	10 ft	25 ft	10 ft
Rear Setback for a Dwelling	25 ft	25 ft	25 ft	25 ft
Rear Setback for Accessory Structure	10 ft	10 ft	10 ft	10 ft
Setback Averaging	<ol style="list-style-type: none"> 1. Distance from proposed building site: 250' or less from main building to main building 2. Number of buildings needed: 2, one on each side 3. Setback is the average of the principal structures on adjoining lots 4. Minimum setback: 35' 			
Increased Principal Structure Setback	<p>Where there are existing principal structures in <u>both</u> directions, the setback shall equal the average of the distances the two existing principal structures are set back from the ordinary high water mark provided all of the following are met:</p> <ol style="list-style-type: none"> 1. Both of the existing principal structures are located on adjacent lot to the proposed principal structure. 2. Both of the existing principal structures are located within 200' of the proposed principal structure. 3. Both of the existing principal structures are located greater than 75' from the ordinary high water mark. 4. Both of the existing principal structures were required to be located at a setback greater than 75' from the ordinary high water mark. 5. The increased setback does not apply if the resulting setback limits the placement to an area on which the structure cannot be built. 			
If setback averaging does not apply, then setback reduction formula does apply	<p>If a 30 foot deep building site cannot be achieved as a result of required roadway, rear yard, and shoreline setbacks, then:</p> <p>Step 1: Reduce roadway setback by up to 50% with township approval.</p> <p>Step 2: Reduce shoreline setback by up to 33%.</p> <p>Step 3: Mitigation.</p>			

*Minimum lot size and average width for lots served by a public sewer system.

**New lots are also subject to the requirements of the Polk County Subdivision Ordinance

1. The county shall review, pursuant to s. 236.45, Stats, all land divisions in shoreland areas which create 3 or more parcels or building sites of 5 acres each or less within a 5-year period. In such review all of the following factors shall be considered:
 - (a) Hazards to the health, safety or welfare of future residents.
 - (b) Proper relationship to adjoining areas.
 - (c) Public access to navigable waters, as required by law.
 - (d) Adequate storm water drainage facilities.
 - (e) Conformity to state law and administrative code provisions.

D. Private Access Outlots

1. After the effective date of this ordinance, no new access lots shall be allowed to be created.
2. Any existing lot created to provide lake access prior to the effective date of this ordinance shall meet the following requirements:
 - (a) Such access strip must be a minimum of 50 feet in width for its entire depth.
 - (b) No private access strip may serve more than five single-family dwellings or five backlots.
 - (c) No camping or RV parking is allowed on such access strip.
 - (d) No structures are allowed on such access strip.
 - (e) Private access strips must be at least 1,000 feet apart.

E. For all properties located within the Shoreland Zoning District, the following setback requirements shall apply:

1. The setback from any state or federal highway shall be 110 feet from the centerline of the highway or 50 feet from the right of way, whichever is greater.
2. The setback from any county highway shall be 75 feet from the centerline of the highway or 42 feet from the right of way, whichever is greater.
3. The setback from any town road, public street, or highway shall be 63 feet from the centerline of the road or 30 feet from the right of way, whichever is greater or as required by the Polk County Subdivision Ordinance, unless the Town Board approves a reduced setback. A permit may be issued for the reduced setback once written Town approval (i.e. minutes, letter, or resolution) is received if all of the other ordinance requirements are met.
4. The setback from any private road shall be 35 feet from the centerline of the road.
5. All buildings and structures shall be set back from the OHWM of navigable waters as required by the table of dimensional standards in Article 11.C. Table 1. Such setback shall be measured as the shortest horizontal distance from the structure to the OHWM.
6. The following structures are exempt from shoreline, drainage way, and wetland setback requirements:
 - (a) Shoreline protection structures permitted by the Department of Natural Resources;
 - (b) Broadcast signal receivers, including satellite dishes or antennas that are one meter or less in diameter and satellite earth station antennas that are 2 meters or less in diameter.
 - (c) Pedestrian walkways, stairways, and railings essential to access the shore due to steep slopes or wet soils and which comply with Article 12. Such stairways or walkways may be no more than five (5) feet in width and landings may not exceed 50 square feet;
 - (d) Erosion control projects designed to remedy significant, existing erosion that cannot otherwise be controlled provided the project is received prior to project start and approved by the Land and Water Resource Department.
 - (e) Utility transmission and distribution lines, poles, towers, water towers, pumping stations, well pump house covers, private on-site wastewater treatment systems that comply with SPS 383, Wis. Adm. Code, and other utility structures that have no feasible alternative location outside of the minimum setback and that employ best

management practices to infiltrate or otherwise control storm water runoff from the structure.

(f) Open structures listed in 59.69(1v) or Article 13.

8. Boathouses shall be set back at least ten (10) feet from the ordinary high water mark of non-navigable streams and drainage ways.
 9. All buildings and structures except for those permitted to be within wetland areas shall be setback at least 25 feet from the boundary of mapped wetlands.
- F. For nonconforming principal structures located within the applicable setback areas, the following will apply:
1. If a nonconforming use is discontinued for a period of 12 months, any future use of the building, structure or property shall conform to this ordinance.
 2. An existing structure that was lawfully placed when constructed but that does not comply with the required shoreland setback may be maintained, repaired, replaced, restored, rebuilt or remodeled if the activity does not expand the footprint of the nonconforming structure or is limited by another provision of this ordinance.
 3. An existing principal structure that was lawfully placed when constructed but that does not comply with the required shoreland setback may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level or is limited by another provision of this ordinance.
 4. A structure, of which any part has been authorized to be located within the shoreland setback area by a variance granted before July 1~~5~~3, 2015 may be maintained, repaired, replaced, restored, rebuilt or remodeled if the activity does not expand the footprint of the authorized structure. Additionally, the structure may be vertically expanded unless the vertical expansion would extend more than 35 feet above grade level. Any expansion of the structure beyond the existing footprint must comply with the provisions of this ordinance.
 5. Nonconforming principal structures: The following shall apply to ~~preexisting~~ nonconforming principal structures:
 - (a) Lateral expansion within the setback area provided the following requirements are met:
 - (1)The use of the nonconforming structure has not been discontinued for a period of 12 months or more if a nonconforming use.
 - (2)The existing principal structure is at least 35 feet from the OHWM
 - (3)Lateral expansions are limited to a maximum of 200 square feet over the life of the structure. No portion of the expansion can be closer to the OHWM than the closest point of the existing principal structure.
 - (4)Limitations on land disturbing activities in Article 16 are observed.
 - (5)The mitigation requirements of Article 15 are received, approved, and implemented.
 - (6)All other provisions of the shoreland ordinance shall be met.
 - (b) Expansion beyond the setback area provided the following requirements are met:
 - (1)May be expanded horizontally, landward, or vertically provided the expanded area

meets the building setback requirements under Article 11.C. Table 1 and all other provisions of this ordinance.

- (c) Relocation of a principal structure provided the following requirements are met:
- (1) The use of the nonconforming structure has not been discontinued for a period of 12 months or more if a nonconforming use.
 - (2) The existing principal structure is at least 35 feet from the OHWM
 - (3) No portion of the relocated structure will be closer to the OHWM than the closest point of the existing principal structure.
 - (4) The county determines that no other location is available on the property to build a principal structure of the same square footage as the structure proposed for relocation that will result in compliance with the shoreland setback under Article 11.C. Table 1. Determination of acceptable location may include the following: soils, steep slopes, setback compliance. Setback compliance shall be in this order: shoreland, roadway, side yard, rear yard, vegetation considerations are not allowed.
 - (5) Limitations on land disturbing activities in Article 16 are observed.
 - (6) The mitigation requirements of Article 15 are received, approved, and implemented.
 - (7) All other provisions of the shoreland ordinance shall be met.

~~G. Size Limitations - School bus shelters and tree houses that have a footprint greater than 64 sq. ft. or a height greater than 11 feet and doghouses that have a footprint greater than 16 sq. ft. or a height greater than 6 feet shall require a permit.~~

H. Boathouses - Maintenance and repair of preexisting boathouses that extend beyond the ordinary high water mark of any navigable waters shall comply with the requirements of Chapter 30.121(3) Stats.

I. Existing exempt structures may be maintained, repaired, replaced, restored, rebuilt and remodeled provided the activity does not expand the footprint and does not go beyond the three-dimensional building envelope of the existing structure. The county may allow expansion of a structure beyond the existing footprint if the expansion is necessary to comply with applicable state or federal requirements.

~~J. Conditional Use Permit - A conditional use permit to develop a reduced lot size and width may be granted when subdividing an existing riparian lot that was created prior to the effective date of this ordinance provided:~~

- ~~1. The existing lot has enough frontage to provide that one new lot meet the minimum lot dimension as to frontage and acreage for its Lake Classification, and any new lot created must be at least 75% of the minimum dimensions as to width and acreage for its Lake Classification;~~
- ~~2. The landowner applies for a conditional use permit. The Board of Adjustment shall hold a public hearing on a request for a conditional use permit. A Class 2 notice shall be published for the hearing. Additionally, notice shall be mailed to the town(s) and Lake District (if applicable) in which the proposed subdivision is located, any municipality with extraterritorial subdivision approval jurisdiction, and adjacent landowners. The Land Records Director shall be responsible for providing all notices. The applicant shall pay a~~

~~hearing fee before the hearing is scheduled;~~

- ~~3. The Board of Adjustment shall make a decision of the application for conditional use permit within ten (10) days of the hearing. Written findings of fact, conclusions, and the reasons for the decision shall be prepared, and signed by the members of the Board of Adjustment. The original decision shall be filed in the Land Records Director's office. A copy of the decision shall be mailed to the landowner, the town(s), lake districts, and municipalities;~~
- ~~4. Any persons that are affected by the decision on the application of conditional use permit may commence an action in circuit court seeking the remedy available by certiorari. The procedures in Section 59.694(10), Wisconsin Statutes, apply to this action.~~

Article 12. Shoreland Protection Area

- A. The shoreland protection area of all lots shall conform to Admin Code NR115.05 (1)(c) regarding vegetation removal to protect natural scenic beauty, fish and wildlife habitat, and water quality. Developed lots can be maintained in their present condition without removal of trees and shrubs within the shoreland protection area. Accordingly:
 1. In the vegetated strip of land 35 feet wide measured perpendicular from the ordinary high water mark, no more than 35ft in every 100ft measured parallel to the shore, on any lot shall allow removal of all trees and shrubs for a viewing corridor. A viewing corridor requires a land use permit from the Polk County Zoning Office.
 2. In the shoreland areas more than 35 feet wide inland, trees and shrubbery cutting shall be governed by consideration of the effect on water quality and consideration of sound forestry practices and soil conservation practices.
 3. The county may allow removal of vegetation within the vegetative buffer zone to manage exotic or invasive species, damaged vegetation, vegetation that must be removed to control disease, or vegetation creating an imminent safety hazard, provided that any vegetation removed be replaced by replanting in the same area as soon as practicable.
 4. Viewing corridor may be split on a property but the total width of all of the corridors cannot total more than the maximum width allowed
 5. Viewing Corridors are measured perpendicular to the water on an angle and pedestrian access may meander within corridor, however they must not exceed the maximum width.
 6. Viewing corridors are allowed to run contiguously for the entire maximum width allowed.
- B. Allowed uses by permit or conditional use permit in a shoreland protection area.
 1. Placement of a pier, wharf, temporary boat shelter or boatlift shall be confined to waters immediately adjacent the viewing corridor described in Article 12.A.1. unless such location is not feasible due to steep slopes, wet soils or similar limiting conditions.
 2. One developed pedestrian access to the shoreline may be provided if:
 - (a) It is located within the viewing corridor unless such location is not feasible due to steep slopes, wet soils or similar limiting conditions;
 - (b) It is located and constructed so as to avoid erosion;
 - (c) It is located and constructed so as to maintain screening of development from view from the water;

- (d) It is the minimum construction necessary to provide access and includes no additional construction other than railings essential for safety;
 - (e) It is no more than five (5) feet wide with landings of 50 square feet or less; and,
 - (f) It is constructed of materials that blend with the natural ground cover in the vicinity of the pathway.
3. An elevated walkway or powered lift may be added to a developed access if:
 - (a) It is the minimum construction essential to access the shore because of steep slopes, wet soils or similar limiting conditions;
 - (b) It complies with the standards for location and construction of such pathways;
 - (c) Construction plans are approved by the Zoning Office; and
 - (d) Stairways on 20% or greater slopes are constructed to minimize erosion.
 4. Shoreline protection activities authorized by a state permit with erosion control measures approved by the County Land and Water Resources Department must be designed to remedy significant, existing erosion problems.
 5. Removal of dead and diseased trees that are a safety hazard, which endanger structures, and the removal of noxious vegetation which possess a threat to health or safety (i.e., poison ivy), provided that any vegetation removed be replaced by replanting in the same area as soon as practicable.
 6. Roadways are constructed adjacent to permitted stream crossings.
 7. Public and private water craft constructed launching sites are authorized only by the following standards and are authorized as a conditional use permit provided the following are maintained:
 - (a) Construction allowed on slopes of less than 20%.
 - (b) There is no general public access otherwise available to the waterway.
 - (c) Launching sites on residential property shall not be paved.
 - (d) Access sites shall be located within the viewing corridor unless such location is not feasible due to steep slopes, wet soils or similar limiting conditions.
 - (e) A State Chapter 30 permit shall be obtained for all construction and also be required when areas of 10,000 square feet are disturbed above the OHWM and must be obtained prior to said county application, and;
 - (f) Vegetation removal and land disturbing activities minimized and runoff diverted or controlled so that erosion within the access corridor is avoided.
 8. Fish and wildlife habitat management projects included in a Department of Natural Resources approved management plan.
 9. Commercial timber harvest is allowed and exempt from permit requirements of Article 12.A-B, if one or both of the following conditions is satisfied:
 - (a) Such activity complies with appropriate practices specified in Wisconsin's *Forestry Best Management Practices for Water Quality* published by the Department of Natural Resources or a plan approved by the County Forest Committee.
 - (b) Such activities are conducted on public lands and conform to Federal, State, and County management plans. Respective master plans are deemed to meet the intent of

this Ordinance by established riparian protection standards through aesthetic management zones and appropriate management practices to maintain water quality and wildlife habitat.

- 10. Agricultural cultivation is allowed exemption from the provisions of this Section related to the vegetation protection area and land disturbing activities if such activity complies with Federal, State, and local laws or ordinances.

C. Vegetation Removal Penalties

- 1. In addition to any other penalties, the penalty for removing vegetation in violation of this Ordinance shall include replacement of vegetation with native vegetation at the property owner’s expense according to one of the following schedule options:

- (a) Option 1- Replace vegetation removed within 35 feet of the ordinary high water mark according to the tree replacement schedule below. All trees must be replanted within 75 feet of the ordinary high water mark.

Tree Replacement Schedule	
DBH of Existing Tree Removed	Number of Replacement Trees (2" DBH)
< 6 inches	1
Between 6 - 12 inches	2
Between 12 - 18 inches	3
Between 18 - 24 inches	4
Between 24 - 30 inches	5
Between 30 - 36 inches	6
> 36 inches	The equivalent of 2" DBH- 1 tree or greater needed per 6" DBH of the removed trees.

DBH = Diameter Breast height

- (b) Option 2- Calculate the number of trees under option 1 to be replaced. Plant 75% of the required trees and establish 40 square feet of native plantings for each additional tree required within shoreland protection area. The native planting shall be contiguous, and at least ten feet wide-parallel or perpendicular to the shore.
- (c) Option 3- Calculate the number of trees under option 1 to be replaced. Plant 50% of the trees within 75 feet of the ordinary high water mark, and 70 square feet of native plantings for each additional tree required within shoreland protection area. The native planting shall be contiguous and follow practices found in the Wisconsin Field Office Technical Guide.
- (d) Option 4- Calculate the number of trees under option 1 to be replaced. Plant 25% of the required trees, and establish a full buffer of native vegetation according to the practices found in Wisconsin Field Office Technical Guide in the shoreland protection area.

Article 13. Open Structures in Shoreland Setback Area

- A. As required by Section 59.692(1v), Wis. Stats., the construction or placement of certain structures within the shoreland setback area shall be granted special zoning permission. An Administrative Land Use Permit will be issued for the structure for record keeping purposes. Structures will be allowed if all of the following conditions are met:
1. The structure has no sides or has open or screened sides. The structure shall not be attached to any other structure unless the side of such structure at the point of attachment is open or screened;
 2. The part of the structure that is nearest to the water is located at least 35 feet landward from the ordinary high water mark;
 3. The total floor area of all structures in the shoreland setback area on the property will not exceed 200 square feet. This calculation shall include the area of any deck, patio, the portion of any pier landward of the OHWM, and any other structure, but boathouses and allowed structures necessary for water access shall be excluded;
 4. The side yard setback shall be a minimum of 10 feet;
 5. The county must approve a plan that will be implemented by the owner of the property to preserve or establish a vegetative buffer zone that covers at least 70% of the half of the shoreland setback area that is nearest to the water.

Article 14. Impervious Surface

- A. Impervious surface standards shall apply to the construction, reconstruction, expansion, replacement or relocation of any impervious surface on a riparian lot or parcel and any non-riparian lot or parcel entirely within 300 feet of the ordinary high-water mark of any navigable waterway.
1. Calculation of impervious surface- Percentage of impervious surface shall be calculated by dividing the surface area of existing and proposed impervious surfaces on the lot by the total surface area of that portion of the lot that is within three hundred (300) feet of the ordinary high water mark, and multiplied by one hundred (100). If an Outlot lies between the ordinary high water mark and the developable lot or parcel and both are in common ownership, the lot or parcel and the Outlot shall be considered one lot or parcel for the purposes of calculating the percentage of impervious surface. Treated impervious surfaces described below shall be excluded from the calculation of impervious surface on the lot or parcel.
 2. Treated impervious surfaces- Impervious surfaces that can be documented to demonstrate they meet either of the following standards shall be excluded from the impervious surface calculations:
 - (a) The impervious surface is treated by devices such as storm water ponds, constructed wetlands, infiltration basins, rain gardens, bio-swales or other engineered systems.
 - (b) The runoff from the impervious surface discharges to an internally drained pervious area that retains the runoff on or off the parcel and allows infiltration into the soil.
 - (c) The treatment system, treatment device or internally drained area must be properly maintained; otherwise the impervious surface is no longer exempt from the impervious surface calculations.

3. Impervious surface standards- ANY development within 300ft of the ordinary high water mark of a navigable waterbody is permitted up to 15% impervious surface on the lot. Impervious surfaces from 15-30% on the lot are permitted, provided that mitigation is completed and a mitigation agreement is recorded in the Register of Deeds. The maximum amount of impervious surface allowed on a lot is 30%. Mitigation options are listed in Article 15.
4. Existing impervious surfaces exceeding 30%- For existing impervious surfaces that were lawfully placed when constructed but exceeds 30% impervious surface the property owner may do any of the following:
 - (a) Maintenance and repair of all impervious surfaces;
 - (b) Replacement of existing impervious surfaces with similar surfaces within the existing building envelope;
 - (c) Relocation or modification of existing impervious surfaces with similar or different impervious surfaces, provided that the relocation or modification does not result in an increase in the percentage of impervious surface that existed on the effective date of the county shoreland ordinance, and meets the applicable setback requirements.

Article 15. Mitigation

A. The following sections of the ordinance are subject to the mitigation requirements listed here, and the options listed in this article shall be used to satisfy the mitigation requirements of the shoreland overlay section of the ordinance, including: Article 11.F.4(a) lateral expansion of a nonconforming structure, Article 11.F.4(c) relocation of a nonconforming structure, and when the impervious surface standards in Article 14.A.3 are exceeded. These properties shall mitigate to ensure that no additional runoff is discharged to the water body. A single option or a combination of options shall be selected by the land owner to satisfy the mitigation requirements with review by the Zoning Department to ensure the appropriate amount of mitigation is installed.

1. Mitigation options:

- (a) Install and/or maintain a full shoreland buffer with allowed viewing corridor
- (b) Removal or replacement of nonconforming structures and/or other impervious surfaces of equal or greater square footage
 - (1) Non-conforming structures get an additional bonus of 1.25 square feet per 1 square foot removed.
 1. Example: A property owner needs to remove 500 sq. ft. of impervious surface in order to add a 500 sq. ft. addition to their house. If the impervious surface that the property owner wanted to remove was a non-conforming structure, then they would only need 400 sq. ft. to qualify.
- (c) Pre equals Post Calculation:

The property owner can utilize the Land Use Runoff Rating as a mitigation calculator to determine the pre development (prior to proposed improvements) and the post development (after proposed improvements) runoff ratings based on the land cover, existing impervious surfaces, and soil types. The post-development runoff amount must be less than or equal to the pre-development runoff or the allowed 15% of impervious surface runoff on the lot. The difference in the two values is the amount of runoff that needs to be mitigated. Options to equalize these values may include, but are not limited to: Vegetative Plantings, Rain gardens, Impoundments, including but not limited to, infiltration pits and rainwater harvesting.

(1) Land Use Runoff Rating – A rating number is determined for the entire impervious surface on the lot within 300 feet of the ordinary high water mark for Lake Classes 1, 2, 3 and rivers. To calculate the runoff rating the landowner/agent must complete the following steps:

- I. Measure each land use of the lot and draw them to dimension or scale. Convert the land use areas into percentages of the lot.
- II. Determine the Hydrologic Soil Type (HST) from a map that will be provided by the Zoning Department which indicates the assigned HST number.
- III. Multiply each land use percentages by the HST number, and add the products of all the land uses resulting in the land use rating applied to the lot.
- IV. Point Credits:
 - a. One point credit will be applied for the lots with public sewage and a 1.5 point credit for landowners who establish continuous vegetative cover starting from the OHWM and continuing landward.
 - b. Other practices or measures that the county determines adequate to offset the impacts of the impervious surface on water quality, near shore aquatic habitat, upland wildlife habitat and natural and scenic beauty. (i.e. practices found in Wisconsin Field Office Technical Guide or NRCS Technical Standards)

2. Additional mitigation requirements

- a. Mitigation plans, including existing mitigation options, must be recorded by an affidavit in the Register of Deeds.
- b. Mitigation plans will have two calendar years to be installed. If mitigation options are not installed and established within two years of issuance of a permit, then citations shall be issued and a new permit could be required.
- c. For each mitigation plan, dated photo documentation of the mitigation area during and/or after the mitigation installation, as appropriate to show compliance, must be submitted as part of the application. Mitigation must be maintained and is subject to periodic compliance checks.

Article 16. Filling, Grading, and Ditching

A. Filling, grading, lagooning, dredging, ditching, or excavating which does not require a permit

may be allowed in the Shoreland-Wetland Zoning District Area provided that:

1. Such activities are implemented in a manner designed to minimize erosion, sedimentation, and impairment of fish and wildlife habitat.
 2. All applicable federal, state, and local permits are obtained.
 3. An erosion control plan shall be required and reviewed by the Land Information Department.
- B. Except as provided in Article 16.A, a filling and grading plan and permit is required before filling or grading of any area which is within 300 feet of the ordinary high water mark of a navigable water and which has surface drainage toward the water and on which such activities will occur:
1. On areas having slopes of 20% or more.
 2. Areas of 1,000 square feet or more on slopes of 12% to 20%.
 3. Areas of 2,000 square feet or more on slopes of 12% or less.
 4. A landscaping permit may be required for any disturbance under the thresholds listed in 1-3 above.
- C. Excavating for dwellings and sanitary systems in addition to soil conservation practices including, but not limited to, terraces, runoff diversions, and grassed waterways which are used for sediment retardation shall not require a permit provided:
1. Soil conservation practices that are planned and supervised by the Land and Water Resources Department are implemented. Soil conservation practices examples include, but are not limited to, terraces, runoff diversions, and grassed waterways, which are designed to retard sediment or control animal waste runoff.
 2. Excavation for dwellings and sanitary systems are exempted from a permit under Article 16.B. if the excavation plan has been approved by the Zoning Office prior to construction. A landscaping permit shall be required unless a land use permit for the structure or state sanitary permit has been issued.
- D. Filling and grading plans shall be submitted to, reviewed and approved by the Land Information Department for activities in Article 16.B. In order to determine if a filling and grading permit may be granted, a site plan is required and must contain the following information:
1. Location of buildings on the property
 2. Property lines
 3. Location of surface waters
 4. Slope
 5. North Arrow
 6. Legend
 7. Location of the filling and grading activities on the property
 8. Property owner name and address
 9. Erosion control practices implemented and locations on the property
 10. Revegetation/stabilization plan
 11. Site plan shall be at a scale of 1 inch represents 10 feet

Article 17. Off-Street Parking and Loading

- A. Loading Space - All commercial uses shall provide sufficient maneuvering, loading, and parking space on the premises for pick-up, delivery and service vehicles necessary for normal operations.
- B. Off-Street Parking - Each parking space shall be 200 square feet in area. Each use shall provide the following minimum off-street parking spaces:
 - 1. Dwellings - one space for each dwelling unit.
 - 2. Restaurants, taverns and similar establishments - one space for each 50 square feet of floor space devoted to patrons. Drive-in eating stands offering car service - five spaces for each person employed to serve customers.
 - 3. Motels and tourist cabins - one space per unit.
 - 4. Retail businesses and service establishments--one space for each 200 square feet of floor area.
 - 5. Warehouses - one space for each two employees on the premises at a maximum employment on the main shift.

Article 18. Administrative Provisions

- A. Zoning Administrator - The Zoning Department staff shall have the following duties and powers and the Land & Water Resources Department staff shall assist in the same:
 - 1. Advise applicants on the provisions of this ordinance and assist them in preparing permit applications and appeal forms.
 - 2. Issue permits and inspect properties for compliance with this ordinance.
 - 3. Keep records of all permits issued, inspections made, work approved and other official actions.
 - 4. Must have permission to access any premises between 8:00 a.m. and 6.00 p.m. for the purpose of performing duties set forth in this ordinance.
 - 5. Submit copies of variances, conditional uses and decisions on appeals for map or text interpretation and map or text amendments within 10 days after they are granted or denied to the Department of Natural Resources.
 - 6. Investigate and report all violations of this ordinance to the Environmental Services Committee.
- B. Zoning Permits - The following applies to the issuance and revocation of permits:
 - 1. When Required - Except where another section of this ordinance specifically exempts certain types of activities, development from this requirement, a zoning permit shall be obtained from the Zoning Administrator before any said activity or development, structural alteration, or repair, as defined in Article 8, is initiated. Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply when s. 13.48(13), Stats, applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation are exempt when s. 30.2022(1), Stats, applies.
 - 2. Application - An application for a zoning permit shall be made to the Zoning Administrator upon forms furnished by the County and shall include, for the purpose of proper enforcement of these regulations, the following data:

- (a) Name and address of applicant and property owner.
 - (b) Legal description of the property and type of proposed use.
 - (c) A to-scale sketch of the dimensions of the lot and location of buildings from the lot lines, centerline of abutting highways and the ordinary high water mark at the day of the sketch.
 - (d) Whether or not a private water or septic system is to be installed.
3. Land Use Permits for land use changes shall expire twelve months from their date of issuance where no action has been taken to accomplish such changes or two (2) years after issuance.
- C. Revocation - Where the conditions of a zoning permit, conditional use permit or a variance are violated, the same are deemed revoked.
- D. Board of Adjustment –Subject to confirmation of the County Board, The County Administrator shall appoint a Board of Adjustment under Section 59.694, Wisconsin Statutes, consisting of 5 members, with no less than 1 of the members being a riparian landowner. The County Board shall adopt rules for the conduct of the business of the Board of Adjustment as required by Section 59.694 (3), Wisconsin Statutes.
1. Powers and Duties - The Board of Adjustment shall have the following powers and duties:
- (a) The Board of Adjustment shall adopt such additional rules as it deems necessary and may exercise all of the powers conferred on such boards by Section 59.694 Wisconsin Statutes.
 - (b) It shall hear and decide appeals where it is alleged there is an error in any order, requirements, decision or determination made by an administrative official in the enforcement or administration of this ordinance.
2. It may authorize upon application, in specific cases, such variances from the terms of the ordinance as shall not be contrary to the public interest, where owing to special conditions, and a literal enforcement of the ordinance will result in unnecessary hardship.
- (a) In the issuance of a variance, the spirit of the ordinance shall be observed and substantial justice done. No variance shall have the effect of granting or increasing any use of property, which is prohibited in that zoning district by this ordinance.
3. Conditional Use Permits - the following shall apply to conditional use permits:
- (a) Application for a Conditional Use Permit- Any use listed as a conditional use in this ordinance shall be permitted only after an application has been submitted and an appropriate application fee paid to the Zoning Administrator and a conditional use permit has been granted by the Board of Adjustment.
 - (b) Standards Applicable to All Conditional Uses - In passing upon a conditional use permit, the Board of Adjustment shall evaluate the effect of the proposed use upon the following criteria:
 - (1) The maintenance of safe and healthful conditions.
 - (2) The prevention and control of water pollution including sedimentation.

- (3) Existing topographic and drainage features and vegetative cover on the site.
 - (4) The location of the site with respect to floodplains and floodways of rivers and streams.
 - (5) The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover.
 - (6) The location of the site with respect to existing and future access roads.
 - (7) The need of the proposed use for a shoreland location.
 - (8) Its compatibility with uses on adjacent land.
 - (9) The amount of septic waste to be generated and the adequacy of the proposed disposal system.
 - (10) Location factors that:
 - I. Domestic uses shall be generally preferred;
 - II. Uses not inherently a source of pollution within an area shall be preferred over uses that are or may be a pollution source; and
 - III. Use locations within an area tending to minimize the possibility of pollution shall be preferred over use locations tending to increase that possibility.
- (c) Conditions Attached to Conditional Use Permit - Upon consideration of the factors listed above, the Board of Adjustment shall attach such conditions, in addition to those required elsewhere in this ordinance as are necessary to further the purposes of this ordinance. Violations of any of these conditions shall be deemed a violation of this ordinance and result in immediate revocation of the conditional use permit. Such conditions may include, without limitation of a specific enumeration: type of shore cover; increased setbacks and yards; specific sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operational control; sureties; bonding; deed restrictions; location of piers, docks, parking and signs; and type of construction. To secure information upon which to base its determination, the Board of Adjustment may require the applicant to furnish, in addition to the information required for a conditional use permit, the following information:
- (1) A plan of the area showing contours, soil types, ordinary high water marks, ground water conditions, bedrock, slope and vegetative cover.
 - (2) Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space and landscaping.
 - (3) Plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.
 - (4) Specifications for areas of proposed filling, grading, lagooning or dredging.
 - (5) Other pertinent information necessary to determine if the proposed use meets the requirements of this ordinance.
- (d). Notice and Public Hearing - Before passing upon an application for a conditional use permit; the Board of Adjustment shall hold a public hearing. Notice of such public hearing, specifying the time, place, and matters to come before the Board of Adjustment, shall be given as a Class 2 notice under Chapter 985, Wisconsin Statutes, and notice shall be provided to the appropriate district office of the Department of Natural Resources at least 10 days prior to the hearing as well as all property owners within 300 feet of the site under consideration. The Board of Adjustment shall state in

writing the grounds for refusing a conditional use permit.

- (e) Recording - When a conditional use permit is approved, an appropriate record shall be made of the land use and structures permitted and such permit shall be applicable solely to the structures, use and property so described. A copy of any decision on a conditional use permit shall be provided to the appropriate district office of the Department of Natural Resources within 10 days after application for the conditional use permit is granted or denied.
 - (f) Revocation - Where the conditions of a conditional use permit are violated, the conditional use permit shall be revoked by the Zoning Department
 - (g) Expiration - Conditional use permits for construction, alteration or removal of structures shall expire twelve months from their date of issuance if no building activity has begun within such time.
4. Appeals to the Board of Adjustment - Appeals to the Board of Adjustment may be taken by any person aggrieved or by an officer, department, board or bureau of the county affected by any decision of the Zoning Administrator or other administrative officer. Such appeal shall be taken within 30 days, as provided by the rules of the Board of Adjustment, by filing with the officer from whom the appeal is taken, and with the Board of Adjustment, a notice of appeal specifying the ground thereof. The Zoning Administrator or other officer from when the appeal is taken shall forthwith transmit to the Board of Adjustment all the papers constituting the record upon which the action appeal was made.
5. Hearing Appeals - The following procedures shall be taken in hearing any appeals:
- (a) The Board of Adjustment shall fix a reasonable time for the hearing of the appeal. The Board shall give public notice thereof by publishing a Class 2 notice under Chapter 985, Wisconsin Statutes, specifying the date, time and place of hearing and the matters to come before the Board, and shall provide notices to the parties within 300 feet of the site under consideration and the appropriate district office of the Department of Natural Resources at least 10 days prior to the public hearing.
 - (b) A decision regarding the appeal shall be made as soon as practical and a copy shall be submitted to the Department of Natural Resources within 10 days after the decision is issued.
 - (c) The final disposition of an appeal or application to the Board of Adjustment shall be in the form of a written resolution or order signed by the chairman and secretary of the Board. Such resolution shall state the specific facts which are the basis of the Board's determination and shall either affirm, reverse, vary or modify the order, requirement, decision or determination appealed in whole or in part, dismiss the appeal for lack of jurisdiction or persecution or grant the application.
 - (d) At the public hearing, any party may appear in person or by agent or by attorney.
 - (e) All decisions may be reviewed by a court of competent jurisdiction.
- E. Fees - The Environmental Services Committee may, by motion, adopt fees for the following:
- 1. Land Use Permits.
 - 2. Erosion Control Plan reviews.
 - 3. Storm water Management Plan review.
 - 4. Public Hearings—Variances
 - 5. Legal Notice Publications.

6. Conditional Use Permits.
7. Appeals to the Board of Adjustment
8. Amendments of Ordinance on Petition

Article 19. Changes and Amendments

- A. The County Board may from time to time alter, supplement, or change the boundaries of use, districts, and the regulations contained in this Ordinance in accordance with the requirements of Chapter 59.69(5)(e), Wisconsin Statutes, and Article 7 where applicable.
- B. Amendments to this Ordinance may be made on petition of any interested party as provided in Chapter 59.69(5)(e), Wisconsin Statutes.
- C. In the instance that a petition for an ordinance amendment is filed by a member of the county board or by the agency designated by the board to consider county zoning matters, the petitioner shall be exempt from the fee required to propose such amendment.
- D. Every petition for a text or map amendment filed with the County Clerk shall be referred to the County Zoning Agency. A copy of each petition shall be provided to the appropriate district office of the Department of Natural Resources within 5 days of the filing of the petition with the County Clerk. Written notice of the public hearing to be held on a proposed amendment shall be mailed to the appropriate district office of the Department of Natural Resources at least 10 days prior to the hearing.
- E. A copy of the County Board's decision on each proposed amendment shall be provided to the appropriate district office of the Department of Natural Resources within 10 days after the decision is issued.

Article 20. Enforcement and Penalties

- A. Any development, any building or structure constructed, moved or structurally altered, or any use established after the effective date of this Ordinance contrary to the provisions of this Ordinance, by any person, firm, association, corporation (including building contractors or their agents) shall be deemed a violation. As authorized by Wis. Stat. CHAPTER 66, the Zoning Administrator or the County Zoning Agency shall issue citations for any violations of this Ordinance. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this ordinance shall be subject to a forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-thousand (\$1000.00) dollars per offense, together with the taxable costs of action. Each day of continued violation shall constitute a separate offense. Every violation of this Ordinance is a public nuisance and the creation thereof may be enjoined and the maintenance there may be abated by action at suit of the county, the state, or any citizen thereof pursuant to Section 87.30(2), Wisconsin Statutes. The County also retains the summons and complaint avenue for forfeitures and remedial action as provided by Wis. Stat. Section 59.69(11).
- B. ~~There shall be a penalty fee of five hundred (\$500.00) dollars added to the regular fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance.~~ There shall be a penalty fee of 2 times the regular permit fee in those cases where building is commenced

without first obtaining a land use permit, providing the structure is in conformance with the provisions of this ordinance. In cases where the project cannot be permitted without a variance, the penalty fee shall be applied towards the variance application fee.

- C. The Zoning Department may issue an on-site stop work order, as appropriate, whenever it determines that a violation of this Ordinance or the building permit is taking place.

~~**Effective Date:** This Polk County Shoreland Protection Zoning Ordinance shall take effect upon passage and publication, effective on the 15th day of September, 2016.~~

Ordinance No. 16 -18

1 Ordinance To Enact Amended Polk County Private Onsite Wastewater Treatment System
 2 (POWTS) Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

3 WHEREAS, on March 21, 2017, the Polk County Board of Supervisors enacted Ordinance No.
 4 11-17, entitled as Polk County Private Onsite Wastewater Treatment System (POWTS)
 5 Ordinance; and

6 WHEREAS, Wisconsin plumbing code is under the authority of the Wisconsin Department of
 7 Safety and Professional Services; and

8 WHEREAS, private sewage systems are regulated by Wisconsin Administrative Code SPS 383-
 9 387 and 391; and

10 WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to
 11 Wisconsin Statute Section 59.69(5)(e) a petition sought to amend the Polk County Private Onsite
 12 Wastewater Treatment System (POWTS) Ordinance, through the enactment of the proposed
 13 Amended Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance; and

14 WHEREAS, the amendment changes the after-the-fact penalty fee from \$500 to two times the
 15 regular permit fee; and

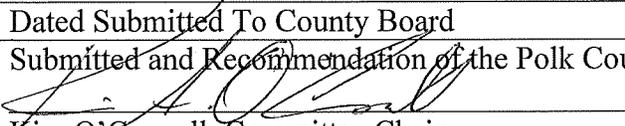
16 WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the
 17 planning and zoning committee, opened and held a public hearing on the petition to amend the
 18 Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance; and

19 WHEREAS, after considering public input received in the public hearing and incorporating such
 20 public input and recommendations, as appropriate, the Polk County Environmental Services
 21 Committee recommends that the Polk County Board of Supervisors enact as and for the county's
 22 sanitary ordinance under Wisconsin Statute Sections 59.70, 254.59, and Chapter 145 the attached
 23 proposed ordinance, entitled "Amended Polk County Private Onsite Wastewater Treatment
 24 System (POWTS) Ordinance".

25 NOW, THEREFORE, pursuant to Wisconsin Statute Section 59.69(5)(e), the Polk County Board
 26 of Supervisors ordains as follows:

- 27 1. The Amended Polk County Private Onsite Wastewater Treatment System (POWTS)
 28 Ordinance, attached hereto and incorporated herein, is enacted.
- 29 2. The Polk County Zoning Administrator is directed to forward the Amended Polk County
 30 Private Onsite Wastewater Treatment System (POWTS) Ordinance to the Wisconsin
 31 Department of Safety and Professional Services.

- 32 3. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is
 33 directed to cause to be published the ordinance enacted herein.
- 34 4. The Amended Polk County Private Onsite Wastewater Treatment System (POWTS)
 35 Ordinance shall be effective upon passage and publication as provided by law.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommendation of the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	

Review By Corporation Counsel

Approved as to Form
 Recommended


 Jeffrey B. Fuge, Corporation Counsel
 Interim County Administrator

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 16 -18: Ordinance To Enact Amended Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 16 -18: Ordinance To Enact Amended Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

**Proposed Amended
Polk County
Private Onsite Wastewater
Treatment System (POWTS)
Ordinance**

Ordinance No. 16-18

Polk County Private Onsite Wastewater Treatment System (POWTS)
Ordinance

Enacted: _____ Published: _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~**RED TEXT: REMOVED TEXT**~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax

Polk County Private Onsite Wastewater Treatment System (POWTS) Ordinance

(Effective: _____)

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Section 1: Statutory Authority

This ordinance is adopted pursuant to the authorization in Wisconsin State Statute 59.70(1), 59.70(5), 145.04, 145.19, 145.20, 145.245, 254.59, and Wisconsin Department of Safety and Professional Services code chapters SPS 383-387 and 391.

Section 2: Purpose

The underlying principles of this ordinance are basic goals in environment, health and safety accomplished by proper siting, design, installation, inspection, maintenance, and management of POWTS and non-plumbing sanitary systems.

Section 3: Severability and Liability

- A. If any section, subsection, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the remaining portions of this ordinance. The Polk County Board of Supervisors declares that it would have passed this ordinance and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more such provisions be declared unconstitutional or invalid.
- B. To the extent that any of the provisions of this ordinance are interpreted to be invalid or inconsistent with Wisconsin Statute and Administrative Code, said ordinance provision shall lack application and the applicable state standard is hereby incorporated by reference as expressly provided herein so as to allow for lawful issuance of any permit as provided by this ordinance and to allow for the enforcement by ordinance of the state standard.
- C. This ordinance shall not create a liability on the part of or a cause of action against the county or any employee thereof for any private sewage system which may not function as designed. There shall be no liability or warranty for any site which is approved or denied. The issuance of a sanitary permit and the final inspection of such a system do not warrant the system's function, nor is there a guarantee that the system is free of defects or that all aspects of the system comply to Wisconsin Statute or Administrative Code requirements.

Section 4: Definitions

The following definitions apply to the provisions of this ordinance:

Bedroom: A room for sleeping that includes an ingress/egress.

Certified Soil Tester (CST): A person certified to conduct Soil and Site Evaluations in accordance with SPS 385.

Committee: The Environmental Services Committee.

County Sanitary Permit: A permit issued by the Polk County Zoning Department for a reconnection, restoration, repair or for the installation of a non-plumbing sanitation system.

Domestic Wastewater: The type of wastewater, not including storm water, normally discharged from or similar to that discharged from plumbing fixtures, appliances and devices including, but not limited to sanitary, bath, laundry, dishwashing, garbage disposal and cleaning wastewaters.

Dwelling Unit: A structure or portion thereof with rooms arranged, designed or intended for occupancy by an individual or family for residential purposes.

Human Habitation: The act of occupying a structure as a dwelling or sleeping place, whether intermittently or as a principal residence.

Occupancy: Pertains to and is the purpose for which a structure is used or intended to be used. A change of occupancy is not intended to include a change of tenants or proprietors.

Ordinary High Water Mark (OHWM): means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

Plan Revision: A modification to an approved application where a valid sanitary permit is in effect.

Plumber: A person licensed by the state as a Master Plumber or Master Plumber-Restricted Services for the purposes of this ordinance.

Portable Restroom (Satellite): A self-contained portable unit that includes fixtures and holding tank facilities, designed to contain domestic waste.

Private Onsite Wastewater Treatment System (POWTS): A sewage treatment and disposal system serving a structure with a septic tank, holding tank, aerobic treatment unit, or soil absorption field.

POWTS- Conventional: A POWTS consisting of a septic tank and/or an aerobic treatment unit (ATU) and an in-ground soil absorption component with gravity distribution of effluent.

POWTS- Failing: As defined under Wisconsin Statutes § 145.245(4).

POWTS- Holding Tank: A tank without a soil absorption component to collect domestic waste. The minimum tank size shall be 2000 gallons.

POWTS- Non-plumbing Sanitation System: Sanitation systems and devices within the scope of SPS 391, which are alternatives to water carried waste plumbing fixtures and drain systems; including, but not limited to, incinerating toilets, composting toilets and privies.

POWTS- Physical Restoration: The process of restoring the hydraulic functions and capabilities of a soil absorption system by soil fracturing. This process can reduce or eliminate flow restrictions in the soil due to biomat build up. Each method of restoration must have obtained product approval from the state.

POWTS- Privy: An enclosed non-portable toilet which non-water-carried human wastes are deposited (a non-plumbing sanitation system)

POWTS- Privy-Pit: A privy with a subsurface storage chamber that is not watertight.

POWTS- Privy-Vault: A privy with a subsurface storage chamber that is watertight.

POWTS- Reconnection: The connection of an existing POWTS to a new or replacement structure

POWTS- Repair: A restoration of a POWTS component to the original operating condition.

POWTS- Septic Tank: An anaerobic treatment tank.

Public Sewer: A sewer owned and controlled by a public authority.

Register of Deeds: Polk County Register of Deeds.

Sanitary Permit: A county sanitary permit, a state sanitary permit or both.

State: The Wisconsin Department of Safety and Professional Services.

State Sanitary Permit: A permit issued by the zoning department for the installation or modification of a POWTS, pursuant to Wisconsin Statutes §§ 145.135 and 145.19. 34.

Section 5: General Provisions

A. Compliance

1. All domestic wastewater shall enter a POWTS, unless otherwise exempted by the state or this ordinance.
2. The discharge of domestic waste including greywater and effluent to the waters of the state or to the ground surface is prohibited.
3. All structures or premises in the county that are permanently or intermittently intended for human habitation or occupancy, which are not serviced by a public sewer, shall have a system for holding, treatment, and dispersal of domestic wastewater, which complies with the provisions of this ordinance and all applicable state laws governing the location, construction, and use of private sewage systems: § 59.70(5), Chs. 145, 281.48 and 986.10, Wis. Stats.; Chs. SPS 352.63, SPS 381-85, SPS 387, SPS 391, NR 113 and NR 116 Wis. Adm. Code.

4. A non-plumbing sanitation system may be permitted only when the structure or premises served by the non-plumbing system is not provided with an indoor plumbing system. If plumbing is installed in the structure or water under pressure is supplied to the structure, an acceptable method of sewage disposal other than, or in addition to, a non-plumbing sanitation system must be provided.
5. Any POWTS, or portion(s) thereof, installed within a floodplain, shall comply with all applicable requirements of NR 116, Wisconsin Administrative Code and the Polk County Floodplain Zoning Ordinance.
6. A sanitary permit shall be obtained by the property owner, his/her agent or contractor, in the name of the property owner, before a POWTS or non-plumbing sanitary system may be installed, replaced, reconnected or modified. Any property owner, his/her agent or contractor, who starts construction prior to obtaining a sanitary permit is in violation and may be subject to citation or other enforcement action.
7. A written easement is required for POWTS that are proposed to be located on parcels that are not owned by the owner of the wastewater source. The easement shall be of adequate size to accommodate the installation and maintenance of the POWTS. The easement must be recorded in the Register of Deeds Office prior to the issuance of the sanitary permit.
8. If the design wastewater flow of a POWTS for a dwelling is not based upon the number of bedrooms within the dwelling, an affidavit limiting occupancy to the design flow shall be recorded in the Register of Deeds Office.
9. The zoning department shall issue written notice to each applicant whose sanitary permit application is disapproved per Wisconsin Statutes §145.20 (2) (c). Each notice shall list the specific reasons for disapproval and the amendments required to make the application approvable.

Section 6: Soil and Site Evaluations

- A. Soil and site evaluations shall be done prior to the issuance of sanitary permits as specified in SPS 383 or SPS 391, Wis. Adm. Code.
- B. Soil and Site Evaluation Reports must comply with SPS 385, Wis. Adm. Code. for the issuance of a new or replacement sanitary permit. Soil test pits shall be constructed pursuant to SPS 385, Wis. Adm. Code to allow adequate visual observation of the soil profile in place.
- C. County verification of a Soil and Site Evaluation report may be necessary to determine the suitability of a lot for a POWTS. This verification will be made at the discretion of the zoning administrator and will be made prior to the issuance of the sanitary permit. The verification will be filed with the sanitary permit or in a separate file if no sanitary permit has been issued.
- D. A Soil and Site Evaluation Report signed as original by the Certified Soil Tester (CST) conducting the evaluation, must be submitted to the Zoning Department. The report format must comply with § SPS 385.40(2) and pages must be numbered to identify entire report contents. Reports shall be filed on State approved forms.

- E. In addition to minimum requirements in § SPS 385.40(3), the soil and site evaluation report must provide a site plan that contains the following information:
1. A site plan drawn to scale, in addition to the legal description, indicating nearest road(s) for access. The drawing must be fully dimensioned, using the same scale for property features, soil dispersal, and/or treatment area. If the entire property is too large to fit on the page at the accepted scale, the nearest road and/or lot lines may be indicated with a broken line for measured distances from the tested area.
 2. A benchmark must be established within a line of sight to the soil tested area. The benchmark must be identified by a description of the benchmark used. (e.g. lot stake or PVC pipe) The measured distance to the benchmark location must be included on the scale drawing.
 3. Soil pit and/or boring locations must have a ground surface elevation and horizontal reference to the benchmark and/or lot lines. Distances between pit and/or borings must be sufficient to allow adequate square footage for installation of a soil absorption dispersal area appropriate for the soil application rates encountered on the site.
 4. Ground surface contour lines at appropriate intervals should extend beyond the perimeter of the soil-tested area to indicate surface features affecting the size and orientation of a treatment or dispersal system.
 5. Location of easements, floodplain, and the ordinary high water mark must be shown; if available at the time the soil evaluation report is prepared.
- F. Soil and Site Evaluation Reports that do not contain all required information will not be accepted for permitting purposes by the zoning department and therefore cannot be used to design a POWTS.
- G. Review and acceptance of the Soil and Site Evaluation Report by the zoning department cannot guarantee the data will be accurate for installation of a POWTS system. The CST and/or POWTS installer may request field verification of site conditions and/or soil profile descriptions if a determination is needed.
- H. Soil and Site Evaluation Reports that have been accepted will remain on file in the zoning department.

Section 7: Permit Requirements

- A. Every POWTS and non-plumbing system shall require a separate application and sanitary permit.
- B. A sanitary permit is valid for 2 years from the date of issuance, but can be renewed for an additional 2 years.
- C. The sanitary permit shall be issued before the land use permit.
- D. Applications for state sanitary permits shall be submitted to the county on state approved forms.
- E. When any state approval is required for a sanitary system, an original copy of the approval shall be submitted with the sanitary permit application.

- F. A state sanitary permit shall be issued by the county prior to the installation, construction, or modification of the following:
1. A POWTS holding component
 2. A POWTS treatment component
 3. A POWTS dispersal component
- G. A sanitary permit is not required for the addition of manhole risers or for the replacement of manhole covers, baffles, floats, pipes, filters, and pumps.
- H. A sanitary permit is not required to connect an accessory building without bedrooms to an existing sanitary system.
- I. If any part of a private sewage system has failed, requires replacement, reconnection, or modification, the entire system shall be evaluated for compliance with existing codes prior to sanitary permit issuance. This shall include a soil and site evaluation for those components that utilize in situ soil for treatment or dispersal, unless a valid report is already on file with the County.
- J. If any part of the system is found to be defective or not in conformance with the applicable provisions of this ordinance, the sanitary permit application shall include specifications for the repair, renovation, replacement or removal of that part.
- K. Change of Plumbers
1. If an owner wishes to change plumbers, it is necessary to furnish the zoning department with the proper forms and plans signed by the new plumber.
 2. Sanitary permits requiring state plan approval shall not be issued to a different plumber unless the plan bears the stamp of a plumbing designer or a new state plan approval is received with the new plumber.
 3. The change of plumbers shall take place prior to the installation of the POWTS.
- L. Revision of sanitary permit
1. Revisions as outlined in SPS 383.22(4)(a), Wis. Adm. Code shall also include the change of plumbers responsible for the POWTS installation.
 2. It is the responsibility of the plumber to provide plan revisions that detail any additions, alterations, or other modifications to the original permit.
- M. Transfer of sanitary permit.
1. Transfer of ownership of a property for which a valid sanitary permit exists shall be subject to the following:
 - a. The applicable state transfer form shall be submitted to the County.
 - b. The sanitary permit card shall be returned to the County so that a new permit card may be issued.

- c. Transfer of ownership shall not affect the expiration date or renewal requirements

Section 8: County Sanitary Permits

- A. A county sanitary permit shall be issued by the zoning office prior to the land use permit when reconnecting an existing sewer system to a new dwelling to verify that the system is properly connected and functioning properly.
- B. A county sanitary permit shall be issued by the zoning office before a non-plumbing sanitary system is installed including but not limited to: privy, composting toilet, chemical toilets, and incinerating toilets.
- C. Reconnection
 - 1. Reconnection permits do not apply to mobile home parks and campgrounds that are licensed by the State of Wisconsin.
 - 2. A county sanitary permit for a reconnection to an existing POWTS shall be obtained prior to the following, however, the reconnection shall not allow the wastewater load and/or contaminate load of the structure to exceed the limitations of the existing system:
 - a. Construction of a structure to be connected to an existing POWTS.
 - b. Disconnection of a structure from an existing POWTS and connection of another structure to the system.
 - c. Rebuilding a structure that is connected to a POWTS.
 - 3. Prior to issuing a county sanitary permit, the existing POWTS shall be examined to:
 - a. Determine if it is functioning properly or whether it is a failing system.
 - b. Determine if it will be capable of handling the proposed wastewater flow and contaminant load from the building to be served.
 - c. Determine that all minimum setback requirements of SPS 383, Wis. Adm. Code, will be maintained. Well setbacks are pursuant to NR 811 and NR 812 Wis. Adm. Code.
 - 4. Application for a county sanitary permit for a reconnection shall include the following:
 - a. For all systems that utilize in situ soil for a treatment or disposal, a Soil and Site Evaluation report verifying that the vertical separation distance between the infiltrative surface of the existing treatment or dispersal component and estimated high groundwater elevation and bedrock complies with SPS 383, Wis. Admin. Code, unless a valid report meeting these criteria is on file with the county;

- b. A report provided by a licensed plumber, certified septage servicing operator or a POWTS inspector relative to the condition, capacities, baffles and manhole covers for any existing treatment or holding tanks;
- c. A report provided by a licensed plumber or POWTS inspector relative to the condition and capacities of all other system components and verifying that the system is not a failing system;
- d. Complete plans indicating location of piping and existing components.
- e. Reconnection to existing holding tanks may require a new servicing contract and an updated holding tank agreement which meets the requirements of this ordinance;
- f. Reconnection to an existing system other than a holding tank may require a new maintenance agreement or contract.
- g. Replacing a structure with a new or different structure within two years of the date of permit issuance will only require statements indicating that the system has not been altered, that a modification in wastewater flow or contaminant load will not occur, and a plot plan that documents all setbacks between the structure and system components.

Section 9: Maintenance and Management

- A. All private sewage systems and non-plumbing sanitation systems shall be managed and maintained in accordance with SPS 383, 384, and 391, Wisconsin Administrative Code, and this ordinance.
- B. The property owner shall report to the county, each inspection, maintenance or servicing event, in accordance with SPS 383, Wisconsin Administrative Code, and this ordinance.
- C. The property owner shall submit a copy of an appropriate maintenance agreement to the county prior to sanitary permit issuance.
- D. The property owner shall submit a new or revised maintenance agreement to the county whenever there is a change to such document.
- E. Circumstances such as inclement weather, road weight restrictions and site limitations may necessitate a delay in septic tank maintenance until conditions permit.

Section 10: Septic Tank Maintenance Program

- A. The applicant for a sanitary permit shall be provided with written notice of the maintenance program at the time the sanitary permit is issued. The records of this notification shall be maintained by the issuing agent. Upon sale of the property, the owner shall provide written notification of the maintenance program to the buyer.
- B. All septic tanks permitted and installed on or after April 21, 1987 shall be visually inspected by a plumber, POWTS inspector, or a person licensed under Sec. 281.48 Wis. Stats., and pumped within three (3) years of the date of installation and at least once every three (3) years thereafter, unless upon inspection the tank is found to have less than 1/3 of the volume occupied by sludge and scum.

- C. Pumping of a septic tank shall be done by a certified septage servicing operator in accordance with NR113, Wisconsin Administrative Code.
- D. Visual inspection of a private sewage system may be conducted by a plumber, a person licensed under § 281.48, Wisconsin Statutes, or by an authorized county or state employee to determine the condition of the tank and whether wastewater or effluent from the POWTS is ponding on the ground surface.
- E. The owner of such septic tank shall furnish the county with a copy of the inspection report, verifying the condition of the tank, whether wastewater or effluent from the POWTS is ponding on the ground surface, and the date of pumping within 30 days of the date of inspection and/or pumping. Reports shall include all information required in SPS 383.55, Wisconsin Administrative Code, and be signed by the person(s) inspecting and pumping the private sewage system. Other maintenance or management reports required by SPS 383 or 84, Wisconsin Administrative Code, should be included with this report.

Section 11: Holding Tank Maintenance Program

- A. The owner of the holding tank shall enter into a maintenance agreement with the appropriate city, village, or town, guaranteeing that the local governmental unit which signed the agreement will service the holding tank, if the owner fails to have the holding tank properly serviced in response to orders issued by the county. The maintenance agreement shall be binding upon the owner, their heirs, and assignees of the owner. The holding tank agreement shall be filed with the Register of Deeds.
- B. The owner or agent shall submit a copy of the holding tank agreement and management plan when plans are submitted to the county for review.

Section 12: Construction Changing Wastewater Flow

- A. Prior to commencing the construction of an addition to or modification of a structure, which will affect the wastewater flow and/or contaminant load to an existing POWTS, the owner(s) of the property shall:
 - 1. Possess a sanitary permit to construct a new POWTS system or modify an existing POWTS to accommodate the modification in wastewater flow or contaminant load or;
 - 2. Provide the following to the County:
 - a. Documentation that a Private Sewage System of adequate capability and capacity to accommodate the wastewater flow and contaminant load already exists to serve the structure, as specified in SPS 383, Wis. Adm. Code;
 - b. Documentation showing that the location of the proposed structure conforms to the applicable setback distances to all of the existing POWTS components; and

- c. An undersized system affidavit that is recorded in the Register of Deeds office prior to the issuance of the land use permit.
3. If the existing private sewage system is found not to be compliant with this ordinance, construction of the building addition or modification shall be allowed only if a sanitary permit has been issued to modify or replace the existing POWTS.
4. Any installation, addition, modification of a POWTS must be completed and accepted before the addition or modified area of the structure may be occupied.

Section 13: Non-plumbing Sanitary Systems

- A. A portable restroom (satellite) is exempt from the requirements of this ordinance.
- B. An affidavit shall be recorded in the Register of Deeds office for any non-plumbing sanitary system.
- C. A non-plumbing sanitary system must meet all the requirements of SPS 381-387 and SPS 391, and be state approved if applicable.
- D. A site plan shall be submitted along with the county sanitary permit application for all non-plumbing sanitary systems.
- E. Privies
 1. A county sanitary permit is required prior to the construction or location of a privy.
 2. Privies and portable restrooms shall be constructed and maintained in a clean condition so that insects and rodents cannot enter the vault.
 3. No plumbing shall be installed in the privy.
 4. Privies and portable restrooms shall be located at a minimum horizontal distance of; 25 feet from dwellings, 25 feet from the lot line, 50 feet from the open pit privy to the well or 25 feet from a vault privy to the well, 75 feet from a stream, lake or other water course, and 25 feet from the edge of a slope greater than 20%.
 5. Pit privy permit applications shall be accompanied by a soil test provided by a certified soil tester to determine compliance with SPS 391, Wis. Adm. Code.
 6. The structure that is placed over the vault or pit shall be constructed to these minimum standards:
 - a. The structure over the vault or pit shall have a minimum of 12 sq. ft. in floor area.
 - b. The height of the interior walls shall be at least 6.5 feet or 78" in height.
 - c. The vault or pit shall be provided with a vent pipe with a minimum diameter of 3 inches and shall extend at least one foot above the roof.
 - d. The storage chamber of a vault privy shall have a minimum storage capacity of 200 gallons or one cubic yard and shall comply with DSPS 384.25.
 - e. All windows, vents and other openings shall be screened to prevent entrance of insects and rodents and the door shall be self-closing.

Section 14: Inspections

- A. The plumber must give notice for final inspection of all POWTS installed to the zoning department in accordance with SPS 383.
- B. The entire system shall be left completely open until it has been inspected, unless the zoning department fails to inspect within the time period specified in SPS 383.
- C. The plumber shall provide the proper equipment and assistance to complete the inspection.
- D. POWTS may be inspected periodically, after the initial installation inspection(s) and/or after the system is operative, as deemed necessary by the inspector.

Section 15: Failing Systems

- A. When a failing private sewage system is identified, it shall be brought into compliance with current code requirements, replaced with a code compliant system, or its use discontinued within that period of time required by county order.
- B. Unlawfully modified private sewage systems, a private sewage system that has sewage bypassed, or a holding tank which is discharging untreated or partially treated sewage to the ground surface or surface waters, may be ordered by the county or the department to be corrected or replaced with a code compliant system.

Section 16: Abandonment of Private Sewage Systems

- A. The components of an existing private sewage system that are not part of the approved design of a replacement system shall be abandoned at the time of the installation of the replacement system by the plumber responsible for the installation of the system. The abandonment shall comply with DSPS 383, Wis. Adm. Code.

Section 17: Administrative Provisions

- A. The Zoning Administrator or designee shall act as the Polk County issuing agent of the statutes and is hereby assigned the duties of administering the POWTS program.
- B. In accordance with state law (e.g. Ch. 145 Wis. Stats. And SPS 383 Wis. Adm. Code) the Zoning Administrator may inspect at any time, with or without notice, the construction, installation, operation or maintenance of a POWTS to ascertain whether the POWTS conforms to plans approved, the conditions of approval and this chapter, or any applicable law, regulation or rule.
- C. Appeals
 - 1. Any person aggrieved by a written administrative decision made by the Zoning Administrator, or his/her designee, may appeal the decision to the Board of Adjustment within 30 days of the date of a written decision.

2. An appeal shall be in writing and shall be made on a form provided by the zoning department.
3. The Zoning Department will prepare proper notices and schedule the appeal with the Board of Adjustment.

Section 18: Fees

- A. Fees shall be as determined and adjusted from time to time by the Environmental Services Committee and as maintained by the Land Information Department in its "Polk County Land Information Department Fee Schedule." Pursuant to Wis. Stat. § 66.0628(2), any fee imposed shall have a reasonable relationship to the service for which the fee is imposed.

Section 19: Enforcement

- A. Any person who fails to comply with the provisions of this ordinance, or any order of the County issued in accordance with this ordinance, or resists enforcement, shall be subject to a citation, after the fact fees, or other enforcement action.
- B. As authorized by Wis. Stat. Chapter 66, the Zoning Administrator or the County Zoning Agency shall issue citations for any violations of this Ordinance. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this ordinance shall be subject to a forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-thousand (\$1000.00) dollars per offense, together with the taxable costs of action. Each day of continued violation shall constitute a separate offense. Every violation of this Ordinance is a public nuisance and the creation thereof may be enjoined and the maintenance there may be abated by action at suit of the county, the state, or any citizen thereof pursuant to Section 87.30(2), Wisconsin Statutes. The County also retains the summons and complaint avenue for forfeitures and remedial action as provided by Wis. Stat. Section 59.69(11).
- ~~C. There shall be a penalty fee of five hundred (\$500.00) dollars added to the regular fee in those cases where work is commenced without first obtaining a sanitary permit. There shall be a penalty fee of 2 times the regular permit fee in those cases where a sanitary system is installed without first obtaining a sanitary permit, providing the system is in conformance with the provisions of this ordinance.~~
- D. The Zoning Department may issue an on-site stop work order, as appropriate, whenever it determines that a violation of this Ordinance or the sanitary permit is taking place.

Ordinance No. 17 -18

Ordinance To Enact Amended Polk County Comprehensive Land Use Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 32-16 on August 16, 2016, entitled as Polk County Comprehensive Land Use Ordinance, regulating the unincorporated lands outside of the shoreland areas in towns with county zoning under Wisconsin Statute Section 59.69; and

WHEREAS, the Wisconsin Legislature enacted 2017 Wisconsin Act 67, which in relevant part, modified conditional use, variance, and nonconforming structure provisions of the statute; and

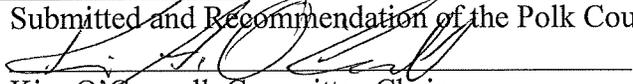
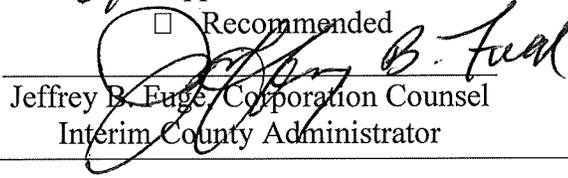
WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to Wisconsin Statute Section 59.69(5)(e) a petition sought to amend the Polk County Comprehensive Land Use Ordinance through the enactment of the proposed Amended Polk County Comprehensive Land Use Ordinance; and

WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the planning and zoning committee, opened and held a public hearing on the petition to amend the Polk County Comprehensive Land Use Ordinance; and

WHEREAS, after considering public input received in the public hearing and incorporating such public input, as appropriate, the Polk County Environmental Services Committee recommends the Polk County Board of Supervisors to enact as and for the county's comprehensive land use ordinance under Section 59.69, the attached proposed ordinance entitled "Amended Polk County Comprehensive Land Use Ordinance."

NOW, THEREFORE, pursuant to Wisconsin Statute Sections 59.69(5)(e), the Polk County Board of Supervisors ordains as follows:

1. The Amended Polk County Comprehensive Land Use Ordinance attached hereto and incorporated herein is enacted.
2. The Amended Polk County Comprehensive Land Use Ordinance shall supersede the related provisions of Ordinance No. 32-16 Polk County Comprehensive Land Use Ordinance.
3. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is directed to cause to be published the ordinance enacted herein.
4. Pursuant to Wisconsin Statute Section 59.69(5)(e), the Amended Polk County Comprehensive Land Use Ordinance shall be effective upon passage and publication.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon passage and publication
Dated Submitted To County Board	August 17, 2018
Submitted and Recommendation of the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	
<p style="text-align: center;">Review By Corporation Counsel:</p> <p style="text-align: center;"><input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended</p>  Jeffrey B. Euge, Corporation Counsel Interim County Administrator	

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 17-18: Ordinance To Enact Amended Polk County Comprehensive Land Use Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County Clerk

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 17-18: Ordinance To Enact Amended Polk County Comprehensive Land Use Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

Proposed Amended
Polk County Comprehensive
Land Use Ordinance

Ordinance No. 17-18

Polk County Comprehensive Land Use Ordinance

Enacted _____; Published _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~**RED TEXT: REMOVED TEXT**~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax
www.co.polk.wi.us/landinfo/zoning

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**POLK COUNTY COMPREHENSIVE LAND USE
ORDINANCE
~~SEPTEMBER 15, 2016~~**

10.1 ARTICLE 1: TITLE; AUTHORITY; AND INTRODUCTORY PROVISIONS

The County Board of Supervisors of the County of Polk, Wisconsin, does ordain as follows:

10.1.1 TITLE

This Ordinance shall be known as the "Polk County Comprehensive Land Use Ordinance", hereinafter referred to as "this Ordinance."

10.1.2 AUTHORITY AND SCOPE OF REGULATION

- A) This Ordinance is adopted pursuant to the authority expressed in ss. 30.12(3)(c), 30.13(2), 59.03, 59.69, 59.692, 59.694, 59.696, 87.30, 281.31 and Chapters 91, 236, 287, 289 and 823, Wis. Stats.
- B) This Ordinance shall constitute a comprehensive revision, as described in s. 59.69(5)(d), Wis. Stats., of the following land use ordinances:
 - 1) Polk County Comprehensive Land Use Ordinance, Initially Enacted on April 21, 1971; and Amended on April 21, 1976; June 3, 1981; April 21, 1987; July 21, 1998; November 12, 2002; May 15, 2007; and March 16, 2010, and September 15, 2016.

10.1.3 CONTENTS

This Ordinance consists of two distinct but inseparable and integrated parts: written text and zoning maps. The written text and zoning maps taken together constitute this Ordinance and, therefore, shall at all times be considered as interrelated and inseparable parts of a whole. In addition, other maps and materials referenced in the text are used to support this Ordinance.

10.1.4 PURPOSE

The purpose of this Ordinance is to promote and protect public health, safety, and other aspects of the general welfare. Further purposes of this Ordinance are to:

- A) Aid in the implementation of provisions of the county comprehensive plan.
- B) Promote planned and orderly land use development.
- C) Protect property values and the property tax base.
- D) Fix reasonable dimensional requirements to which buildings, structures, and lots shall conform.
- E) Prevent overcrowding of the land.
- F) Advance uses of land in accordance with its character and suitability.
- G) Provide property with access to adequate sunlight and clean air.
- H) Aid in protection of groundwater and surface water.
- I) Preserve water quality, shoreland and wetlands.
- J) Protect the beauty of landscapes.
- K) Conserve flora and fauna habitats.
- L) Preserve and enhance the county's rural characteristics.
- M) Protect vegetative shore cover.
- N) Promote safety and efficiency in the county's road transportation system.
- O) Define the duties and powers of certain county officers and administrative bodies relative to the application, administration and enforcement of this Ordinance.
- P) Prescribe penalties in the form of civil forfeitures for violation of this Ordinance and to facilitate enforcement of the provisions of this ordinance by injunctive relief

10.1.5 COMPLIANCE AND APPLICABILITY.

- A) No land or water shall hereafter be used and no structure or part thereof shall hereafter be used, located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without full compliance with the provisions of this Ordinance or applicable local, county or state regulatory provision.
- B) State agencies are required to comply when s. 13.48(13), Wis. Stats., applies. The Wisconsin Department of Transportation is exempt from the requirements of this Ordinance when s. 30.12(4), Wis. Stats., applies.
- C) The provisions of this Ordinance shall be administered and enforced pursuant to the procedural regulations of this Ordinance, s. 10.6.

10.1.6 JURISDICTION, FORCE AND EFFECTIVE DATE.

- A) The jurisdiction of this Ordinance is the unincorporated areas of the Polk County. This Ordinance shall affect the unincorporated areas of Polk County, or applicable portions thereof, as provided in 10.1.6(B)(2).
- B) Effect. Upon enactment and publication by the County Board of Supervisors of the County of Polk, this Ordinance shall go into full force and effect as follows:

- 1) This Ordinance shall be effective on ~~September 15, 2016~~, subject to Wisconsin Statute Sections 59.69(5)(d) and 59.692(2)(a).
- 2) The Polk County Comprehensive Land Use Ordinance shall continue to remain in effect in a town until the date in (B)(1), above, or until this Ordinance is approved by respective town board, whichever period is shorter.
- C) If a town board wishes to withdraw from county zoning prior to a comprehensive zoning ordinance rewrite, they may do so by filing a resolution with the County Clerk and Governing Committee at least one year prior to the effective date of the withdrawal. However, this withdrawal can only happen when a Comprehensive Plan for the town is developed or revised as required by state law and no more frequently than once every ten (10) years from the original resolution approving the county zoning ordinance and filed with the county clerk.

10.1.7 ABROGATION AND GREATER RESTRICTIONS.

- A) The ordinance identified in s. 10.1.2(b) of this Ordinance, is hereby repealed consistent with s. 10.1.6(B)(2) of this Ordinance.
- B) Except as this Ordinance may conflict with Ch. 91, Wis. Stats., Farmland Preservation, wherever this Ordinance imposes greater restrictions than other similar regulations, the provisions of this Ordinance shall govern.
- C) Wherever the provisions of this Ordinance conflict with the provisions of Ch. 91, Wis. Stats., Farmland Preservation, the provisions of Ch. 91 shall prevail.
- D) It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing easement, covenant, deed restriction, or agreement. The provisions of any easement, covenant, deed restriction or like agreement are a matter of private property interest not within the scope of the regulations contained in this Ordinance. The County of Polk shall not enforce any easement, covenant, deed restriction, or agreement to which it is not a party.
- E) It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any permit previously issued pursuant to law.

10.1.8 INTERPRETATION AND APPLICATION.

The provisions of this Ordinance shall be construed to be minimum requirements and shall be liberally construed in favor of the County and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes. Further, interpretation and application of the provisions of this Ordinance shall take into account

the purposes of this Ordinance and any adverse effects that an interpretation may have upon such purposes.

10.1.9 SEVERABILITY.

If any section, paragraph, 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. If any application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment.

10.1.10 WARNING AND DISCLAIMER OF LIABILITY.

This Ordinance shall not create a liability on the part of, or a cause of action against, Polk County or any office or employee thereof for any damages that may result from reliance on this Ordinance.

10.1.11 VESTING OF RIGHTS.

No rights to any particular use vest in any property owner simply because the use is permitted by this Ordinance. Such use may be prohibited by future amendment to this Ordinance. However, the approval and issuance of a permit shall vest in the property owner the right to use the property in the manner specifically approved by the permit, unless and until the permit expires. No amendment to this Ordinance which prohibits a particular use shall be applicable to any property developed under a previously issued permit, except to the extent that such use is rendered nonconforming.

10.1.12 COMMENTARY, ILLUSTRATIONS, AND EXAMPLES.

Throughout this Ordinance, insertions of comments, illustrations and examples, prefaced as "Commentary:" are included. The same are intended to give information, provide illustration or and an example to explain certain provisions in this Ordinance. Commentary, illustrations and examples provided in the ordinance are not by themselves regulatory provisions and shall not be used thusly, unless such illustration is set forth and provided for as a regulation of this Ordinance.

10.1.13 HEADINGS.

Headings are used throughout this Ordinance to assist users of this Ordinance. If a heading should conflict with the text in interpreting this Ordinance, the text shall control. Similarly, statutes incorporated or referenced in this Ordinance have been corrected to reflect the renumberings. If a statutory reference conflicts with the text of

otherwise applicable statute, the text of such statute shall apply, regardless of statutory number.

10.2 ARTICLE 2: DEFINITIONS

For the purpose of this ordinance certain words and terms are defined as follows. Words used in the present tense include the future; the singular number includes the plural number and words in the plural number include the singular number; the word "shall" is mandatory and not discretionary.

"ACCESSORY BUILDING" see "Building, Accessory"

"ACCESSORY STRUCTURE" see "Structure, Accessory"

"ANIMAL SHELTER" means a facility that is operated for the purpose of providing for and promoting the welfare, protection, and humane treatment of animals, that is used to shelter at least 25 dogs and/or cats in a year, and that is operated by a humane society, animal welfare society, animal rescue group, or other nonprofit group.

"BASE FARM TRACT" means all land, whether one lot or 2 or more contiguous lots, that is in a farmland preservation zoning district and that is part of a single farm on <enter date here that is either the date that the Wisconsin Department of Agriculture certifies ordinance or an earlier date determined by the local government> regardless of any subsequent changes in the size of the farm

"BED & BREAKFAST" means any place of lodging that provides 8 or fewer rooms for rent to no more than a total of 20 tourists or other transients for more than 10 nights in a 12-month period, is the owner's personal residence, is occupied by the owner at the time of rental, and in which the only meal served to guests is breakfast.

"BUILDING" means a structure having a roof supported by columns or walls.

"BUILDING, ACCESSORY" means a detached, subordinate building which is incidental to and customarily found in connection with the primary use of the property.

"BUILDING ENVELOPE" means the three dimensional space within which a structure is built.

"BUILDING FOOTPRINT" means the perimeter square footage of enclosed building space

"BUNKHOUSE" means a residential accessory structure or part of a residential accessory structure with or without plumbing which is used as temporary sleeping quarters only; no cooking or food preparation facilities; and no greater than 400 sq. ft. of enclosed dwelling space.

"CAMPGROUND" means any lot or tract of land owned by a person, the state or a local government, which is designed, maintained, intended or used for the purpose

of providing sites for nonpermanent overnight use by 4 or more camping units, or by one to 3 camping units if the lot or tract of land is represented as a campground.

"CAMPING UNIT" means any portable device, no more than 400 square feet in area, used as a temporary dwelling, including but not limited to a camping trailer/travel trailer, motor home, park model, pick-up truck camping topper or tent

"CONDITIONAL USE" see "Use, Conditional"

"CONSERVATION DESIGN DEVELOPMENT" means a style of development that clusters houses onto smaller lot sizes in order to preserve some feature, function, aspect of the property that is being developed.

"CONTRACTOR'S STORAGE YARD" means the outdoor portion of a lot where construction or service contractor stores and maintains 4 or more pieces of equipment and other materials in an area greater than 250 sq feet customarily used by the construction or service contractor. This excludes vehicles which require a Class D drivers license to operate.

"DECK" (Patio) An unenclosed exterior structure that has no roof or sides

"DISTRICT" means lots or sections of Polk County, Wisconsin, for which the regulations for governing the use of land and buildings are uniform.

"DWELLING, SINGLE-FAMILY" means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others. This includes manufactured homes, but not mobile homes, camping units, travel trailers, and other temporary sleeping units.

"DWELLING, TWO-FAMILY" means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by two-families, to the exclusion of all others. In density-based zoning districts, it shall count as one dwelling unit.

"DWELLING, MULTIPLE-FAMILY" means a structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by more than two families, to the exclusion of all others. In density-based zoning districts, it shall count as one dwelling unit.

"ESSENTIAL SERVICES" means services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include underground, surface, or overhead gas, electrical, steam, water, sanitary sewerage, stormwater drainage, and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes, traffic signals, pumps, lift stations, and hydrants, but not including those uses listed in the Polk County Telecommunications Towers, Antennas, and Related Facilities Ordinance.

"EXPANSION, HORIZONTAL" (Addition) means expansion of a principal structure outside of its existing building footprint.

"EXPANSION, VERTICAL" means expansion of a principal structure either up or down, within its existing building footprint and includes full replacement of roofs and basements/foundations.

"FAMILY" means the body of persons who live together in one dwelling unit as a single housekeeping entity.

"FARM ANIMALS" means dairy cattle, beef cattle, swine, sheep, horses, ducks, chickens, turkeys and animals or fowl of similar character and customarily maintained in a large parcel setting for food, recreational, breeding, zoological or similar purposes.

"FARM BUILDING" means a building or other structure used to house or feed farm animals, store farm animal feed, or to collect or store waste generated from farm animals.

"FARMLAND PRESERVATION PLAN" means a plan for the preservation of farmland in a county, including an agricultural preservation plan under subch. IV of ch. 91, 2007 stats.

"FARM RESIDENCE" means any of the following structures that are located on a farm:

- A. A single-family dwelling or two-family dwelling that is the only residential structure on the farm or is occupied by any of the following:
 1. An owner or operator of the farm.
 2. A parent or child of an owner or operator of the farm.
 3. An individual who earns more than 50 percent of his or her gross income from the farm.
- B. A migrant labor camp that is certified under State Statute 103.92.

"FENCE, PRIVACY" means a structure for enclosure or screening that is greater than 4 feet in height and greater than 50% opaque.

"FLOOD PLAIN" means the land which has been or may be hereafter covered by flood water during the regional flood. The flood plain includes the floodway and the flood fringe as those terms are defined in ch. NR 116.

"FRONTAGE" means all the property abutting on one side of a road or street between two intersecting roads or streets or all of the property abutting on one side of a street between an intersecting street and the dead end of a street.

"FRONT YARD" means a yard extending the full width of the lot between the front lot line and the nearest part of the principal building, excluding uncovered steps.

"HEIGHT" means the elevation from the lowest exposed grade of the structure to the highest peak of the roof, excluding window wells and stairways.

"HOME BUSINESS" means a gainful occupation operated out of a residence, when such occupation is:

- A) Conducted solely by a member or members of the resident family
- B) Entirely within the residence or accessory building and incidental to the residential use of the premises
- C) No external alterations that would effect a substantial change in the residential character of the building
- D) No more than 50 percent of only one floor of the dwelling shall be devoted to such offices
- E) Not more than 2 persons not members of the resident family may be employed in any such office.

"HOTEL/MOTEL" means a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas.

"HUMAN HABITATION" means the act of occupying a structure as a sleeping place whether intermittently or as a principal residence.

"JUNKYARD"/"SALVAGE YARD"/"RECYCLING CENTER" means an open area where waste or scrap materials are bought, sold, exchanged, stored, baled, disassembled or handled for commercial or noncommercial purposes including, but not limited to, scrap iron and other metals, paper, rags, rubber tires and bottles. A junkyard/salvage yard/recycling center includes, but is not limited to, an automobile wrecking or dismantling yard or an area where more than one unlicensed or inoperable motor vehicle is kept.

"KENNEL" means the use of land, with related buildings or structures, for the breeding, rearing or boarding of household pets 5 months of age or older.

"LANDSCAPING" means the removal or alteration of topsoil.

"LARGE OUTDOOR COMMERCIAL EVENT" means an event, regardless of whether it is singular or annual or multiple times per year in which payment is accepted, whether by a fee or by donation, in exchange for a public gathering with entertainment, including, but not limited to: music events, motor vehicle rallies, etc.

"LOT" means a parcel of land occupied or designed to provide space necessary for one principal building and its accessory buildings or uses, including the open spaces required by this ordinance and abutting on a public street or other officially approved means of access. A lot may be a parcel designated in a plat or described in a conveyance recorded in the office of the Register of Deeds, or any part of a large parcel when such part complies with the requirements of this ordinance as to width and area for the district in which it is located. No land included in any street, highway or railroad right-of-way shall be included in computing lot area.

"LOT, CORNER" means a lot located at the intersection of two streets, any two corners of which have an angle of 120 degrees or less, or if bounded by a curved street in which case the chord within the limits of the lot lines form an angle of 120 degrees or less.

"LOT LINES" means the lines bounding a lot as herein defined.

"LOT WIDTH" means for the purpose of this ordinance the width of a lot shall be the shortest distance between the sidelines at the setback line.

"MAINTENANCE AND REPAIR" means general activities which do not involve structural alterations or structural repairs to the structure. These activities may include: replacement of windows, doors, siding, roof decking/sheathing replacement, within the building envelope, and replacement of decking.

"MANUFACTURED HOME" means any structure, HUD certified and labeled under the National Manufactured Home Construction and Safety Standards Act of 1974 (U.S.C. Title 42, Chapter 70), that is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes the manufactured home structure, its plumbing, heating, air conditioning and electrical systems, all appliances and all other equipment therein, any additions, attachments, annexes, foundations and appurtenances.

"MANUFACTURED HOME PARK" (previously Mobile Home Park) means an area or premise on which is provided the required space for the accommodation of manufactured home, together with necessary accessory buildings, driveways, walks, screening and other required adjuncts.

"MOBILE HOME" means any structure, not HUD certified and labeled under the National Manufactured Home Construction and Safety Standards Act of 1974 (U.S.C. Title 42, Chapter 70) or manufactured or assembled before June 15, 1976, that is, or was as originally constructed, designed to be transported by any motor vehicle upon a public highway and designed, equipped and used primarily for sleeping, eating and living quarters, or is intended to be so used; and includes the mobile home structure, its plumbing, heating, air conditioning and electrical systems, all appliances and all other equipment therein, any additions, attachments, annexes, foundations, and appurtenances.

"MOTEL" see "Hotel/Motel"

"NONCONFORMING STRUCTURE" see "Structure, Nonconforming"

"NONCONFORMING USE" see "Use, Nonconforming"

"NONFARM RESIDENCE" means a single-family or multi-family residence other than a farm residence.

"NON-METALLIC MINING ACTIVITIES" means the excavation, mining or removal of minerals, clay, ceramic or refractor minerals, quarrying of sand, gravel, crushed or broken stone, including the extraction and removal of top soil, but not including sod farming. The term shall also include such mineral processing operations as aggregate or ready mix plants, hot mix asphalt plants, mining services, processing of top soil, washing, refining or processing of non-metallic mineral materials, when onsite or on a contiguous property.

"OUTLOT" means a lot remnant or parcel of land within a plat remaining after platting, which is intended for open space use, for which no development is intended other than that which is accessory to the open space use. An Outlot may not be developed for any use or structure that requires a private, onsite wastewater treatment system.

"PARENT LOT" means the lot and associated acreage of that lot that existed at the time of the adoption of this ordinance

"PARKING LOT" means a lot where automobiles are parked or stored temporarily, but not including the wrecking of automobiles or other vehicles or storage for the purpose of repair or wrecking.

"PATIO" See "deck"

"PERMITTED USE" see "Use, Permitted"

"PRIME FARMLAND" means any of the following:

- A. An area with a class I or class II land capability classification as identified by Natural Resource Conservation Service (NRCS).
- B. Any other land designated as "prime farmland" in the county's certified farmland preservation plan.

"RECONSTRUCTION" means activities that exceed maintenance and repair, structural repair, structural alteration, horizontal expansion or vertical expansion.

"ROAD" means a public or private thoroughfare which affords a primary means of access to abutting property, and includes streets and highways.

"ROADSIDE STAND" means a structure having a ground area of not more than 300 square feet, not permanently fixed to the ground, readily removable in its entirety, not fully enclosed and to be used solely for the sale of farm products produced on the premise (or adjoining premise). There shall not be more than one such roadside stand in any single premise.

"SETBACK" means the minimum horizontal distance between lot lines, the platted center line of the road, from Right-Of-Way line, or the ordinary high water mark measured to the closest point of the structure.

"SETBACK LINES" means lines established adjacent to the highways, lakes or streams for the purpose of defining limits within which no building, structure or any part thereof shall be erected or permanently maintained except as shown herein. "Within a setback line" means between the setback line and the highway right-of-way, lake or stream.

"SHORELAND" means area landward of the ordinary high water mark within the following distances: 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

"SIGN" means any device visible from a public place whose essential purpose and design is to convey either commercial or non-commercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations. Non-commercial flags or any flags displayed from flagpoles or staffs will not be considered to be signs.

"SIGN, FREESTANDING" means a sign principally supported by one or more columns, poles, or braces placed in or upon the ground

"SIGN, OFF PREMISE" means a sign advertising a business that is not conducted on the property or located in the immediate vicinity of the business.

"SIGN, ON PREMISE" means a sign at a business location advertising a business that is conducted on the property and that is located in the immediate vicinity of the business. "Immediate vicinity" means the sign is within the area bounded by the buildings, driveways and parking areas in which the activity is conducted or within 50 feet of that area. "Immediate vicinity" does not include any area across a street or road from the area where the business is conducted or any area developed for the purpose of erecting a sign.

"SIGN STRUCTURE" means any structure designed for the support of a sign.

"SIGN, TEMPORARY" means a sign intended to display either commercial or non-commercial messages of a transitory or temporary nature. Portable signs or any sign not permanently embedded in the ground, not permanently affixed to a building, or attached to a sign structure that is permanently embedded in the ground, are considered temporary signs.

"STORY" means the vertical distance between the surface of any floor and the floor next above it, or if there be no floor above it, the space between such floor and the ceiling next above it.

"STRUCTURAL ALTERATION" means any change in the exterior supporting members, such as bearing walls, columns, beams or girders, footings and piles.

"STRUCTURE" unless otherwise indicated in this ordinance, means anything constructed or erected, temporary or permanent, intended for the protection, shelter, enclosure or support of persons or property at anytime of the year.

"STRUCTURE, ACCESSORY" means a detached, subordinate structure which is incidental to and customarily found in connection with the primary use of the property, including but not limited to, detached garages, sheds, barns, gazebos, fences, retaining walls, and pedestrian walkways and stairways to surface water.

"STRUCTURE, NONCONFORMING" means a dwelling or other building, structure or accessory building that existed lawfully before the current zoning ordinance was enacted or amended, but that does not conform with one or more of the regulations in the current zoning ordinance.

"STRUCTURE, PRINCIPAL" (principal building) means a building that is utilized for the primary use of a lot, including any functional appurtenances, such as decks,

patios and balconies, which are attached to, or immediately adjacent to, said building.

"SUBSTANTIAL EVIDENCE" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

"TOURIST OR TRANSIENT" means a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business or employment.

"TOURIST ROOMING HOUSE" means single family dwelling in which sleeping accommodations are offered for pay to a maximum of 2 tourists or transients per bedroom plus 2 at any one time on the property.

"TRAVEL TRAILER" means any vehicle, house car, camp car, or any portable or mobile vehicle either self-propelled or propelled by other means which is used or designed to be used for residential living or sleeping purposes as defined in Wisconsin Administrative Code HFS178.

"UNNECESSARY HARDSHIP" means for area variances, compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. An unnecessary hardship must be based on conditions unique to the property rather than considerations personal to the property owner when reviewing a variance application.

"USE, CONDITIONAL" ~~means a use that is permitted as well as listed by ordinance provided certain conditions specified in the ordinance are met or designated by the Board of Adjustment and a permit is issued.~~ means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by the county, but does not include a variance. Conditional uses, listed by ordinance, are subject to certain conditions specified in the ordinance and/or designated by the Board of Adjustment.

"USE, NONCONFORMING" means a building, structure or use of land lawfully existing at the time of enactment of this ordinance, and which does not conform to the regulations of the district or zone in which it is located.

"USE, PERMITTED" means a use permitted in a district whereby a building can be constructed, erected, altered or moved and is consistent with the general intent of the district.

"USE, VARIANCE" means an authorization by the board of adjustment under this subsection for the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance.

"VARIANCE" means an action, which authorizes the construction or maintenance of a structure in a manner inconsistent with the dimensional requirements of a zoning ordinance. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated. (Area) means a modification to a dimensional, physical, or locational requirement such as the setback, frontage, height, bulk, or density restriction for a structure that is granted by the Board of Adjustment. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated.

"VISION CLEARANCE TRIANGLE" means an unoccupied triangular space at the intersection of highways or streets or railroads. Such vision clearance triangle shall be bounded by the intersecting highway, road or railroad right-of-way lines and a setback line connecting points located on such right-of-way lines by measurement from their intersection as specified in General Provisions Section 10.3.6 of this ordinance.

"WETLANDS" means those areas where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation, and which have soils indicative of wet conditions.

"YARD" means an open space on the same lot with a building, unoccupied and unobstructed from the ground upward except as otherwise provided herein.

10.3 ARTICLE 3: GENERAL PROVISIONS

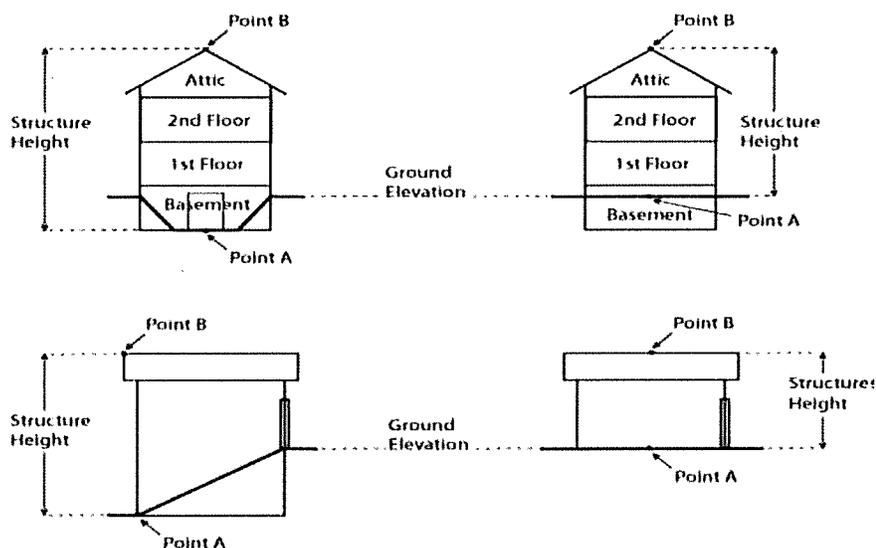
10.3.1 GENERAL PROVISIONS

- A) The use and height of buildings hereafter erected, converted, enlarged or structurally altered and the use of any land shall be in compliance with the regulation established herein for the district in which such land or building is located.
- B) No lot area shall be so reduced that the yards and open spaces shall be smaller than is required by this ordinance, nor shall the density of population be increased in any manner except in conformity with the area regulations hereby established for the district in which a building or premise is located. No part of a yard or other open space provided about any building for the purpose of complying with the provisions of this ordinance shall be included as part of a yard or other open space required for another building.
- C) Every dwelling hereafter erected in Polk County shall provide not less than 400 square feet of floor area for a one-story building for each family dwelling therein,

nor less than 700 square feet for a two-story building for each family dwelling therein.

- D) Nothing herein contained shall require any change in the plans, construction, size or designated use of any building or structure or part thereof on which construction has started or a particular use has been commenced, or for the construction of a building or structure or part thereof upon which a bona fide contract has been entered into before the effective date of this ordinance.
- E) There shall be no more than 1 dwelling per lot, unless otherwise indicated in another part of this ordinance.
- F) Structures including but not limited to, school bus stop shelters, deer stands, dog houses, tree houses and ice-fishing shacks with a footprint of less than 64 sq. feet shall not be deemed an accessory structure or use, do not require permits, and shall conform to the setbacks and cannot be used for storage.
- G) Any use not specified herein shall be unpermitted and considered a violation of this ordinance.
- H) The height of a structure is the measurement of the vertical line segment starting at the lowest point of any exposed wall and it's intersect with the ground (point "A" in Figure #1) to a line horizontal to the highest point of the a structure (point "B" in Figure #1), unless specified in another part of this ordinance.

Figure #1



10.3.2 NONCONFORMING USES AND NONCONFORMING STRUCTURES

- A) If a nonconforming use of building, premise or lot of land is discontinued for a period of 12 months, any future use of the building, premise or lot of land shall conform to the regulations for the district in which it is located.
- B) Legal uses and structures that pre-exist the adoption of this ordinance and do not conform to this ordinance shall be considered as a legal nonconforming uses.
- C) Nonconforming uses shall not be expanded or extended beyond the scope of such use existing at the time of the adoption of this ordinance. In the case in which a landowner proposes to expand or extend a nonconforming use, the landowner must apply for and obtain a change to a zoning district such that the use conforms to current provision of the ordinance.
- D) Expansion of the nonconforming principal structure cannot make it more non-conforming (cannot expand towards what is making the structure non-conforming).
- E) Nonconforming principal structures are allowed to horizontally expand up to 50% of the original footprint of the structure over the life of the structure, unless otherwise indicated in this ordinance.
- ~~F) Nonconforming principal structures are allowed vertical expansion, unless otherwise indicated in this ordinance.~~
- G) Nonconforming principal structures are allowed maintenance and repair, renovation, rebuilding, remodeling, and vertical expansion unless otherwise indicated in this ordinance.
- ~~H) Nonconforming principal structures are allowed structural alterations up to 25% of the linear perimeter of the exterior walls, of each floor, of the nonconforming part of the structure, over the life of the structure, unless otherwise indicated in this ordinance.~~
- I) Nonconforming accessory structures are ~~only~~ allowed maintenance and repair, renovation, rebuilding, remodeling, but no expansion, unless otherwise indicated in this ordinance.
- J) Decks and patios that are attached or immediately adjacent to a nonconforming principal structure may be repaired or replaced, but not expanded vertically or horizontally.
- K) Nonconforming structure may be restored to the size, location, and use, including enlargement only if necessary for the structure to comply with applicable state or federal requirements, that it had immediately before the

damage or destruction occurred, without limits on the costs of the repair, reconstruction, renovation, or improvement if all of the following apply:

- 1) The nonconforming structure was damaged or destroyed on or after
 - a. March 2, 2006, s. 59.69(10m)
- 2) The damage or destruction was caused by violent wind, vandalism, fire, flood, ice, snow, mold, or infestation.

10.3.3 HEIGHT AND AREA EXCEPTIONS

The regulations contained herein relating to the height of buildings or structures and the size of yards and other open spaces shall be subject to the following exceptions:

- A) Churches, schools and other public and quasi-public buildings may be erected to a height not exceeding 60 feet or 5 stories.
- B) Chimneys, cooling towers, church steeples or spires, tanks, water towers, television antennas, micro-wave radio relay or broadcasting towers, masts or aerials, necessary mechanical appurtenances, farm buildings, and silos for asphalt and concrete mixing plants are hereby exempted from the height regulations of this ordinance and may be erected in accordance with other regulations or ordinances of Polk County, Wisconsin.

10.3.4 SUBSTANDARD LOTS

- A) A legally created lot that met minimum area and minimum average width requirements when created, but does not meet current lot size requirements, may be used as a building site if all of the following apply:
 - 1) The substandard lot was never reconfigured or combined with another lot by plat, survey, or consolidation by the owner into one property tax parcel.
 - 2) The substandard lot has never been developed with one or more of its structures placed partly upon an adjacent lot.
 - 3) The substandard lot is developed to comply with all other ordinance requirements.
 - 4) In the A-4 district the property must be rezoned or a CUP issued according to 91.46(2) prior to construction commencing.

10.3.5 SETBACKS

- A) Road Setbacks
The setback distances at any point for the respective classes of highways shall be as follows in Table 1, unless otherwise indicated in this ordinance:

Table 1

Road – Minimum Setback (whichever is greater)	Private Road	Town Road	County Road	State/US Highway
From Platted Centerline	35 ft	63 ft	75 ft	110 ft
From Right-of-Way		30 ft	42 ft	50 ft

B) Setback Averaging

There is an exception to the setbacks outlined in Section "A" above (see Figure 2). In order to utilize an established building setback line which sets forth a reduced setback from what is listed in Section "A", the following must apply:

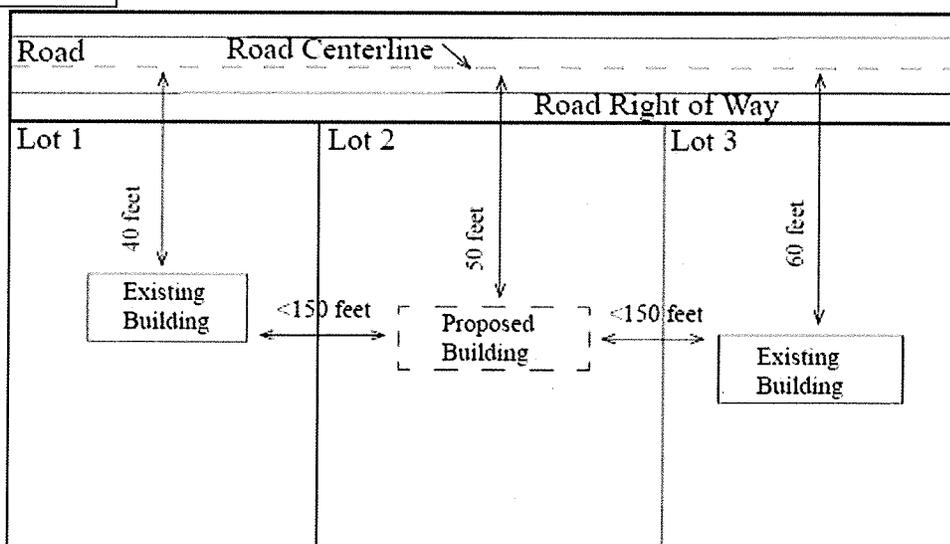
- 1) The reduced setback established building setback line must be in existence prior to the adoption of this ordinance
- 2) There must be two buildings, one on each side adjoining property
- 3) There must not be more than 150 feet between the proposed building and a building being used to establish the reduced setback
- 4) The setback for the proposed or moved building shall not be less than the average of the two buildings on the adjoining properties.

C) Setback Exemptions

- 1) All fences are exempt from side and rear yard setbacks.
- 2) A permit may be issued for a reduced town road setback once written Town approval (i.e. minutes, letter, resolution) is received if all of the other ordinance requirements are met.

Figure 2

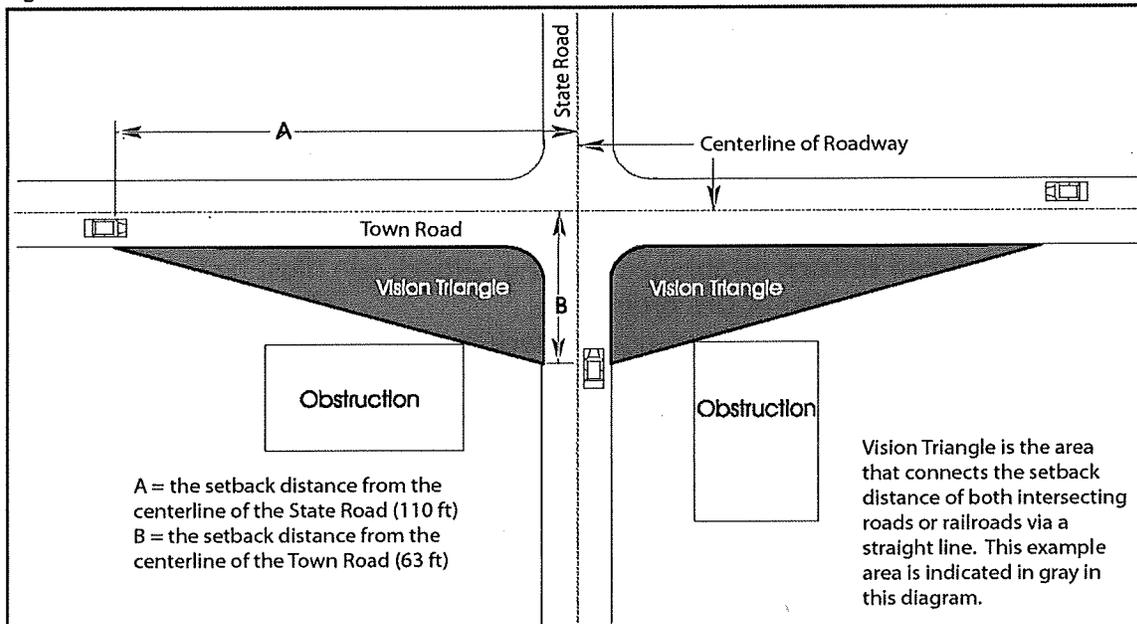
Setback Averaging from Road



10.3.6 VISION CLEARANCE TRIANGLE

Structures, screening vegetation and signs are not allowed in the vision clearance triangle. Figure 3 is a diagram of the vision clearance triangle area as defined in this ordinance.

Figure 3



10.3.7 ESSENTIAL SERVICES

Essential services are allowable uses in all zoning districts except the Farmland Preservation zoning district, in Section 10.4.7 of this ordinance.

10.3.8 CONSERVATION DESIGN DEVELOPMENT

The standards in this section and in the Polk County Land Division Ordinance shall replace the underlying zoning district's standards. Conservation Design Development is prohibited in the Farmland Preservation zoning district.

- A) PERMITTED USES. Land within a Conservation Design Development (CDD) may be used for the following purposes:
- 1) Permitted uses in the residential portion, not the common open space portion, of the Conservation Design Development:
 - a. All Permitted Uses in the underlying zoning district
 - 2) Permitted uses in the Common Open Space portion of the Conservation Design Development shall include:
 - a. All uses permitted in the Natural Resources District, except #7.
 - b. Drainfields for common sewers with associated easements with the subdivision governing authority and maintenance agreements.

- c. Silent Sport activities, including but not limited to: hiking trails, biking trails, etc.
- B) **CONDITIONAL USES.** The following uses, upon issuance of a Conditional Use Permit as provided in Section 10.6.4, and provided that the use shall not adversely impact the rural character of the development and shall be consistent with the design objectives listed in the Polk County Subdivision Ordinance, may be allowed:
- 1) Conditional Uses in the residential portion, not the common open space portion of the Conservation Design Development.
 - a. All Conditional Uses in the underlying zoning district
 - 2) Conditional Uses in the Common Open Space portion of the Conservation Design Development.
 - a. Conditional Uses allowed in the Natural Resources District.
 - b. Equestrian boarding and riding facilities available only to development residents. A manure management plan approved by the Polk County Land and Water Resources Department is required.
 - c. Swimming pools available only to development residents.
 - d. Golf Courses
 - 3) Conditional uses will be approved as part of the Conservation Design Development approval process.
- C) **DENSITY STANDARDS.** The total number of dwelling units allowed in a Conservation Design Development is referred to as the Residential Gross Density.
- 1) Residential Base Density. The Residential Base Density, or the base number of allowable dwelling units, is determined by the zoning district in which the property resides. Existing dwellings that may or may not be part of a farmstead that will be retained shall be counted toward the base density.
 - 2) Residential Gross Density. The Residential Gross Density, or the total number of dwelling units allowed in a Conservation Design Development, is the Residential Base Density plus 25 percent of the number of dwelling units prescribed by the Residential Base Density.
- D) Companion standards for Conservation Design Development can be found in the Polk County Subdivision Ordinance

10.4 ARTICLE 4: ZONING DISTRICTS

LIST OF ZONING DISTRICTS

- Residential (R-1)
- Hamlet (H-1)
- Residential-Agricultural 5 (RA-5)
- Agriculture 10 (A-1)

Agriculture 20 (A-2)
 Farmland Preservation (A-3)
 Natural Resources (N-1)
 General Business and Commercial (B-1)
 Recreational Business and Commercial (B-2)
 Small Business and Commercial (B-3)
 Industrial (I-1)
 Mining (M-1)

OTHER ZONING REGULATIONS

Shoreland Overlay
 Floodplain Ordinance
 Lower St. Croix Riverway Ordinance
 Polk County Sanitary Ordinance

10.4.1 OFFICIAL ZONING MAP

The locations and boundaries of the primary zoning districts established by the Ordinance are set forth on zoning maps which are hereby incorporated by reference as though part of this Ordinance. It shall be the responsibility of the Zoning Administrator to maintain and update the zoning maps and any amendments thereto.

10.4.2 RESIDENTIAL (R-1)

A) PURPOSE AND INTENT

The purpose and intent of the Residential (R-1) District is to promote residential uses and other compatible uses associated with residential neighborhoods.

B) ALLOWED AND PERMITTED USES

- 2) Single family dwelling, Two family dwellings, including manufactured homes
- 3) Accessory structures, clearly incidental to the residential use of the property.
- 4) Gardening including nurseries for the propagation of plants only
- 5) Municipal parks and playgrounds including swimming pools, golf courses, tennis courts and picnic grounds, provided the parking requirements are met in Section 10.5.2 (Parking)
- 6) Home Business, provided the parking requirements are met in Section 10.5.2 (Parking)
- 7) Conservation Design Development (CDD) according to Section 10.3.8 and the Polk County Subdivision Ordinance.

CHANGES IN USE THAT REQUIRE A LAND USE PERMIT

- 8) Tourist Rooming House provided they meet the following conditions:
 - A) No RVs, campers, tents or other means of overnight stay allowed.
 - B) All sleeping accommodations must be within the dwelling unit.
 - C) All parking must be contained on the property.
 - D) Applicant must obtain all proper licensing.
 - E) Applicant must have 24-hour contact number available to the public.
 - F) Property must remain free from citation and charges for nuisance, disorderly conduct or any other illegal activity, and in compliance with county ordinances, state and local laws.
- 9) Bed and Breakfast
 - A) No RVs, campers, tents or other means of overnight stay allowed.
 - B) All sleeping accommodations must be within the dwelling unit.
 - C) All parking must be contained on the property.
 - D) Applicant must obtain all proper licensing.
 - E) Applicant must have 24-hour contact number available to the public.
 - F) Property must remain free from citation and charges for nuisance, disorderly conduct or any other illegal activity, and in compliance with county ordinances, state and local laws.
- 10) A Bunkhouse with the conditions in Section 10.5.7 at a minimum

C) CONDITIONAL USES

- 1) Schools
- 2) Churches
- 3) Municipal buildings, except sewage disposal plants, garbage incinerators and buildings for the repair or storage of road building or maintenance equipment.

D) LOT, HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Minimum Lot Size: 1 Acre except in Conservation Development Design; lot dimensions in accordance with the Polk County Subdivision Ordinance
- 2) Maximum Principal Building Height = 35ft
- 3) Maximum Accessory Building Height = 25ft
- 4) Side Yard Setback = 10 ft for principal structures; 5 ft for accessory structures
- 5) Rear Yard Setback = 25 ft for principal structures; 5 ft for accessory structures
- 6) Road setback regulations shall apply to all corner lots

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)

10.4.3 HAMLET DISTRICT (H-1)**A) PURPOSE AND INTENT**

The goal of this district is to allow for land uses that mimic a rural, unincorporated village setting and allow for continuance of that settlement pattern. To allow for smaller lots sizes in areas served by community sewer systems. In addition, this district will allow for mixed uses of residential and commercial as was typical of the historical development pattern of rural hamlets.

B) ALLOWED AND PERMITTED USES

- 1) All Allowed and Permitted Uses in R-1
- 2) Two-Family Dwelling and Multi-Family Dwelling, including a manufactured home
- 3) All uses in the B-3 District
- 4) Manufactured Home Park with conditions found in Section 10.5.5

CHANGES IN USE THAT REQUIRE A LAND USE PERMIT

- 5) Tourist Rooming Houses with conditions in R-1
- 6) Bed & Breakfasts with conditions in R-1
- 7) A Bunkhouse with the conditions in Section 10.5.7 at a minimum

C) CONDITIONAL USES

- 1) All Conditional Uses in R-1
- 2) Other similar and compatible use as determined by the Board of Adjustment

D) LOT, HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Minimum lot size = 30,000 sq ft for Private Onsite Wastewater Treatment System (POWTS); 10,000 sq ft for public sewer; lot dimensions in accordance with the Polk County Subdivision Ordinance
- 2) Maximum Residential Use Principal Building Height = 35ft
- 3) Maximum Commercial Use Principal Building Height = 45ft or 3 stories
- 4) Maximum Accessory Building Height = 25ft for Commercial and Residential Uses
- 5) Side Yard Setback = 10 ft for principal structures; 5 ft for accessory structures
- 6) Rear Yard Setback = 25 ft for principal structures; 5 ft for accessory structures
- 7) Road setback = 5ft from ROW of road

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.

10.4.4 RESIDENTIAL-AGRICULTURAL DISTRICT 5 (RA-5)

A) PURPOSE AND INTENT

The R-A District 5 is meant to allow for limited residential development in areas that transition from incorporated areas to rural areas and farmland preservation areas. The target density for this district is 1 residential dwelling per 5 acres of land or 8 dwellings per 40 acres.

B) ALLOWED AND PERMITTED USES

- 1) All Allowed and Permitted uses in the R-1 District
- 2) Two-Family Dwelling
- 3) Multi-Family Dwelling, when in compliance with density standards of this district
- 4) Agricultural Uses found in A-1, except fur farming
- 5) Conservation Design Development when done in accordance with density standards, Section 10.3.8 of this ordinance and the Polk County Subdivision Ordinance
- 6) Schools
- 7) Churches
- 8) Cemeteries
- 9) Municipal Buildings
- 10) Manufactured Home Park with conditions found in Section 10.5.5

CHANGES IN USE THAT REQUIRE A LAND USE PERMIT

- 11) Tourist Rooming Houses with conditions in R-1
- 12) Bed & Breakfasts with conditions in R-1
- 13) A Bunkhouse with the conditions in Section 10.5.7 at a minimum
- 14) Cemeteries/Burial Sites
- 15) Contractor Storage Yard, when the design standards of Section 10.5.1 are applied

C) LOT SIZES

1) Traditional Development

1 dwelling unit per 5-acres density standard

Minimum Lot Size = 1 acre except in Conservation Development Design

2) Calculations determining the number of residential lots allowed per parent lot.

In the Residential-Agricultural District (RA-5), a maximum of 8 lots will be allowed per 40 acres, which includes any original principal structure or dwelling, except for lots created using the Conservation Development Design provision. To calculate the number of lots available for development in this district, divide the gross site area of the contiguous lands held in single ownership as of the date of adoption of this ordinance by 5. This is the total number of residential lots or dwelling units that will be allowed on the lands from the effective date of this chapter forward. Table 2 below indicates the number of residential lots that can be created based on the

number of acres owned at the time of the adoption of this ordinance. Round up if any fractional amount is equal to ½ or greater. Example Calculations:

- 32 acre lot = allowed 6 residential lots (32/5 = 6.4 which rounds down to 6)
- 19 acres = 4 residential lots (19/5 = 3.8 which rounds up to 4)

Table 2

Calculation of Residential Parcels Allowed	
Size of Base Tract of Land	Total Number of Dwelling Lots Allowed
Less than 7.5 acres	1
7.5 to less than 12.5 acres	2
12.5 to less than 17.5 acres	3
17.5 to less than 22.5 acres	4
22.5 to less than 27.5 acres	5
27.5 to less than 32.5 acres	6
32.5 to less than 37.5	7
37.5 to less than 40 acres	8

D) HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Maximum Principal Building Height = 35ft
- 2) Maximum Accessory Building Height = 25ft
- 3) Side Yard Setback = 10 ft for principal structures; 5 ft for accessory structures
- 4) Rear Yard Setback = 25 ft for principal structures; 5 ft for accessory structures
- 5) Road setback regulations shall apply to all corner lots

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)

10.4.5 AGRICULTURAL 10 DISTRICT (A-1)

A) PURPOSE AND INTENT

The Agricultural 10 District (A-1) is meant to allow for the continuation of agriculture and agricultural production with limited residential development. This district will have a density of principal structures not to exceed 4 per 40 acres.

B) ALLOWED AND PERMITTED USES

- 1) Agricultural Uses, including any of the following:
 - a. Crop or forage production
 - b. Keeping livestock
 - c. Beekeeping
 - d. Nursery, sod, or Christmas tree production
 - e. Floriculture
 - f. Aquaculture
 - g. Fur farming
 - h. Forest management
 - i. Enrolling land in a federal agricultural commodity payment program or a federal or state agricultural land conservation payment program
 - j. Accessory structure that is an integral part of, or is incidental to, an agricultural use
 - k. Roadside Stand
 - l. Personal Stable
- 2) A single-family and two-family dwelling, when in compliance with the density standards of this district
- 3) Accessory buildings incidental to the residential use of the property
- 4) Home Business
- 5) Conservation Design Development when done in accordance with density standards, Section 10.3.8 of this ordinance, and the Polk County Subdivision Ordinance
- 6) Schools
- 7) Churches
- 8) Cemeteries
- 9) Undeveloped natural resource and open space areas.
- 10) One additional farm residence, which shall be sited so that it may be separated from the original farm parcel on which it is located in compliance with the Polk County Subdivision Ordinance.
- 11) Contractor Storage Yard

CHANGES IN USE THAT REQUIRE A LAND USE PERMIT

- 11) Tourist Rooming Houses with conditions in R-1
- 12) Bed & Breakfasts with conditions in R-1
- 13) Cemeteries/Burial Sites
- 14) A Bunkhouse with the conditions in Section 10.5.7 at a minimum

C) CONDITIONAL USES

- 1) Agriculturally-related businesses, such as, but not limited to:
 - a. Feed Mills
 - b. Commercial Stables
 - c. Implement Dealers
 - d. Agricultural Cooperatives
 - e. Veterinarians
 - f. Wineries
 - g. Composting Sites
 - h. Other similar and compatible agriculturally-related businesses
- 2) Kennels when at least 300 ft from property lines
- 3) Animal Shelters when at least 300ft from property lines
- 4) Junkyards/salvage yards
- 5) Airports/Airstrips
- 6) Large, Outdoor Commercial Events

D) LOT RESTRICTIONS

- 1) Target density standard for the Agricultural 10 District is 4 residential lots per 40 acres
- 2) Minimum lot size = 1 acre, except in Conservation Development Design
- 3) Calculations for determining the number of lots allowed per parent lot

In the Agricultural District (A-1), a maximum of 4 non-farm dwellings will be allowed per 40 acres, which includes any original principal structure or dwelling, except for lots created using the Conservation Development Design provision. To calculate the number of lots available for development in this district, divide the gross site area of the contiguous lands held in single ownership as of the date of adoption of this ordinance by 10. This is the total number of residential lots or dwelling units that will be allowed on the lands from the effective date of this chapter forward. Round up if any fractional amount is equal to ½ or greater (See Table 3). Example Calculations:

- 32 acre lot = allowed 3 residential lots (32/10 = 3.2 which rounds down to 3)
- 16 acres = 2 residential lots (16/10 = 1.6 which rounds up to 2)

Table 3

Calculation of Residential Lots Allowed in A-10	
Size of Base Tract of Land	Total Number of Lots Allowed
Up to 15 acres	1
15 acres or greater, but less than 25 acres	2
25 acres or greater, but less than 35 acres	3

E) HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Maximum Principal Building Height = 35ft
- 2) Maximum Accessory Building Height = 25ft
- 3) Farm buildings are exempt from these height restrictions
- 4) Side Yard Setback = 25 ft for all structures
- 5) Rear Yard Setback = 25 ft for all structures
- 6) Road setback regulations shall apply to all corner lots

F) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)

10.4.6 AGRICULTURAL 20 DISTRICT (A-2)

A) PURPOSE AND INTENT

The Agricultural 20 District (A-2) is meant to allow for the continuation of agriculture and agricultural production with limited residential development. This district will have a density of principal structures not to exceed 2 per 40 acres.

B) ALLOWED AND PERMITTED USES

- 1) All Allowed and Permitted Uses in the A-1 District

C) CONDITIONAL USES

- 1) All Conditional Uses in A-1

D) LOT RESTRICTIONS

- 1) Density standard for the Agricultural 20 District is a maximum of 2 lots/principal structures per 40 acres
- 2) Minimum lot size = 1 acre except in Conservation Development Design
- 3) Calculations for determining the number of lots allowed per parent lot.
In the Agricultural District (A-2), a maximum of 2 lots/principal structures will be allowed per 40 acres, which includes any original principal structure or dwelling, except for lots created using the Conservation Development Design provision. To calculate the number of lots available for development in this district, divide the gross site area of the contiguous lands held in single ownership as of the date of adoption of this ordinance by 20. This is the total number of new residential lots or dwelling units that will be allowed on the lands from the effective date of this chapter forward. Round up if any fractional amount is equal to $\frac{1}{2}$ or greater (see Table 4). Example Calculations:

- 32 acre lot = allowed 2 residential lots ($32/20 = 1.6$ which rounds up to 2)

Table 4

Calculation of Residential Lots Allowed in A-20	
Size of Base Tract (initial lot at time or ordinance adoption) of Land	Number of Dwelling Lots Allowed
Less than 30 acres	1
30 acres or greater	2

E) HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Maximum Principal Building Height = 35ft
- 2) Maximum Accessory Building Height = 25ft
- 3) Farm buildings are exempt from these height restrictions
- 4) Side Yard Setback = 25 ft for all structures
- 5) Rear Yard Setback = 25 ft for all structures
- 6) Road setback regulations shall apply to all corner lots

F) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)

10.4.7 FARMLAND PRESERVATION DISTRICT (A-3)

A) PURPOSE

The intent of this district is to maintain highly productive agricultural lands in food and fiber production by effectively limiting encroachment of non-agricultural development and minimizing land use conflicts among incompatible uses.

B) ALLOWED AND PERMITTED USES

- 1) Agricultural Uses, meaning any of the following activities conducted for the purpose of producing an income or livelihood:
 - a. Crop or forage production
 - b. Keeping livestock
 - c. Beekeeping
 - d. Nursery, sod, or Christmas tree production
 - e. Floriculture
 - f. Aquaculture
 - g. Fur farming
 - h. Forest management

- i. Enrolling land in a federal agricultural commodity payment program or a federal or state agricultural land conservation payment program
 - j. Any other use that the Wisconsin Department of Agriculture, by rule, identifies as an agricultural use
- 2) A farm residence including a manufactured home
 - 3) Accessory buildings incidental to the residential use of the property
 - 4) Accessory structure that is an integral part of, or is incidental to, an agricultural use
 - 5) Home Business that meet 91.01(1)
 - 6) Undeveloped natural resource and open space areas.
 - 7) Transportation, utility, communication, or other use that is required under state or federal law to be located in a specific place or that is authorized to be located in a specific place under a state or federal law that preempts the requirement of a special use permit for that use.
 - 8) Other uses identified by Wisconsin Department of Agriculture rule.

CHANGES IN USE THAT REQUIRE A LAND USE PERMIT

- 9) Tourist Rooming Houses with conditions in R-1
- 10) Bed & Breakfasts with conditions in R-1
- 11) A Bunkhouse with the conditions in Section 10.5.7 at a minimum
- 12) Contractor Storage Yard with conditions in RA-5

C) CONDITIONAL USES

- 1) Agriculturally-related businesses, such as:
 - a. Feed Mills
 - b. Commercial Stables
 - c. Implement Dealers
 - d. Agricultural Cooperatives
 - e. Veterinarians
 - f. Wineries
 - g. Composting Sites
- 2) Creation of a nonfarm residence or conversion of a farm residence to a nonfarm residence through a change in occupancy, subject to the following requirements.
 - a. The ratio of nonfarm residential acreage to farm acreage on the base farm tract on which the residence is or will be located will not be greater than 1:20 after the residence is constructed or converted to a nonfarm residence.
 - b. There will not be more than four dwelling units in nonfarm residences, nor more than five dwelling units in residences of any kind, on the base farm tract after the residence is constructed or converted to a nonfarm residence.

- c. The location and size of the proposed nonfarm residential lot, and, for a new nonfarm residence, the location of the nonfarm residence on that nonfarm residential lot, will not do any of the following:
 - 1. Convert prime farmland from agricultural use or convert land previously used as crop land, other than a woodlot, from agricultural use if on the farm there is a reasonable alternative location or size for a nonfarm residential lot or a nonfarm residence.
 - 2. Significantly impair or limit the current or future agricultural use of other protected farmland.
- 3) Creation of a nonfarm residential cluster that covers more than one nonfarm residence if all of the following apply:
 - a. The lots on which the nonfarm residences would be located are contiguous.
 - b. Each nonfarm residence constructed in the nonfarm residential cluster must satisfy the requirements of Conditional Use #2 above
- 4) Governmental, institutional, religious, nonprofit community uses, transportation, communication, pipeline, electric transmission, utility, or drainage uses, if all of the following apply:
 - a. The use and its location in the farmland preservation zoning district are consistent with the purposes of the farmland preservation zoning district.
 - b. The use and its location in the farmland preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law.
 - c. The use is reasonably designed to minimize conversion of land at and around the site of the use, from agricultural use or open space use.
 - d. The use does not substantially impair or limit the current or future agricultural use of surrounding lots of land that are zoned for or legally restricted to agricultural use.
 - e. Construction damage to land remaining in agricultural use is minimized and repaired, to the extent feasible.

D) LOT REQUIREMENTS

- 1) Density standard for the Farmland Preservation District is as described under Conditional Uses #2 and #3.

E) HEIGHT, YARD, & SETBACKS REQUIREMENTS

- 1) Maximum Principal Building Height = 35ft
- 2) Maximum Accessory Building Height = 25ft
- 3) Farm buildings are exempt from these height restrictions
- 4) Side Yard Setback = 25 ft for all structures

- 5) Rear Yard Setback = 25 ft for all structures
- 6) Road setback regulations shall apply to all corner lots

F) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)

G) REZONING LAND OUT OF A FARMLAND PRESERVATION ZONING DISTRICT.

- 1) Except as provided in sub. (2) below, Polk County may not rezone land out of the farmland preservation zoning district unless the Polk County finds all of the following in writing, after public hearing, as part of the official record of the rezoning:
 - a. The rezoned land is better suited for a use not allowed in the farmland preservation zoning district.
 - b. The rezoning is consistent with any applicable comprehensive plan.
 - c. The rezoning is substantially consistent with the Polk County Farmland Preservation Plan, which is in effect at the time of the rezoning.
 - d. The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.
- 2) Subsection (1) does not apply to any of the following:
 - a. A rezoning that is affirmatively certified by the Wisconsin Department of Agriculture, Trade and Consumer Protection under ch. 91, Wis. Stats.
 - b. A rezoning that makes the farmland preservation zoning ordinance map more consistent with the county farmland preservation plan map, certified under ch. 91, Wis. Stats., which is in effect at the time of the rezoning.
- 3) By March 1 of each year Polk County shall provide to the Wisconsin Department of Agriculture, Trade and Consumer Protection a report of the number of acres that Polk County has rezoned out of the farmland preservation zoning district under sub. (1) During the previous year and a map that clearly shows the location of those acres.

10.4.8 NATURAL RESOURCES DISTRICT (N-1)

A) ALLOWED AND PERMITTED USES

To protect and preserve the natural character of certain lands for their values to wildlife, water conservation, flood control, forestry and other public purposes in the Natural Resources District, no building or premises shall be used and no building shall hereafter be erected, moved or structurally altered, unless otherwise provided in this ordinance except for one or more of the following uses:

- 1) Grazing
- 2) The harvesting of wild crops such as wild hay, ferns, moss, berries, fruit trees and seeds
- 3) Hunting, fishing, trapping
- 4) Nonresidential buildings and structures used solely in conjunction with the raising of wildlife and fish and the practice of forestry, including buildings and structures used by public or semi-public agencies or groups for research in or the rehabilitation of natural resources
- 5) Sustainable logging, pulping and other forest crop harvesting
- 6) Public or private parks
- 7) Temporary residential uses by permit such as hunting cabins or travel trailers with conditions listed in Section 10.5.6

B) CONDITIONAL USES

- 1) Licensed game farms

C) LOT, HEIGHT & YARD REQUIREMENTS

- 1) Minimum Lot Size = 1 acre
- 2) Maximum Principal Building Height = 35 feet
- 3) Maximum Accessory Building Height = 25 feet
- 4) Side Yard setback = 25 ft
- 5) Rear Yard setback = 25 ft

D) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.

10.4.9 GENERAL BUSINESS/COMMERCIAL (B-1)

A) PURPOSE AND INTENT

To provide a district for business and commercial enterprises that limits incompatible land uses.

B) ALLOWED AND PERMITTED USES

In the General Commercial District no building or premises shall be used and no building shall hereafter be erected, moved or structurally altered, unless otherwise provided in this Ordinance, except for one or more of the following uses:

Commercial buildings and uses including, but not limited to:

- 1) Appliances Sales and Service
- 2) Antique stores
- 3) Art Galleries
- 4) Auto Sales and Service
- 5) Banks, Credit Unions or other financial institutions
- 6) Barber Shop, Beauty Shop
- 7) Bars/taverns
- 8) Bowling Alleys
- 9) Business & Professional offices or clinics
- 10) Car Washes
- 11) Clothing stores
- 12) Community Center
- 13) Coffee Shop
- 14) Convenience stores
- 15) Day Care Center
- 16) Drug Store or Pharmacy
- 17) Essential Services
- 18) Farm implement - repair & sales
- 19) Feed Mill
- 20) Florist
- 21) Firework Stands
- 22) Fruit and Vegetable Market, Grocery, Meat and Fish Market or other food products store
- 23) Funeral Homes
- 24) Furniture, Office Equipment stores
- 25) Gas stations
- 26) Gyms and exercise facilities
- 27) Hardware and Paint Store
- 28) Indoor Storage Facilities
- 29) Internet Cafe
- 30) Jewelry Store
- 31) Landscaping Sales
- 32) Laundromat
- 33) Liquor Store
- 34) Lumber Yard
- 35) Manufacture or storage in connection with any of the above uses, when clearly incidental to the conduct of the retail business on the premises.
- 36) Marine Sales and service
- 37) Motels/Hotels
- 38) Museums
- 39) Music and musical instrument sales and service
- 40) Pet shop
- 41) Radio, Televisions, and other electronics sales & service
- 42) Real Estate Offices
- 43) Restaurant, Drive-In Food Service, Supper Club, and Catering
- 44) Sporting Goods and Accessories
- 45) Small engine repair
- 46) Truck Stop
- 47) Theater
- 48) Veterinarians
- 49) Video Sales and Rental
- 50) There may be one single-family dwelling unit on the premises, either attached or detached in connection with any of the above uses.

C) CONDITIONAL USES

- 1) Airport
- 2) Hospital
- 3) Breweries, Brew-Pubs, Wineries
- 4) Outdoor Storage facilities
- 5) Other similar and compatible use as determined by the Board of Adjustment

D) LOT, HEIGHT, YARD REQUIREMENTS, & SETBACKS

- 1) Minimum Lot Size: 1 Acre w/ Private Onsite Wastewater Treatment System, ½ acre with public sewer
- 2) Maximum Structures Lot Coverage = 40%
- 3) Minimum Landscaped Area = 10%
- 4) Maximum Commercial Building Height: 3 stories or 45ft
- 5) Maximum Residential Use Structure Height = 2 stories and 35ft
- 6) Maximum Accessory Structure Height = 25ft
- 7) Commercial Principal Building Rear/Side Minimum Setbacks: 10ft
- 8) Accessory Structures Rear/Side Yard Minimum Setback = 5 ft
- 9) Residential Principal Structure Side Yard Setback = 10 ft
- 10) Residential Principal Structure Rear Yard Setback = 25 ft

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.

10.4.10 RECREATIONAL BUSINESS AND COMMERCIAL (B-2)

A) PURPOSE AND INTENT

To allow for recreationally-based businesses to exist in appropriate locations in the county.

B) ALLOWED AND PERMITTED USES

In the Recreational Business and Commercial District no building or premises shall be used and no building shall hereafter be erected, moved or structurally altered, unless otherwise provided in this Ordinance, except for one or more of the following uses:

- 1) Sporting Goods
- 2) Recreational Sales and Service
- 3) Restaurants and Taverns
- 4) Resorts
- 5) Marinas, including sales and service
- 6) Bait Shops
- 7) Miniature Golf
- 8) Recreational Camps
- 9) Campgrounds with conditions in Section 10.5.8
- 10) Manufactured Home Park with conditions in Section 10.5.5
- 11) There may be one single-family dwelling unit on the premises, either attached or detached in connection with any of the above uses.

C) CONDITIONAL USES

- 1) Ski Resorts
- 2) Paint Ball
- 3) Go-Cart Tracks
- 4) Archery Range
- 5) Gun Range
- 6) Sportsmen's Clubs
- 7) Stock Car, ATV, and Dirt Bike raceways and courses
- 8) Other similar and compatible use as determined by the Board of Adjustment

D) LOT, HEIGHT, YARD REQUIREMENTS, & SETBACKS

- 1) Minimum Lot Size: 1 Acre
- 2) Maximum Building Lot Coverage: 40%
- 3) Minimum Landscaped Area: 10%
- 4) Maximum Principal Building Height: 2 stories and 35ft
- 5) Maximum Accessory Structure Height: 25ft
- 6) Principal Building Rear/Side Minimum Setbacks: 25ft

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.
- 3) Provisions of Section 10.5.1 (Design Standards) apply

10.4.11 SMALL BUSINESS/COMMERCIAL DISTRICT (B-3)A) PURPOSE AND INTENT

To allow for commercial development while allowing for more control over building size, location and aesthetics.

B) ALLOWED AND PERMITTED USES

In the Small Business/Commercial District no building or premises shall be used and no building shall hereafter be erected, moved or structurally altered, unless otherwise provided in this Ordinance, except for one or more of the following uses:

- 1) All Uses Allowed and Permitted in B-1 with a building footprint up to 20,000 sq ft

C) CONDITIONAL USES

- 1) All Conditional Uses in the B-1 district
- 2) Commercial buildings and uses with a building footprint over 20,000 sq ft

D) LOT, HEIGHT, YARD REQUIREMENTS, & SETBACKS

- 1) Minimum Lot Size: 1 Acre
- 2) Maximum Building Lot Coverage: 40%
- 3) Minimum Landscaped Area: 10%
- 4) Maximum Building Height: 2 stories and 35ft
- 5) Maximum Accessory Structure Height: 25ft
- 6) Principal Building Rear/Side Minimum Setbacks: 25ft

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.
- 3) Provisions of Section 10.5.1 (Design Standards) apply

10.4.12 INDUSTRIAL (I-1)

A) PURPOSE

To provide locations within the county for industrial uses to occur and prevent land use conflicts with inappropriate uses.

B) ALLOWED AND PERMITTED USES

- 1) Light and general manufacturing including, but not limited to:
 - a. Metal, glass, plastic and wood assembly, fabrication and manufacturing
 - b. Electronics assembly, fabrication and manufacturing
 - c. Clothing
 - d. Bottling facilities
- 2) General warehousing and storage directly connected with the permitted uses under this section and provided they are not a nuisance
- 3) There may be one single-family dwelling unit and an associated residential accessory building on the premises, either attached or detached in connection with any of the above uses.

C) CONDITIONAL USES

- 1) Acid, ammonia, bleach, chlorine or soap manufacture
- 2) Ammunition or explosives manufacture or storage
- 3) Asphalt, coal, coal tar or coke manufacture; asphalt and hot mix asphalt plants

- 4) Cement or lime manufacture; cement or concrete mixing plants
- 5) Bone distillations, fat rendering or any other form of dead animal reduction
- 6) Fertilizer manufacture
- 7) Forge plant
- 8) Gelatin or glue manufacture
- 9) Inflammable gasses or liquids, refining or manufacture of; overground tank farms
- 10) Utility-scale energy generation
- 11) Salvage and Recycling Facilities
- 12) Solid waste disposal operations, sanitary landfill sites
- 13) Slaughterhouse, stockyard
- 14) Smelting or foundry operations
- 15) Any similar or compatible industrial enterprise subject to the approval of the Board of Adjustment

D) LOT SIZES, DIMENSIONS, AND SETBACKS

- 1) Minimum Lot Size = 1 acre
- 2) Maximum Industrial Use Building Height = 50 feet
- 3) Maximum Residential Use Principal Building Height = 35 feet
- 4) Maximum Residential Use Accessory Building Height = 25 feet
- 5) Side Yard Setbacks for Residential Uses = R-1 side yard setbacks apply
- 6) Side Yard Setbacks for lots adjacent to residentially zoned lots = 25 ft
- 7) Side Yard Setbacks for Industrial Uses = 0 ft; except:
 - a. If buildings on abutting lots are not constructed with a common wall or with walls contiguous to one another, then a side yard of not less than 10 feet shall be provided.
- 8) Rear Yard Setback = 25 feet; except:
 - A) No rear yard setback shall be required when abutting a railroad R.O.W.
 - B) Any such rear yard which abuts a boundary of a Residential Zoning District shall be not less than 50 feet in depth; provided that no stock pile, waste or salvage pile, equipment storage yard or other accumulation of material or equipment in the open shall be stored or placed in such rear yard.

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.
- 3) Provisions of Section 10.5.1 (Design Standards) apply

10.4.13 MINING DISTRICT (M-1)

A) PURPOSE

To allow for mining activities to take place in Polk County in appropriate areas that reduce incompatible land uses and land use conflicts

B) ALLOWED AND PERMITTED USES

- 1) All Allowed and Permitted Uses in the Section 10.4.5 (A-1 District)
- 2) Pre-existing non-metallic mining activities. Preexisting non-metallic mining activities are those operations involving the excavation, removal and/or processing of materials which operations are classified as unreclaimed acres by Polk County's Non-Metallic Mining Reclamation Ordinance or had expansions of the mine outlined in the original plans that were submitted for the mine.
- 3) Limited, short-term non-metallic mining activities. Limited short-term non-metallic mining activities are those operations which:
 - a. Do not satisfy the definitions and standards for preexisting non-metallic mining activities, and;
 - b. Will be commenced and completed within a one year period from the date of the permit, and;
 - c. Will be limited to not more than one acre in area open at one time. *Note: If the original mine was approved with conditions attached, those conditions continue to be in effect even if the mine is placed in this district*

C) CONDITIONAL USES

- 1) Non-metallic mining activities that do not meet the definition outlined in 10.4.13(B)(2) and 10.4.13(B)(3) above.
- 2) Applications for conditional use permits to conduct mining and/or processing activities shall include all information required by the county approved application form.
 - a. Reapplication to the Board of Adjustment for renewal shall be required with alterations to operational plans or noncompliance with the standards of the district.
 - b. Requests for additional information prior to a decision being made on the conditional use permit may be made by the Board of Adjustment. Upon determination by the Board that additional information is required, on behalf of the Board, the Board may employ independent technical experts to review materials submitted by the applicant.

D) LOTS SIZES, DIMENSIONS AND SETBACKS

- 1) Minimum Lot Size = 5 acres
- 2) Minimum Right of Way Setback = 200 ft
- 3) Minimum Property Line Setback = 100 ft

- a. Overburden, berms, and topsoil piles are allowed to be within the setback area, however at no time shall stockpiles of the targeted material, active extraction activities or processing equipment be within the setback area.
- 4) Setback and Height restrictions for A-1 District uses: see height regulations in Section 10.4.5 (A-1 District)
- 5) Maximum Height for Mining related Structures = 50 ft

E) OTHER REQUIREMENTS

- 1) Road setbacks shall be governed pursuant to the provisions of Section 10.3.5 (Setbacks)
- 2) Off-Street Parking shall be regulated by Section 10.5.2 of this ordinance.
- 3) Provisions of Section 10.5.1 (Design Standards) apply

10.5 ARTICLE 5: ADDITIONAL REGULATIONS

10.5.1 DESIGN STANDARDS

The intent of the design standards in this section includes, but is not limited to: providing aesthetic controls on development, minimize conflicts between uses, minimize effects of outdoor lighting, while maintaining functional use, safety and security of properties.

A) LIGHTING STANDARDS

Applicability: Lighting Standards shall be required in the following zoning districts: B-2, B-3, Industrial, and Mining. Design Standards may also be required as part of a conditional use permit, site plan, or other County approval of a development.

- 1) All lighting must be fully shielded in a manner that light rays emitted by the fixture, either directly from the lamp or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where the light is emitted.
- 2) Lighting must be directed away from adjacent properties to prevent light from trespassing or spilling on to those properties.
- 3) There shall be no flashing, revolving or intermittent lighting, which could be considered a nuisance or distraction to vehicular traffic.
- 4) There shall be no search lights, laser source lights, or any similar high-intensity light, except in emergencies by police and fire personnel or at their direction.
- 5) Outdoor athletic fields, courts, tracks, ski resorts, and airports are exempt from these lighting requirements, but may have restrictions on hours of operation.

- 6) Temporary lighting, which does not conform to the provisions of this section, may be allowed for a total period of no longer than 30 days within a year without a permit.

B) VEGETATION AND SCREENING STANDARDS

Applicability: Vegetation and Screening Standards shall be required in the following zoning districts: B-2, B-3, Industrial, and Mining. Design Standards may also be required as part of a conditional use permit, site plan, or other County approval of a development.

The following areas or features may be required to be effectively screened by fencing, landscaping, or berms from view from public roadways, and adjacent residentially zoned properties:

- 1) Exterior structures related to heating systems, cooling or air conditioning systems;
- 2) Refuse, garbage, dumpsters and recyclable material collection points;
- 3) Outdoor storage areas;
- 4) Loading docks;
- 5) Any other site area or facility as required for the specific land use by the County approval authority, if reasonably related to the protection of neighboring properties or the public from distracting, unappealing, or offensive views of on-site activities.

OPTIONS FOR SCREENING:

The following are options for providing required screening where applicable:

- 1) Rows of trees: Trees and other screening shrubs shall be planted in such a manner and of such spacing that the vegetation covers up to 6 feet tall with 75% opacity upon installation. No species on the State of Wisconsin's invasive species list may be used. The lot owner shall maintain such planting and any dead trees/shrubs that are part of the approved screening plan shall be replaced within one year. Alternate species or planting plan may be substituted if prior approval is received from the Zoning Administrator.
- 2) Existing vegetation: The maintenance of existing native vegetation that, from off the property during full foliage conditions, provides the appearance of a solid wall of vegetation. The final determination as to acceptability of the existing vegetative screen shall be by the Zoning Administrator.
- 3) Fencing: The construction of a minimum 6-foot high solid fence with at least 90% opacity. The finished fence side of the fence must be facing outward.
- 4) Earthen berm: The construction of an earthen berm to the minimum height of 6 feet which is to be seeded and/or landscaped with shrubs or trees and maintained by the owner.

- 5) Distance Requirements: Purposely planted trees or shrubs, as measured from its center, shall be a minimum of 5 feet off a driveway or public street right-of-way or easement.
- 6) Vision Clearance Triangle: All screening and landscaping must be kept out of the vision clearance triangle

C) LANDSCAPING STANDARDS (GENERAL YARD LANDSCAPING).

Applicability: The requirements of this subsection shall apply to new commercial land development projects and all additions, expansions, or site modifications to such uses to the extent practical in the B-2 and B-3 districts where required.

- 1) Existing Vegetation:
To the greatest extent possible, each development shall retain existing trees outside of proposed building and parking areas.
- 2) Landscaping Coverage:
The lot shall be landscaped with an effective combination of living trees, groundcover, and shrubbery as indicated by a percentage in the districts above. Landscaping shall be emphasized in street yards, adjacent to residentially zoned lots, within and adjacent to parking lots, and near principal building foundations. Landscaped area can be utilized as part of the stormwater management area of the site.
- 3) Distance Requirements:
Purposely planted trees or shrubs, as measured from its center, shall be a minimum of 5 feet of a driveway or public street right-of-way or easement.
- 4) Vision Clearance Triangle:
All screening and landscaping must be kept out of the vision clearance triangle
- 5) Installation and Maintenance:
All proposed and approved landscaping shall be installed according to accepted planting procedures with quality plant materials. The lot owner shall maintain such plantings and all dead plantings shall be replaced.

10.5.2 PARKING

A) OFF-STREET PARKING REQUIREMENTS

- 1) One Each off-street parking space shall be 220 square feet of area, exclusive of adequate ingress and egress driveways to connect with a public thoroughfare. A single stall in any garage may replace any single required parking space.
- 2) No parking spaces required under this ordinance may be used for any other purpose; provided, however, that open spaces required by this ordinance for setback and side yards may be used for such parking spaces or approaches

thereto except that on corner lots there shall be no parking in the vision clearance triangle.

- 3) All parking spaces shall be graded and drained so as to prevent the accumulation of surface water.
- 4) All parking spaces in the Commercial or Industrial Districts and residential parking lots in the Residential and Agricultural District containing 3 or more parking spaces shall be provided with a dust-free surface.
- 5) Parking lots containing 5 or more parking spaces which are located in the Residential District or adjacent to residential lots, shall be screened along with the side or sides of such lots which abut the lot lines of residential lots by a solid wall, fence, evergreen planting or equivalent plantings or equally effective means built or maintained at a minimum height of 4 feet. If parking lots so located are lighted, the lights shall be so shielded as to prevent undesirable glare or illumination of adjoining residential property.

B) PARKING SPACES REQUIRED

- 1) Multiple family dwelling shall provide one off-street parking space for each family for which the accommodations are provided in the building plus one.
- 2) Except as detailed elsewhere in this section, retail or local business places, professional offices and home businesses shall provide at least one off-street parking space for each 300 square feet of sales floor area.
- 3) Theaters, churches, auditoriums, lodges or fraternity halls and similar places of public assemblage shall provide at least one parking space for each 7 seats.
- 4) Motels, hotels, and dormitories shall provide at least one parking space for each guest room.
- 5) Restaurants, taverns and similar places for eating and refreshments shall provide at least one parking space for each 50 square feet of floor space devoted to the use of patrons.
- 6) Funeral homes and mortuaries shall provide at least one parking space for each 50 square feet of floor space devoted to parlors.
- 7) Bowling alleys shall provide at least 5 parking spaces for each alley.
- 8) Garages and service stations shall provide adequate off-street parking space to prevent the parking of vehicles waiting to be serviced or repaired on the public street or highway.
- 9) Industrial uses shall provide at least one parking space for each employee on the premises at any one time, plus at least one additional space for each vehicle operated in connection with such use for which parking on the premises is required.

10.5.3 SIGNS

A) GENERAL PROVISIONS

- 1) Any sign hereafter erected shall conform to the provisions of this ordinance and the provisions of any other ordinance or regulation of the county.
- 2) No sign other than an official traffic sign or similar sign shall be erected within the right-of-way lines of any street, road, highway, or public way unless specifically authorized by other ordinances or regulations of the county or by specific authorization of the zoning administrator.
- 3) Signs projecting over public walkways may do so subject to a minimum clearance height of ten (10) feet from grade level to the bottom of the sign.
- 4) Notwithstanding the provisions of Section 10.5.3(D), no sign or structure shall be erected at the intersection of any road in such a manner as to obstruct the free and clear vision of a driver of any motor vehicle, nor at any location where by its position, shape or color it may interfere with or obstruct the view of or be confused with any authorized traffic sign, signal or device.
- 5) If a commercially or industrially zoned premises contains more than one property usage, the sign area(s) for each unique usage will be computed separately.
- 6) Every sign permitted by this ordinance must be kept in good condition and repair. When any sign becomes insecure, in danger of falling, or is otherwise deemed unsafe by the Zoning Administrator, or if any sign shall be unlawfully installed, or erected, in violation of any of the provisions of this ordinance or State Laws, the owner thereof and/or the person or firm using the sign shall, upon written notice of the Zoning Administrator forthwith in the case of immediate danger and in any case within not more than ten (10) days, remove or repair said sign. If the order is not complied with, the Zoning Administrator may remove or cause such sign to be removed at the expense of the owner and/or the user of the sign.
- 7) Any sign legally existing at the time of passage of this ordinance that does not conform to the provisions of this ordinance, shall be considered a protected non-conforming use and may continue in such status until such time as it is either abandoned or removed by its owner. Maintenance of the sign for purposes of changing the sign message shall not be considered an alteration requiring conformance with the ordinance.
- 8) A double faced sign shall only be allowed with the two faces displayed back to back or with an interior angle of no greater than 30 degrees. Such sign will be considered one sign structure. Each face of a double faced sign shall be considered a separate sign for purposes of display area size restrictions.
- 9) Temporary signs, unless otherwise regulated by specific provisions of this ordinance related to size, use, and district in which placed, shall be subject to the following regulations:
 - a. No temporary sign shall be permitted to be displayed for a period in excess of ninety (90) days in any one period of three hundred sixty-five

(365) days, unless a longer span of display time is approved by the Zoning Administrator.

- b. The size and spacing of any temporary sign shall conform to requirements of Sections 10.5.3(D)(1) and 10.5.3(D)(2)
 - c. Subdivision development signs: The Zoning Administrator may issue a special permit for a temporary sign in any district in connection with the marketing of lots or structures within a subdivision provided the sign is located entirely on the property being developed, and must apply to all applicable building setback requirements specified in this Ordinance. The signs must not exceed 96 square feet. One sign is allowed for each major road adjacent to the subdivision. Such permits may be issued for a period of one year and may be reviewed for additional periods of up to one year upon written application at least thirty (30) days prior to its expiration.
- 10) All signs are prohibited from all zoning districts in Polk County unless specifically authorized to be located in the district in accordance with the provisions of this ordinance.

B) SIGN PLACEMENT

- 1) On premise signs are allowed in any district subject to space and size requirements as provided for in Section 10.5.3(D)(2) of this Ordinance.
- 2) Off premise signs are only allowed in Commercial and Industrial Districts and subject to space and size requirements as provided for in Section 10.5.3(D)(1) of this Ordinance.
- 3) Other Districts:
 - a. Natural Resources District and Farmland Preservation District- Signs are allowed by Conditional Use Permits only and must conform to setbacks and all other standards.
- 4) Signs not requiring a permit as described in Section 10.5.3(E)(4) are permitted in any district.

C) PROHIBITED SIGNS

- 1) Lighting shall be sufficiently shielded to prevent stray light from becoming a nuisance to neighboring property, or to the enjoyment of a body of water.
- 2) No sign shall contain, include, nor be composed of any conspicuous animated or moving parts.
- 3) No sign shall be painted upon or attached to trucks or other vehicles, or parts thereof, and parked on a lot for purposes of visual display. Vehicles operating in the normal course of business (other than used solely for the display of signs) are exempt from this provision.
- 4) Electronic, internally illuminated signs greater than 40 square feet

D) SIGN DIMENSIONS AND SPACING

1) Off Premise Signs (Table 7):

Table 7

Class of Highway	Spacing Between Sign Structures on Same Side of Road	Spacing from Public Road Intersection*	Area/Size of Signs (per direction)	Height Limit
Town Road	1000 feet	300 feet*	64 square feet	30 feet
County Road	1000 feet	300 feet*	96 square feet	30 feet
State and US Highway	1000 feet	300 feet*	240 square feet	30 feet
Interstate Highway	1000 feet	300 feet*	As State Permitted	30 feet

*As measured from intersection of road rights-of-way

2) On Premise Signs (Table 8):

Table 8

Zoning District	Total Number of Signs	Maximum Sign Area	Height Limit
R-1 Residential RA-5	1	32 square feet	10 ft
All Commercial Industrial Hamlet A-1 and A-2	1 Freestanding Sign Plus No limit on other signs	Maximum 96 square feet with a total of 288 sq ft	35 feet
Natural Resources Farmland Preservation	By Conditional Use Permit	96 square feet	30 feet

E) SIGN PERMITS

- 1) A permit must be obtained from the Zoning Administrator for the erection of all signs or sign structures, except for those noted in Section 10.5.3(E)(4)
- 2) Before any permit is granted for the erection of a sign or sign structure requiring such permit, plans and specification shall be filed with the Zoning Administrator showing the dimensions and materials to be used. The permit application shall be accompanied by the written consent of the owner or lessee of the premises on which the sign is to be erected.
- 3) No sign or sign structure shall be enlarged or relocated except in conformity to the provisions herein, nor until a proper permit, if required has been

secured. The changing of copy, display and/or graphic matter, or the content of any sign shall not be deemed an alteration.

- 4) Signs not requiring a permit:
- a. Vehicular signs on trucks, trailers buses or other vehicles while operating in the normal course of business, which is not in the display of signs.
 - b. Interior window signs in commercial or industrial districts which are visible from a public right of way.
 - c. On premise temporary advertising banners provided the banners do not exceed 32 square feet and displayed for no more than 30 consecutive days.
 - d. Any size sign that meets the criteria for a temporary sign in Section 10.5.3(A)(9).
 - e. A single faced sign equal to or less than 16 square feet in size.

10.5.4 MANUFACTURED HOMES AND MOBILE HOMES

The following conditions shall apply for all manufactured homes:

- A) The area beneath a manufactured or mobile home must be completely enclosed with a skirting material of a quality and strength which assures the durability of said skirting material and which does not distract from the general aesthetic quality of the manufactured or mobile home and the surrounding area.
- B) All manufactured and mobile homes which are abandoned, burned or otherwise destroyed or substantially damaged must be removed from the lot or site on which they are located within one year after abandonment, burning, destruction or substantial damage occurred.
- C) Cannot be used for storage

10.5.5 MANUFACTURED HOME PARKS

The following conditions shall apply for all manufactured home parks:

- A) The minimum lot size for manufactured home parks shall be 5 acres
- B) The maximum number of manufactured homes shall be 8 per acre
- C) The minimum dimensions of a manufactured home site shall be 50 feet wide by 100 feet long
- D) In addition to the setback requirements set forth in the General Provisions section (Section 10.3) of this ordinance, there shall be a minimum setback of 40 feet from all other lot lines
- E) Each manufactured home site shall be separated from any other manufactured home site by a yard of at least 15 feet.

- F) All drives, parking areas and walkways shall be hard surfaced or graveled, maintained in good condition, have natural drainage, and the driveways shall be lighted at night.
- G) There shall be two hard-surfaced automobile parking spaces provided for each manufactured home site
- H) Screening requirement of Section 10.5.1 apply

10.5.6 TRAVEL TRAILERS

Travel Trailers are considered Camping Units for the purposes of this ordinance.

A) STORAGE OF TRAVEL TRAILERS:

- 1) The subject lot must have a dwelling or principal structure in order to store one travel trailer on that property;

B) NON-STORAGE USE OF TRAVEL TRAILERS:

- 1) The zoning district must allow a single family residence on that lot as an allowable use;
- 2) The subject lot has no existing principal structure;
- 3) A travel trailer is allowed to be used on a lot 14 out of every 60 days without a permit.
- 4) An annual, seasonal permit may be obtained from the zoning office which would allow for the utilization of the travel trailer on the subject property from May 15th through September 15th annually. In order to obtain the above seasonal permit, the following requirements apply:
 - a. Must have an approved sanitary system installed by a Wisconsin licensed plumber (privies are not an allowed system)
 - b. Must meet all setbacks on property for an accessory structure
 - c. Must be removed once season is over;

- C) A temporary permit may be issued if the property owner has installed a state approved septic system and well and the Zoning Administrator has issued a permit to begin constructing a dwelling within one year. Must meet all setbacks on property for an accessory structure.

10.5.7 BUNKHOUSES

A single (one per lot) bunkhouse will be permitted only in districts which permit it by land use permit and the following conditions apply:

- A) The bunkhouse shall not exceed 50% of the square footage of the accessory structure with a maximum of 400 square-foot floor area. The 50% square footage limitations will not apply when loft or attic truss type area is being used; however, the area shall not exceed 400 square feet. Stand-alone bunkhouses cannot exceed 400 sq ft of floor area in total.

- B) All of the setback requirements for an accessory structure are met.
- C) Leasing, rental or use as a residence is strictly prohibited.
- D) Sanitary systems must be sized for the total number of bedrooms on the lot after the bunkhouse is built. No affidavits allowed for undersized systems
- E) Holding tanks are only allowed for the purposes of these regulations if absolutely no other system will work on the property (i.e. a mound system or conventional system). A soil test is required to prove the necessity of a holding tank.
- F) A separate sanitary system for a bunkhouse is prohibited
- G) The bunkhouse shall be built to Uniform Dwelling Code compliance. A copy of the completed and passed final inspection of the bunkhouse by the Town's Building Inspector is due to the zoning office within 2 years of obtaining the land use permit, as proof that this condition has been satisfied.
- H) Plumbing, if installed, conforms to the Polk County Sanitary Code.
- I) Height of the structure is limited to 25 feet
- J) Maximum of 1 bathroom allowed per bunkhouse
- K) Cannot be split from original property
- L) Cooking facilities are prohibited
- M) Cannot be built on an outlot
- N) Cannot be the first building on a lot
- O) An affidavit is recorded in the Register of Deeds outlining use restrictions.
- P) Boathouses cannot become bunkhouses
- Q) Only allowed in zoning districts where single-family residential uses are allowed
- R) Must meet minimum lot size requirements at time of lot creation
- S) Bunkhouses created on riparian lots shall be required to install and maintain mitigation as described in the Polk County Shoreland Protection Zoning Ordinance. For the purposes of this ordinance, changing the use of a structure to a bunkhouse counts as the same additional square footage of impervious surface (in shoreland areas) as a vertical expansion.
- T) Use of accessory structures in a manner consistent with the definition of bunkhouse prior to enactment of this ordinance is prohibited by this ordinance and such use is not a nonconforming use as defined in Wisconsin Statute section 59.69(10)(ab) and (am) and Section 10.3.2 of this ordinance. Accordingly, any and all accessory structures that are to be used as bunkhouses must comply with the above conditions regardless of prior existing use.

10.5.8 CAMPGROUNDS

- A) The minimum size of the campground shall be 5 acres.
- B) The maximum number of sites shall be 20 per acre.
- C) Minimum dimensions of a site shall be 25 feet by 40 feet.
- D) Each site is separated from other camping units by a yard not less than 10 feet wide.

- E) There shall be 1½ automobile parking spaces for each site.
- F) There shall be a minimum setback of 40 feet from all other exterior lot lines.
- G) Applicant must obtain all proper licensing.
- H) The screening standards of Section 10.5.1 of this ordinance must be met.

10.6 ARTICLE 6: ADMINISTRATIVE PROCEDURAL REGULATIONS

10.6.1 ZONING ADMINISTRATOR

The Zoning Department staff shall have the following duties and powers

- A) Advise applicants on the provisions of this ordinance and assist them in preparing permit applications and appeal forms.
- B) Issue permits and inspect properties for compliance with this ordinance.
- C) Keep records of all permits issued, inspections made, work approved and other official actions.
- D) Must have permission to access any premises between 8:00 a.m. and 6:00 p.m. for the purpose of performing duties set forth in this ordinance.
- E) Submit copies of variances, Conditional Uses and decisions on appeals for map or text interpretation and map or text amendments within 10 days after they are granted or denied to the Department of Natural Resources.
- F) Report all violations of this ordinance to the Department Head and the Governing Committee.

10.6.2 LAND USE PERMITS

The following applies to the issuance and revocation of permits:

A) WHEN REQUIRED

Except where another section of this ordinance specifically exempts certain types of activities, development from this requirement, a land use permit shall be obtained from the Zoning Administrator before any said activity or development, reconstruction, structural alteration, structural repair, is initiated, including, but not limited to, building or structure, or any change to a structure.

B) APPLICATION

An application for a land use permit shall be made to the Zoning Administrator upon forms furnished by the County and shall include, for the purpose of proper enforcement of these regulations, the following data:

- 1) Name and address of applicant and property owner.
- 2) Legal description of the property and type of proposed use.
- 3) A sketch of the dimensions of the lot and location of existing buildings and distance of proposed buildings from the lot lines, centerline of abutting highways and the ordinary high water mark at the day of the sketch.

- 4) Whether or not a private water or septic system is to be installed.

C) EXPIRATION

Land Use Permits for land use changes shall expire twelve months from their date of issuance where no action has been taken to accomplish such changes or two (2) years after issuance.

10.6.3 REVOCATION

Where the conditions of a land use permit, Conditional Use Permit or a variance is violated, the same are deemed revoked.

10.6.4 BOARD OF ADJUSTMENT

The County Administrator shall appoint a Board of Adjustment under Chapter 59.69, Wisconsin Statutes, consisting of 5 members, with no less than 1 of the members being a riparian landowner, and the County Board shall adopt such rules for the conduct of the business of the Board of Adjustment as required by Section 59.69(3), Wisconsin Statutes.

A) POWERS AND DUTIES

The Board of Adjustment shall have the following powers and duties:

- 1) Shall adopt rules as it deems necessary and may exercise all of the powers conferred on such boards by Section 59.69 Wisconsin Statutes.
Supplemental information is available in the Polk County Board of Adjustment Procedural Ordinance.

2) **ADMINISTRATIVE APPEALS**

Hear and decide appeals where it is alleged there is an error in any order, requirements, decision or determination made by an administrative official in the enforcement or administration of this ordinance.

- a. Appeals to the Board of Adjustment may be taken by any person aggrieved or by an officer, department, board or bureau of the county affected by any decision of the Zoning Administrator or other administrative officer.
- b. Appeals shall be taken within a feasible time, as provided by the rules of the Board of Adjustment.

3) **VARIANCES**

Authorize upon application, in specific cases, such variances from the terms of the ordinance as shall not be contrary to the public interest, where owing to special conditions, a literal enforcement of the ordinance will result in unnecessarily burdensome.

- a. In the issuance of a variance, the spirit of the ordinance shall be observed and substantial justice done. No variance shall have the effect of granting or increasing any use of property, which is prohibited in that zoning district by this ordinance.
- b. Variances do not expire but remain with the property.

4) CONDITIONAL USES

Hear requests for conditional uses as listed in this ordinance. The following shall apply to Conditional Use Permits:

- a. Standards Applicable to All Conditional Uses. The Board of Adjustment shall evaluate the effect of the proposed use upon the following criteria, including but not limited to:
 - 1. The maintenance of safe and healthful conditions.
 - 2. Creation or increase of smoke, dust, noxious and toxic gases and odors, noise or vibrations from heavy equipment.
 - 3. The prevention and control of water pollution including sedimentation.
 - 4. Existing topographic and drainage features and vegetative cover on the site.
 - 5. The location of the site with respect to floodplains and floodways of rivers and streams.
 - 6. The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover.
 - 7. The location of the site with respect to existing and future access roads.
 - 8. Heavy vehicular traffic and increased traffic
 - 9. The need of the proposed use
 - 10. Its compatibility with uses on adjacent land.
 - 11. The amount of septic waste to be generated and the adequacy of the proposed disposal system.
 - 12. Location of uses that:
 - i. Within an area, are not inherently a source of pollution, shall be preferred over uses that are or may be a pollution source; and
 - ii. Within an area, tend to minimize the possibility of pollution shall be preferred over use locations tending to increase that possibility.
- b. Conditions Attached to Conditional Use Permit. Upon consideration of the factors listed above, the Board of Adjustment shall attach such conditions, in addition to those required elsewhere in this Ordinance as are necessary to further the purposes of this Ordinance. Such conditions may include, but are not limited to: type of land cover; increased setbacks; landscaping and planting screens; period of operation;

operational control; sureties; bonding; deed restrictions; location of piers, docks, parking and signs; and type of construction.

- c. Conditional Uses do not expire but remain with the property and all conditions remain in effect.

B) APPLICATION/REVIEW PROCESS/PROCEDURE

- 1) NOTICE OF PUBLIC HEARING. Before acting upon an application the Board of Adjustment shall hold a public hearing within a reasonable time. Notice of such public hearing, specifying the time, place, and matters to come before the Board of Adjustment, shall be given as a Class 2 notice under Chapter 985, Wisconsin Statutes, and notice shall be mailed to the appropriate district office of the Department of Natural Resources, when applicable, at least 10 days prior to the hearing as well as all property owners within 300 feet of the site under consideration.
- 2) PUBLIC HEARING. At the public hearing, any party may appear in person or by agent or by attorney. The Board of Adjustment may require the applicant to furnish, in addition to the information required for a Conditional Use Permit, the following information:
 - a. A plan of the area showing contours, soil types, ordinary high water marks, groundwater conditions, bedrock, slope and vegetative cover.
 - b. Location of buildings, parking areas, traffic access, driveways, walkways, piers, open space and landscaping.
 - c. Plans of buildings, sewage disposal facilities, water supply systems and arrangements of operations.
 - d. Specifications for areas of proposed filling, grading, lagooning or dredging.
 - e. Other pertinent information necessary to determine if the proposed use meets the requirements of this ordinance.
- 3) RECORDING. An appropriate record shall be made of any decision made by the Board of Adjustment
 - a. A decision regarding the application appeal shall be made as soon as practical and a copy shall be submitted to the Department of Natural Resources when applicable within 10 days after the decision is issued.
 - b. The Board of Adjustment shall state in writing the grounds for their decision and shall state the specific facts which are the basis of the Board determination.
 - c. All decisions may be reviewed by a court of competent jurisdiction.

10.6.5 FEES

The governing committee may, by motion, adopt fees for the following:

- A) Land Use Permits.
- B) Public Hearings.

- C) Conditional Use Permits.
- D) Appeals to the Board of Adjustment
- E) Variances
- F) Other, as necessary

10.6.6 ENFORCEMENT AND PENALTIES

Any development, any building or structure constructed, moved or structurally altered, or any use established after the effective date of this Ordinance contrary to the provisions of this Ordinance, by any person, firm, association, corporation (including building contractors or their agents) shall be deemed a violation.

- A) As authorized by Wis. Stat. CHAPTER 66, the Zoning Administrator or the County Zoning Agency shall issue citations for any violations of this Ordinance. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this ordinance shall be subject to a forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-thousand (\$1000.00) dollars per offense, together with the taxable costs of action. Each day of continued violation shall constitute a separate offense. Every violation of this Ordinance is a public nuisance and the creation thereof may be enjoined and the maintenance there may be abated by action at suit of the county, the state, or any citizen thereof pursuant to Section 87.30(2), Wisconsin Statutes. The County also retains the summons and complaint avenue for forfeitures and remedial action as provided by Wis. Stat. Section 59.69(11).
- B) ~~There shall be a penalty fee of five hundred (\$500.00) dollars added to the regular fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance.~~ There shall be a penalty fee of 2 times the regular permit fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance. In cases where the project cannot be permitted without a variance, the penalty fee shall be applied towards the variance application fee.
- C) The Zoning Department may issue an on-site stop work order, as appropriate, whenever it determines that a violation of this Ordinance or the building permit is taking place.

Ordinance No. ~~18~~-18

1 Ordinance To Enact Amended Polk County Small Wind Energy System Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

2 WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 08-08 on March 11,
3 2008, entitled as Polk County Small Wind Energy System Ordinance, to regulate small wind
4 energy systems in the unincorporated areas of Polk County; and

5 WHEREAS, said ordinance is enacted under Wisconsin Statute Section 66.0401; and

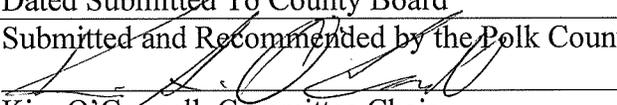
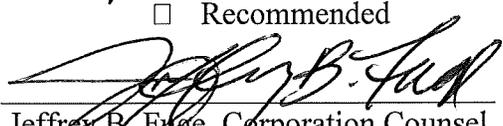
6 WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to
7 Wisconsin Statute Section 59.69(5)(e), a petition to amend the Polk County Small Wind Energy
8 System Ordinance, through the enactment of the proposed Amended Polk County Small Wind
9 Energy System Ordinance; and

10 WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the
11 planning and zoning committee, opened and held a public hearing on the petition to amend the
12 Polk County Small Wind Energy System Ordinance; and

13 WHEREAS, after considering public input received in the public hearing and incorporating such
14 public input and recommendations, as appropriate, the Polk County Environmental Services
15 Committee recommends the Polk County Board of Supervisors to enact as and for the county's
16 small wind energy system ordinance under Section 66.0401 the attached proposed ordinance,
17 entitled "Amended Polk County Small Wind Energy System Ordinance".

18 NOW, THEREFORE, pursuant to Wisconsin Statute Section 59.69, the Polk County Board of
19 Supervisors ordains as follows:

- 20 1. The Amended Polk County Small Wind Energy System Ordinance, attached hereto and
21 incorporated herein, is enacted.
- 22 2. The provisions of the Amended Polk County Small Wind Energy System Ordinance shall
23 supersede the related provisions of Ordinance 08-08 Polk County Small Wind Energy
24 System Ordinance.
- 25 3. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is
26 directed to cause to be published the ordinance enacted herein.
- 27 4. The Amended Polk County Small Wind Energy System Ordinance will be effective upon
28 passage and publication.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon passage and publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommended by the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	
Review By Corporation Counsel	
<input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended  Jeffrey B. Edge, Corporation Counsel Interim County Administrator	

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 18-18: Ordinance To Enact Amended Polk County Small Wind Energy System Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County Clerk

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 18-18: Ordinance To Enact Amended Polk County Small Wind Energy System Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

Proposed Amended Polk County Small Wind Energy System Ordinance

Ordinance No. 18-18

Polk County Small Wind Energy System Ordinance

Enacted _____; Published _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~**RED TEXT: REMOVED TEXT**~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax
www.co.polk.wi.us/landinfo/zoning

~~ORDINANCE NO. 08-08~~
SMALL WIND ENERGY SYSTEMS ORDINANCE
 (~~Effective April 1, 2008~~)

The Polk County Board of Supervisors, Polk County, Wisconsin, ordains as follows:

SECTION ONE – TITLE

This ordinance may be referred to as the Small Wind Energy System Ordinance.

SECTION TWO – AUTHORITY

This ordinance is adopted pursuant to authority granted by:

Wis. Stat. § 60.61 or 60.62 and 62.23(7), or 60.22(3) and 66.0401

SECTION THREE – PURPOSE

The purpose of this ordinance is to:

- (1) Oversee the permitting of tower-mounted small wind energy systems. This ordinance does not apply to roof-mounted systems.
- (2) Preserve and protect public health and safety without significantly increasing the cost or decreasing the efficiency of a small wind energy system (per Wis. Stat. §. 66.0401).

SECTION FOUR – DEFINITIONS

In this ordinance:

- (1) “Administrator” means the Polk County Zoning Administration.
- (2) “Board” means the Polk County ~~Land Information~~ Environmental Services Committee.
- (3) “Major subdivision” means a subdivision creating five (5) or more lots and/or outlots, any of which are nineteen (19) acres or less in size, within a 5-year period from a parcel of land existing on June 30, 1996.
- (4) “Meteorological tower” (met tower) is defined to include the tower, base plate, anchors, guy cables and hardware, anemometers (wind speed indicators), wind direction vanes, booms to hold equipment anemometers and vanes, data logger, instrument wiring, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either

instantaneous wind information or to characterize the wind resource at a given location.

- (5) "Owner" shall mean the individual or entity that intends to own and operate the small wind energy system in accordance with this ordinance.
- (6) "Roof mounted" means a system mounted on & totally supported by a legal structure and not extending more than 20 feet above the highest point of said structure.
- (7) "Rotor diameter" means the cross sectional dimension of the circle swept by the rotating blades.
- (8) "Small wind energy system" means a wind energy system that
 - (a) is used to generate electricity;
 - (b) has a nameplate capacity of 100 kilowatts or less; and
 - (c) has a total height of 170 feet or less.
- (9) "St. Croix River Buffer Zone" means the area located outside of the St. Croix Riverway District and within two miles of the St. Croix River, measured from the ordinary high water mark.
- (10) "Total height" means the vertical distance from ground level to the tip of a wind generator blade when the tip is at its highest point.
- (11) "Tower" means the monopole, freestanding, or guyed structure that supports a wind generator.
- (12) "Wind energy system" means equipment that converts and then stores or transfers energy from the wind into usable forms of energy (as defined by Wis. Stat. §. 66.0403(1)(m). This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries or other component used in the system.
- (13) "Wind generator" means blades and associated mechanical and electrical conversion components mounted on top of the tower.

SECTION FIVE - STANDARDS

A. A Land Use Permit shall be required for a small wind energy system in ~~Agricultural, Exclusive Agricultural, Commercial, Restricted Commercial, Industrial, and Restricted Industrial~~ Residential Agricultural 5 (RA-5), Agricultural 10 (A-1), Agricultural 20 (A-2) Farmland Preservation (A-3), General Business and Commercial (B-1), Small Business and Commercial (B-3), and Industrial (I-1) Zoning Districts, and in any area not zoned by any County Zoning Ordinance subject to the following requirements:

- (1) Setbacks. A wind tower for a small wind system shall be set back a distance equal to 110% of its total height from:

- (a) any public road right of way, unless written permission is granted by the governmental entity with jurisdiction over the road;
 - (b) any overhead utility lines, unless written permission is granted by the affected utility;
 - (c) all property lines, unless written permission is granted from the affected land owner or neighbor.
- (2) Access.
- (a) All ground mounted electrical and control equipment shall be labeled or secured to prevent unauthorized access.
 - (b) The tower shall be designed and installed so as to not provide step bolts or a ladder readily accessible to the public for a minimum height of 8 feet above the ground.
- (3) Lighting. A wind tower and generator shall not be artificially lighted unless such lighting is required by the Federal Aviation Administration.
- (4) Appearance, Color, and Finish. The wind generator and tower shall remain painted or finished the color or finish that was originally applied by the manufacturer, unless approved in the building permit.
- (5) Signs. All signs, other than the manufacturer's or installer's identification, appropriate warning signs, or owner identification on a wind generator, tower, building, or other structure associated with a small wind energy system visible from any public road shall be prohibited.
- (6) Code Compliance. A small wind energy system including tower shall comply with all applicable state construction and electrical codes, and the National Electrical Code.
- (7) Utility notification and interconnection. Small wind energy systems that connect to the electric utility shall comply with the Public Service Commission of Wisconsin's Rule 119, "Rules for Interconnecting Distributed Generation Facilities."
- (8) Met towers shall be permitted under the same standards, permit requirements, restoration requirements, and permit procedures as a small wind energy system.
- B. A ~~Special Exception~~ conditional use permit shall be required for a small wind energy system in any major subdivision, and in Shoreland, Floodplain, ~~Forestry, Recreational, Conservancy,~~ Natural Resources (N-1), Recreational Business and Commercial (B-2), Hamlet (H-1), and Residential (R-1) Zoning Districts, provided that all standard requirements of this Ordinance are met. Fees shall be waived if permit applications can be combined with one or more other ~~special exception~~ conditional use permit requests.
- C. A ~~Special Exception~~ conditional use permit shall be required for a small wind energy system in the St. Croix River Buffer Zone, and the St. Croix Riverway District,

provided that all standard requirements of this Ordinance are met, along with the following requirements:

- (a) The small wind energy system is not within 3,000 feet of the ordinary high water mark.
- (b) The small wind energy system has a total height of 75 feet or less.

SECTION SIX – PERMIT REQUIREMENTS

- (1) Land Use Permit. A land use permit shall be required for the installation of a small wind energy system.
- (2) Documents: The land use application shall be accompanied by a plot plan which includes the following:
 - (a) Property lines and physical dimensions of the property
 - (b) Location, dimensions, and types of existing major structures on the property
 - (c) Location of the proposed wind system tower
 - (d) The right-of-way of any public road that is contiguous with the property;
 - (e) Any overhead utility lines;
 - (f) Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed)
 - (g) Tower foundation blueprints or drawings
 - (h) Tower blueprint or drawing
- (3) Fees. The application for a land use permit for a small wind energy system must be accompanied by the fee required for a permitted accessory use.
- (4) Expiration. A permit issued pursuant to this ordinance shall expire if:
 - (a) The small wind energy system is not installed and functioning within 24-months from the date the permit is issued; or,
 - (b) The small wind energy system is out of service or otherwise unused for a continuous 12-month period.

SECTION SEVEN - ABANDONMENT

- (1) A small wind energy system that is out-of-service for a continuous 12-month period will be deemed to have been abandoned. The Administrator may issue a Notice of Abandonment to the owner of a small wind energy system that is deemed to have been abandoned. The Owner shall have the right to respond to the Notice of Abandonment within 30 days from Notice receipt date. The Administrator shall withdraw the Notice of Abandonment and notify the owner that the Notice has been withdrawn if the owner provides information that demonstrates the small wind energy system has not been abandoned.
- (2) If the small wind energy system is determined to be abandoned, the owner of a small wind energy system shall remove the wind generator from the tower at the Owner's sole expense within 3 months of receipt of Notice of Abandonment. If the owner fails to remove the wind generator from the tower, the Administrator may pursue a legal action to have the wind generator removed at the Owner's expense.

SECTION EIGHT - VIOLATIONS

It is unlawful for any person to construct, install, or operate a small wind energy system that is not in compliance with this ordinance or with any condition contained in a building permit issued pursuant to this ordinance. Small wind energy systems installed prior to the adoption of this ordinance are exempt.

SECTION NINE – ADMINISTRATION AND ENFORCEMENT

- (1) This ordinance shall be administered by the Administrator or other official as designated.
- (2) The Administrator may enter any property for which a building permit has been issued under this ordinance to conduct an inspection to determine whether the conditions stated in the permit have been met.
- (3) The Administrator may issue orders to abate any violation of this ordinance.
- (4) The Administrator may issue a citation for any violation of this ordinance.
- (5) The Administrator may refer any violation of this ordinance to legal counsel for enforcement.

SECTION TEN - PENALTIES

- (1) Any person who fails to comply with any provision of this ordinance or a land use permit issued pursuant to this ordinance shall be subject to enforcement and penalties as stipulated in Ordinance 79-06.
- (2) Nothing in this section shall be construed to prevent the Polk County Land Information Environmental Services Committee from using any other lawful means to enforce this ordinance.

SECTION ELEVEN – SEVERABILITY

The provisions of this ordinance are severable, and the invalidity of any section, subdivision, paragraph, or other part of this ordinance shall not affect the validity or effectiveness of the remainder of the ordinance.

~~**Effective Date:** This Polk County Small Wind Energy Systems Ordinance shall take effect upon passage and publication, effective April 1, 2008.~~

Ordinance No. 19-18

Ordinance To Enact Amended Polk County Lower St. Croix Riverway Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 45-07 on May 15, 2007, entitled as Polk County Lower St. Croix Riverway Ordinance, to regulate the unincorporated lands within the St. Croix Riverway district; and

WHEREAS, said ordinance is enacted under Wisconsin Statute Section 59.69 and Wisconsin Administrative Code NR 118; and

WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to Wisconsin Statute Section 59.69(5)(e), a petition to amend the Polk County Lower St. Croix Riverway Ordinance, through the enactment of the proposed Amended Polk County Lower St. Croix Riverway Ordinance; and

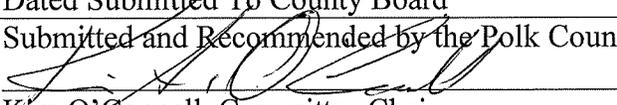
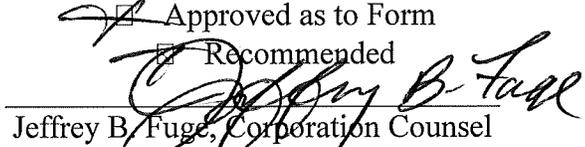
WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the planning and zoning committee, opened and held a public hearing on the petition to amend the Polk County Lower St. Croix Riverway Ordinance; and

WHEREAS, after considering public input received in the public hearing and incorporating such public input and recommendations, as appropriate, the Polk County Environmental Services Committee recommends the Polk County Board of Supervisors to enact as and for the county's St. Croix Riverway ordinance under Section 59.69 the attached proposed ordinance, entitled "Amended Polk County Lower St. Croix Riverway Ordinance".

NOW, THEREFORE, pursuant to Wisconsin Statute Sections 59.692(2)(a), the Polk County Board of Supervisors ordains as follows:

1. The Amended Polk County Lower St. Croix Riverway Ordinance, attached hereto and incorporated herein, is enacted.
2. Pursuant to Wisconsin Statute Section 59.592(5), the provisions of the Amended Polk County Lower St. Croix Riverway Ordinance shall supersede the related provisions of Ordinance 45-07 Polk County Lower St. Croix Riverway Ordinance.
3. The Polk County Zoning Administrator is directed to forward the Amended Polk County Lower St. Croix Riverway Ordinance to the Wisconsin Department of Natural Resources.
4. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is directed to cause to be published the ordinance enacted herein.

30 5. The Amended Polk County Lower St. Croix Riverway Ordinance shall be effective upon
 31 passage and publication.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon passage and publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommended by the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	
Review By Corporation Counsel <input checked="" type="checkbox"/> Approved as to Form <input checked="" type="checkbox"/> Recommended  Jeffrey B. Fuge, Corporation Counsel Interim County Administrator	

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 19-18: Ordinance To Enact Amended Polk County Lower St. Croix Riverway Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County Clerk

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 19-18: Ordinance To Enact Amended Polk County Lower St. Croix Riverway Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

POLK COUNTY LOWER ST. CROIX RIVERWAY ORDINANCE

Ordinance No. 19-18
Polk County Lower St. Croix Riverway Ordinance
Enacted _____; Published _____
Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~RED TEXT: REMOVED TEXT~~

POLK COUNTY LAND INFORMATION DEPARTMENT
POLK COUNTY GOVERNMENT CENTER
100 POLK COUNTY PLAZA
SUITE 130
BALSAM LAKE, WI 54810
715-485-8279
715-485-9246 FAX
www.co.polk.wi.us/landinfo/zoning

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POLK COUNTY LOWER ST. CROIX RIVERWAY ORDINANCE

The Board of Supervisors of Polk County, Wisconsin, does ordain as follows: The Polk County Lower St. Croix Riverway District as adopted on May 9th, 1977 and amended on June 3rd, 1981, is repealed and recreated as follows:

Article A. Title, Authority and Effective Date

1. Title

- a. This Ordinance shall be cited as the "Polk County Lower St. Croix Riverway Ordinance" and hereinafter referred to as the "Ordinance."

2. Authority

- a. This Ordinance is enacted pursuant to the authority granted by Wisconsin Statute § 30.27 and Wisconsin Administrative Code NR118.
- b. The County Zoning Administrator shall administer this Ordinance pursuant to Wisconsin Statute § 59.69.
- c. Any mandatory amendments, repeals or recreations to the statutes pertaining to the subject matter of this Ordinance are incorporated into this Ordinance as of the effective date of amendment, repeal or recreation.

~~3. Effective Date~~

- ~~a. This Ordinance shall be effective on June 8, 2007.~~

Article B. Purpose

1. Purpose

- a. The purpose of this Ordinance is to promote the public health, safety, and general welfare of the public by:
 - 1) Reducing the adverse effects of overcrowding and poorly planned shoreline and bluff area development.
 - 2) Preventing soil erosion and pollution and contamination of surface water and groundwater.
 - 3) Providing sufficient space on lots for sanitary facilities.
 - 4) Minimizing flood damage.
 - 5) Maintaining property values.
 - 6) Preserving and maintaining the exceptional scenic, cultural, and natural characteristics of the water and related land of the Lower St. Croix Riverway in a manner consistent with the National Wild and Scenic Rivers Act (P.L. 90-542), the Federal Lower St. Croix River Act of 1972 (P.L. 92-560) and the Wisconsin Lower St. Croix River Act (Wisconsin Statute § 30.27).

Article C. Applicability

1. Boundaries

- a. The Lower St. Croix Riverway Ordinance is an overlay zoning district. This Ordinance applies in addition to other zoning regulations that may fall within the Riverway District boundary.

- 1) Polk County Shoreland Protection Zoning Ordinance
 - 2) Polk County Comprehensive Land Use Ordinance
 - 3) Polk County Floodplain Ordinance
- b. This Ordinance applies to all unincorporated land in the Federal Zones of the Riverway District of Polk County. The boundaries of the Riverway District are shown in Appendix A, and are found in the Code Of Federal Regulations. The same boundaries are shown on the map identified as the Lower St. Croix National Scenic Riverway Map, which are on file in the office of the Zoning Department. The legal description and maps referred to above are made a part of this Ordinance.
- c. Within the unincorporated lands of Polk County, the Riverway District falls under the Conservation Management Zone as defined in Wisconsin Administrative Code NR 118.04:
- 1) The conservation management zone is primarily natural and mostly wooded, with some single-family residential uses. Shoreline areas are natural and do not contain residential lawns. The conservation management zone is established in both of the following locations:
 - a) In an area bounded on the north by the south boundary of Wisconsin Interstate state park and on the south by the north corporate boundary of the Village of Osceola as they existed January 1st, 1976.
 - b) In an area bounded on the north by the south corporate boundary of the Village of Osceola as they existed on January 1st, 1976, and on the south by the south boundary of Polk County.

2. Interpretation

a. Compliance

- 1) No development of land or water shall hereafter be implemented and no use, structure or part thereof shall be located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered without full compliance with provisions of this Ordinance and all other applicable local, State and federal regulations.

b. Provisions

- 1) If any provision of this Ordinance conflicts with any provision of any other Polk County Ordinances, the more restrictive provision shall apply.
- 2) This Ordinance is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall take precedence.
- 3) The provisions of this Ordinance shall be liberally construed in favor of Polk County and shall not be construed to be a limitation or repeal of any other power now possessed or granted to Polk County.

c. Severability

- 1) Should any portion of this Ordinance be declared invalid or unconstitutional for any reason, by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected.

3. Limitation of Action

a. Claims

- 1) Pursuant to Wisconsin Statutes § 59.69(14), a land owner, occupant or other person affected by this Ordinance or amendment hereto who claims that this Ordinance or amendment is invalid because procedures prescribed by the statutes or the Ordinance were not followed in enacting this Ordinance or amendment hereto shall commence a court action within six months after enactment of this Ordinance or amendment or be forever barred.

Article D. Definitions

1. Interpretation

- a. For the purpose of administering and enforcing this ordinance, the terms or words used herein shall be interpreted as follows:
 - 1) Words used in the present tense include the future; in the singular include the plural and in the plural include the singular.
 - 2) The word "shall" is mandatory, not permissive.
 - 3) All distances, unless otherwise specified, shall be measured horizontally.
 - 4) All definitions that refer to Wisconsin Statutes shall incorporate any revisions or amendments to statutory language.

2. Definitions

Accessory Structure: A subordinate structure, the use of which is incidental to, customarily found in connection with, and located on the same lot as the principal structure or use of the property. Accessory structures include, but are not limited to, detached garages, sheds, barns, gazebos, swimming pools, hot tubs, fences, retaining walls, detached stairways and lifts, ~~and impervious, pervious or porous driveways,~~ parking lots, sidewalks, patios and decks (both detached and attached).

Accessory Use: A use subordinate to and serving the principal use on the same lot and customarily incidental thereto. It must also be subordinate in area, extent or purpose to the principal building or use served. Accessory uses include, but are not limited to, family daycare, home occupations, and seasonal roadside stands.

Agriculture: The use of land for agricultural purposes, including: beekeeping, livestock grazing; orchards; raising of grain, grass or seed crops; raising of fruits, nuts or berries; placing land in federal programs in return for payments in kind; owning land, at least 35 acres of which is enrolled in the conservation reserve program under 16 USC 3831 to 3836; and vegetable raising.

Antenna: Any device or equipment used for the transmission or reception of electromagnetic waves, which may include an omni-directional antenna (rod), a directional antenna (panel) or a parabolic antenna (disc).

Bed and Breakfast Operation: A place of lodging for transient guests that is the owner's personal residence, that is occupied by the owner at the time of rental, and in which the only meal served to guests is breakfast.

Bluffline: A line along the top of the slope preservation zone. There can be more than one bluffline.

Building Line: A line measured across the width of a lot at that point where the principal structure is placed in accordance with setback provisions.

Camouflage Design: A wireless communication service facility that is disguised, hidden or screened, but remains recognizable as a tower or antenna.

Compliant Building Location: An area on a lot where a building could be located in compliance with all applicable ordinance requirements.

Conditional Use: ~~A use that is specifically listed in a local zoning ordinance as either a conditional use or special exception and that may only be permitted if the local Zoning Committee determines that the conditions specified in the ordinance for that use are satisfied.~~ means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by the county, but does not include a variance. Conditional uses, listed by ordinance, are subject to certain conditions specified in the ordinance and/or designated by the Board of Adjustment.

Diameter at Breast Height (DBH): The width of a tree as measured at 4.5 feet above the ground surface.

Disabled: Having a physical or mental impairment that substantially limits one or more major life

activities.

Earth-tone: Colors that harmonize with the natural surroundings on the site during leaf on conditions.

Expansion: An addition to an existing structure regardless of whether the addition is vertical or horizontal or both.

Filtered View of the St. Croix River: A view in which one can see the river through the vegetation, while any structure remains visually inconspicuous.

Footprint: The land area covered by a structure at ground level, measured on a horizontal plane. The “footprint” of a residence includes attached garages and porches, but excludes decks, patios, carports and roof overhangs.

Foundation: The underlying base of a building or other structure, including but not limited to pillars, footings, and concrete and masonry walls.

Human Habitation: The use of a building or other structure for human occupancy, including but not limited to cooking, eating, bathing and sleeping.

Land Division: Any division of a parcel of land by the owner or the owner’s agent, for the purpose of transfer of ownership or building development, which creates one or more parcels or building sites of 20 acres or less.

Landscape Architect: A person who has graduated with a major in landscape architecture from a college accredited by the American Society of Landscape Architects.

Lift: A mechanical device, either temporary or permanent, containing a mobile open top car including hand or guard rails, a track upon which the open top car moves, and a mechanical device to provide power to the open top car.

Lot: A contiguous parcel of land with described boundaries.

Lower St. Croix Riverway or Lower St. Croix National Scenic Riverway: The area described in § NR 118.02 (1).

Management Zones: The Lower St. Croix Riverway management zones established in § NR 118.04.

Mitigation: Action taken to minimize the adverse impacts of development. Mitigation includes, but is not limited to, the installation of vegetative buffers, the removal of nonconforming structures from the shoreland setback area, and the implementation of best management practices for erosion control and storm water management.

Net Project Area: Developable land area minus slope preservation zones, floodplains, road rights-of-way, and wetlands.

Nonconforming Structure: A building or other structure whose location, dimensions or other physical characteristics do not conform to the standards of this ordinance but which was legally constructed or placed in its current location prior to the enactment of this ordinance or its amendment that made it nonconforming.

Nonconforming Use: Any use that does not conform to the land use restrictions in this ordinance, but which was legally established prior to the enactment of this ordinance or its amendment that made it nonconforming.

Ordinary High Water Mark (OHWM): The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic. Where the bank or shore at any particular place is of such character that is difficult or impossible to ascertain where the point of OHWM is, recourse may be had to the opposite bank of a stream or to other places on the shore of a lake or flowage to determine where a given stage of water is above or below the OHWM.

Ordinary Maintenance and Repair: Any work done on a nonconforming structure that does not constitute expansion, structural alteration or reconstruction and does not involve the replacement, alteration or improvement of any portion of the structure’s foundation.

- Porch:** A building walkway with a roof over it, providing access to a building entrance.
- Principal Structure:** The main building or other structure on a lot that is utilized for the property's principal use. Principal structure includes attached garages and porches.
- Reasonable Accommodation:** Allowing a disabled person to deviate from the strict requirements of the county's zoning ordinances if an accommodation is necessary and reasonable, in order not to unlawfully discriminate against the disabled person and to allow them equal housing opportunity.
- Reconstruction:** The replacement of all, or substantially all, of the components of a structure other than the foundation.
- Selection Cut:** The removal of selected trees throughout the range of merchantable sizes at regular intervals, either singly or in small groups, leaving a uniformly distributed stocking of desirable tree and shrub size classes.
- Setback:** The minimum horizontal distance between a structure and the OHWM, bluffline, side and rear lot lines, and roads.
- Shelterwood Cut:** A partial removal of mature trees leaving trees of desirable species and form to provide shade, seed source and a desirable seedbed for natural regeneration with the final removal of the overstory after adequate regeneration is established.
- Single-family Residence:** A detached structure used for human habitation for one family.
- Slope Preservation Zone:** The area riverward from the bluffline where the slope towards the river is 12% or more, as measured horizontally for a distance of not more than 50 feet or less than 25 feet.
- Small Regeneration Cut:** A harvest of not more than one-third of the contiguous forested ownership within a 10-year period with each opening not exceeding 6 acres in size and not closer than 75 feet at their closest points.
- Stealth Design:** A wireless communication service facility that models or mimics in size or shape and color something in the surrounding landscape, such as silos in farm settings and trees in forested lands, and is unrecognizable year round as an antenna or antenna mount.
- Structural Alteration:** The replacement or alteration of one or more of the structural components of any of a nonconforming structure's exterior walls.
- Structural Component:** Any part of the framework of a building or other structure. The structural components of a building's exterior walls include the vertical studs, top and bottom plates, and window and doorsills and headers. A structural component may be non-load-bearing, such as the framework of a wall at the gable end of a one-story house. Wall coverings, such as siding on the exterior and dry wall on the interior, are not included in the definition of structural component.
- Structural Erosion Control Measure:** A retaining wall or other man-made structure whose primary function is to control erosion.
- Structure:** Any man-made object with form, shape and utility that is constructed or otherwise erected, attached to or permanently or temporarily placed, either upon the ground, a river bed, stream bed or lake bed or upon another structure. Structure includes swimming pools, hot tubs, patios, decks and retaining walls, but does not include landscaping or earthwork such as graded areas, filled areas, ditches, berms or earthen terraces. Structure does not include small objects that are easily moved by hand, such as lawn chairs, portable grills, portable picnic tables, bird feeders, birdhouses and birdbaths.
- Substandard Lot:** A lot with dimensions that do not conform to all of the requirements of this chapter.
- Transmission Services:** Electric power lines, telephone and telegraph lines, communication towers, cables, sewage lift stations, sewer and water pipes, and other pipes, conduits and accessory structures that are used to transport power, convey information or transport material between 2 points, other than wireless communication service facilities.
- Visually Inconspicuous:** Difficult to see, or not readily noticeable, in summer months as viewed from at or near the mid-line of the Lower St. Croix River.

Wetland: An area where water is at, near, or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions.

Wireless Communication Service Facilities: Hardware that provides wireless communication services including antennas, towers, all associated equipment, and buildings and other structures.

Article E. Land Uses and structures

1. Allowed Uses and Structures

- a. The following uses are allowed in the Riverway District without a permit:
 - 1) Nonstructural conservancy and open space uses associated with maintaining the value of certain lands for natural areas, scenic preservation, recreation, wildlife management, water and soil conservation and other such purposes.
 - 2) Nonstructural agricultural and forestry uses, including silviculture in compliance with Wisconsin Administrative Code Chapter NR 118.06(6).
 - 3) Routine pruning of trees and shrubs to improve their health and vigor, provide a filtered view of the Lower St. Croix River, herein after referred to as “the river,” and prevent property damage.

2. Permitted Uses and Structures

- a. The following uses and structures are allowed in the Riverway District subject to the standards in the current Polk County Shoreland Protection Zoning Ordinance, hereafter referred to as “Shoreland Ordinance” and with a land use permit from the Polk County Zoning Administrator:
 - 1) Single-family residence and accessory uses and structures.
 - 2) Public parks, areas devoted to natural resource management and interpretation, waysides, rest areas, information areas, and scenic overlooks.
 - 3) Governmental structures used as information centers or for resource management to improve the fish and wildlife habitat, provided that they meet all other provisions of this Ordinance.
 - 4) Filling and grading less than 10,000 square feet outside of the slope preservation zone and greater than 40 feet from the slope preservation zone.
 - 5) Signs per Section H2 of this Ordinance.
 - 6) Structural erosion control measures constructed outside of slope preservation zones.
 - 7) Rock riprap and other shoreline protection measures above the OHWM.
 - 8) Vegetation removal as per ~~Section H8~~ Article 12 of the Shoreland Ordinance.
 - a) Removing trees that pose an imminent safety hazard to persons or structures within 35’ of the OHWM.
 - 9) Accessory structures.

3. ~~Special Exception~~ Conditional Uses and Structures

- a. The following uses and structures are allowed in the Riverway District with a ~~special exception~~ conditional use permit subject to the standards in Article 178.D of the Shoreland Ordinance and approval by the Polk County ~~Zoning Committee~~ Board of Adjustment:
 - 1) Land divisions.
 - 2) Wireless communication service and other transmission facilities consistent with the provisions of the Polk County Telecommunication Towers and Related Facilities Ordinance.
 - 3) Filling and grading less than 10,000 square feet in slope preservation zones that do not directly face the river and do not drain directly to the river.
 - 4) Filling and grading within 40 feet of a slope preservation zone.
 - 5) Filling and grading 10,000 square feet or more outside of the slope preservation zone.
 - 6) Structural erosion control measures in slope preservation zones.

- 7) Stairways and lifts.
- 8) Public and private roads serving two or more properties or single-family residences.
- 9) Bed and breakfast operations.
- 10) Home occupations per Article 8.C.67. of the Shoreland Ordinance.
- 11) Private, non-profit, nature-oriented educational facilities.

4. Prohibited Uses

- a. Within the Riverway District, all uses or structures not listed as allowed, permitted, or ~~special exception~~ conditional uses are prohibited.

Article F. General Provisions

1. Minimum Lot Size

- a. The minimum lot size shall be governed by the base-zoning district.
- b. Minimum net project area for each lot shall be at least one acre.
- c. If the lot is not served by a public sewer or community system, the lot shall have adequate room for one single-family residence and two private on-site waste treatment systems.

2. Minimum Lot Width

- a. The minimum lot width shall be 250 feet measured at the building line and at the side of the lot nearest the river.

3. Density Standards

- a. There may be no more than one principal structure on each parcel.

4. Structure Height

- a. The maximum structure height shall be measured between the average ground elevation and the uppermost point of the structure, excluding chimneys.
 - 1) The maximum height for principal structures in the conservation management zone shall be 25 feet.
 - 2) The maximum height for accessory structure shall be 25'.
 - 3) Wireless communication service and other transmission facilities must meet the requirements consistent with the Polk County Telecommunication Towers and Related Facilities Ordinance.

5. Structure Setbacks

- a. All setbacks shall be measured on a horizontal plane from the roof overhang and any cantilevered portions of the structure at the point of the structure that is nearest the OHWM, bluffline, or property line.
- b. All structures except docks, piers, wharves, structural erosion control measures, stairways, and lifts shall meet the following:
 - 1) OHWM Setback: At least 200 feet.
 - 2) Bluffline Setback: At least 200 feet.
 - a) Structures that do not meet the setback may be permitted within the bluffline setback area if they are set back at least 40 feet from the bluffline and meet all of the following standards:
 - i. The structure does not protrude above the bluffline as viewed from at or near the mid-line of the river or from 250 feet riverward from the OHWM whichever is less.
 - ii. The structure is not located in a slope preservation zone.

- iii. The structure utilizes building materials that are earth tone in color and of a non-reflective nature, except that windows may be made of ordinary window glass or non-reflective glass, but may not be made of glass designed to reflect more light than ordinary window glass.
- iv. The structure is visually inconspicuous.
- 3) Sideyard Setback: At least 25 feet from all exterior lot lines.
- 4) Road Setbacks
 - a) The setback from any state or federal highway shall be 110 feet from the centerline of the highway or 50 feet from the right of way (ROW), whichever is greater.
 - b) The setback from any county highway shall be 75 feet from the centerline of the highway or 42 feet from the ROW, whichever is greater.
 - c) The setback from any town road, public street, highway, or private road shall be 63 feet from the centerline of the road or 30 feet from the ROW, whichever is greater or as required by the Polk County Subdivision Ordinance.

Dimensional Standards Summarized		
	Riparian	Non Riparian
Lot Size, Minimum	60,000 square feet	1 acre
Net Project Area, Minimum	1 acre + room for 1 single-family residence and 2 POWTS	1 acre + room for 1 single-family residence and 2 POWTS
Lot Density, Maximum	1 single-family residence/lot	1 single-family residence/lot
Lot Width at Building Line, Riverward	250 feet	250 feet
Height, Principal Structure	25 feet	25 feet
Height, Accessory Structure	25 feet	25 feet
OHWM Setback	200 feet	200 feet
Bluffline Setback	200 feet, 40 feet with performance standards	200 feet, 40 feet with performance standards
Sideyard Setback	25 feet	25 feet
Road Setback: Town County	63 feet from centerline or 30 feet from ROW 75 feet from centerline or 42 feet from ROW	63 feet from centerline or 30 feet from ROW 75 feet from centerline or 42 feet from ROW

Article G. Performance Standards

1. Structure Color

- a. All new, expanded, or reconstructed structures shall be earth tone in color.
- b. Structures designated as historic buildings on local, State, or national historic registers shall either be earth tone in color or colored appropriate to the period in history for which they are designated.

2. Signs

- a. Signs are allowed with a land use permit and if one or more of the following standards are met:
 - 1) The sign is approved by State or local government and is necessary for public health or safety.
 - 2) The sign indicates areas that are available or not available for public use.
 - 3) The sign is not visible from the river and is otherwise lawful.

3. Structural Erosion Control

- a. Except for rock riprap and structural erosion control measures above the OHWM and within the OHWM setback area and bluffline setback area are allowed with a land use permit if all of the following standards are met:
 - 1) The structural erosion control measure is constructed outside of the slope preservation zone.
 - 2) The Zoning Authority determines that structural erosion control measures are necessary to address significant on-going erosion that nonstructural erosion control measures cannot control.
 - 3) The structural erosion control measure is constructed of natural materials and is made as visually inconspicuous as possible.
 - 4) Storm water management, erosion and sediment control and vegetative management plans are submitted.
- b. Constructing, updating, maintenance or reconstruction of structural erosion control measures in slope preservation zones is allowed by a ~~special exception~~ conditional use permit if all of the following standards are met:
 - 1) The Zoning Authority determines that structural erosion control measures are necessary to address significant on-going erosion that nonstructural erosion control measures cannot control.
 - 2) The structural erosion control measure is constructed of natural materials and is made as visually inconspicuous as possible.
 - 3) The person seeking to construct the structural erosion control measure submits and has approved by the Zoning Authority all of the following items:
 - a) A detailed construction plan with timelines and contact information.
 - b) An erosion and sediment control plan.
 - c) A vegetation management plan.

4. Slope Preservation Zone

- a. No structures, except docks, piers, wharves, structural erosion control measures, stairways, and lifts may be placed in slope preservation zones.
- b. Slopes greater than 12 percent may not be altered to become less than 12 percent.
- c. No filling or grading is allowed in slope preservation zones that directly face and/or drain directly to the river, except the minimum required for installation of items in a. above.

5. Filling and Grading

- a. Filling and grading outside of a slope preservation zone are allowed with a land use permit if all of the following standards are met:
 - 1) Activities are set back at least 40 feet from a slope preservation zone.
 - 2) Activities do not disturb more than 10,000 square feet of land.
 - 3) No filling, grading or draining of wetlands is allowed.
 - 4) Any vegetation that is removed is replaced with native vegetation.
 - 5) Activities are designed and implemented in a manner to minimize erosion, sedimentation, tree damage, and impairment of fish and wildlife habitat.
 - 6) Polk County Storm Water Construction Technical Standards are implemented.
- b. Filling and grading are allowed by ~~special exception~~ conditional use permit if the following standards are met:
 - 1) Less than 10,000 square feet in slope preservation zones.
 - 2) More than 10,000 square feet outside the slope preservation zone.
 - 3) Within 40 feet of a slope preservation zone.

- 4) All standards under a. 3-6 above are met.

6. Rock Riprap

- a. Rock riprap within a slope preservation zone and in the OHWM setback area is allowed with a land use permit if the Zoning Authority determines that riprap is necessary to prevent erosion in flood-prone areas, and if the following standard is met:
 - 1) Either a State permit is granted for the riprap or statutory criteria or administrative rule standards are met and a State permit is not required for the riprap.

7. Vegetation Management

- a. Vegetation in the Riverway District shall be managed with the goals of:
 - 1) Screening structures to make them visually inconspicuous.
 - 2) Preventing disturbance of environmentally sensitive areas such as but not limited to steep slopes, shorelines, and blufftop areas.
 - 3) Maintaining and restoring historically and ecologically significant plant communities and enhancing diversity.
- b. Successional climax forest and pre-settlement oak savanna will be the preferred ecotypes.
- c. Vegetative screening of structures will take priority over restoration and maintenance of preferred ecotypes.
- d. Vegetation removal other than that allowed under E.1.a.2) and E.1.a.3) is allowed with a land use permit if all of the standards under e. below are met.
- e. All of the following vegetation management standards shall apply whenever vegetation is disturbed in the Riverway District:
 - 1) Vegetation on lands within the OHWM setback, bluff line setback, and the slope preservation zone shall be left undisturbed, except as provided for elsewhere in this subsection or as provided in G.3. and G.11.
 - 2) Vegetation may not be disturbed or removed if it would disrupt the visually inconspicuous character of structures, reduce the quality or diversity of the plant community, or increase the potential for erosion, except as provided elsewhere in this subsection or as provided in G.3. and G.11.
 - 3) Lawns within the OHWM setback areas, slope preservation zones, and bluffline setback areas may not be expanded.
 - 4) The growth and harvest of non-wood fiber crops, the removal of vegetation in order to allow permitted uses or structures or ~~special-exception~~ conditional uses, the removal of State-designated noxious weeds, and the pruning or removal of vegetation to prevent insect infestation or disease that threaten large areas of vegetative cover per Wisconsin Statute § 66.96(2) are allowed.
 - 5) Herbicide use shall be limited to direct topical application to cut stems to kill noxious weeds, exotic species, poison ivy, poison oak or poison sumac, or as a prescribed treatment within a forest stewardship management plan.
 - 6) The practice of forestry shall be allowed on lands for which a forest stewardship plan has been developed under Wisconsin Statutes Chapter 77, or Wisconsin Administrative Code Chapter NR 46 or 47, and on lands managed under forest stewardship.
 - a) Forest stewardship plans shall employ best management practices for water quality protection, erosion control, and generally accepted forest management guidelines and must be approved by a WDNR forester.
 - i. Generally accepted forest management guidelines are contained in *Wisconsin Forest Management Guidelines*, PUB-FR-226 2003, available from the WDNR.

- b) Forest stewardship plans shall be submitted to the Zoning Administrator to be kept in a property file.
- c) Cutting, harvesting or removing timber under this provision on land that is visible from the river during the time when the leaves are on the deciduous trees may only include the following practices:
 - i. Small regeneration cuts with boundaries designed to harmonize with naturally occurring shapes;
 - ii. Shelter wood cuts not to exceed the size, shape, spacing or timing of regeneration cuts; or,
 - iii. Selection cuts leaving a residual timber stand of at least 60 square feet basal area.
- 7) Noxious weeds, non-native invasive species, poison ivy, poison oak, or any other vegetation that is removed shall be replaced with native vegetation.
- f. In addition to any other penalties, the penalty for removing vegetation in violation of this Ordinance shall include replacement of vegetation with native vegetation at the property owner's expense according to the following schedule:

Tree Replacement Schedule	
DBH of Existing Tree Removed	Number of Replacement Trees (2" DBH)
< 6 inches	1
Between 6 - 12 inches	2
Between 12 - 18 inches	3
Between 18 - 24 inches	4
Between 24 - 30 inches	5
Between 30 - 36 inches	6
> 36 inches	The equivalent of 2" DBH trees or greater 1 tree needed per 6" DBH of the removed trees.

DBH=Diameter at Breast Height

8. POWTS

- a. Private on-site wastewater treatment systems shall be constructed in accordance with the requirements of Wisconsin Administrative Code Chapter ~~Comm-83~~ SPS 383 and the Polk County Sanitary Private Onsite Wastewater Treatment System (POWTS) Ordinance.

9. Land Divisions

- a. Land divisions are allowed by ~~special exception~~ conditional use permit if all of the following standards are met:
 - 1) All lots proposed to be built upon shall meet the minimum lot size requirements per Section F., and shall be suitable for residential development in their existing condition without the need for a variance.
 - 2) All lots are suitable for their proposed use and will not be subject to the potential for flooding, inadequate drainage, severe erosion, inadequate water supply or inadequate sewage disposal capabilities.
 - 3) Use of lots will not be allowed if there exists unfavorable soil and rock formations, unfavorable topography, or any other feature that is likely to result in harm to the health, safety or welfare of future residents of the lots or of the local community.
 - 4) The Land Information Department shall consult with the State Historical Society concerning potential impacts to archeological sites and provide related documentation to the Zoning Administrator.

- a) If the property is found to contain an archeological site, the applicant shall work with the Land Information Department to develop and implement a plan to avoid or mitigate impacts to the archeological site with assistance from the State Historical Society.

10. Transmission Facilities and Other wireless Communication

- a. Construction, updating, maintenance or reconstruction of transmission services is allowed by ~~special exception~~ conditional use permit if all of the following standards are met:
 - 1) All new, updated or reconstructed transmission services shall be placed underground when determined to be technically feasible by the Zoning Administrator. If an applicant seeks to establish that underground placement is technically infeasible, the application shall explain in detail what factors make it infeasible.
 - 2) If underground placement is determined to be technically infeasible, overhead or above ground transmission services are permitted, but shall be designed to minimize the adverse visual impact on the scenic character of the Riverway District.
 - 3) New, updated or reconstructed transmission services shall be constructed and maintained using minimally invasive techniques for construction and maintenance, including erosion control. Existing transmission facilities shall be maintained using minimally invasive techniques for maintenance, including erosion control.
 - 4) Cutting or clearing of vegetation for transmission service maintenance may be conducted subject to the following standards:
 - a) An understory layer of vegetation shall be maintained to prevent erosion and allow succession.
 - b) Vegetation management shall protect the quality and diversity of the plant community and prevent erosion.
 - c) Herbicide use shall be limited to direct topical application to cut stems to prevent re-growth.
 - d) The pruning of normal tree growth for safety reasons or to prevent interference with the transmission service and removal of noxious weeds is allowed.
- b. Installation, reconstruction, modification and replacement of wireless communication service facilities are allowed by ~~special exception~~ conditional use permit under the provisions of the Polk County Telecommunication Towers and Related Facilities Ordinance and if all of the following standards are met :
 - 1) Construction and maintenance shall be conducted using techniques which minimize the cutting or pruning of vegetation in order to preserve mature vegetation and provide screening of the facilities. Erosion control measures shall be used.
 - 2) Wireless communication service facilities shall use building materials, colors, textures, screening and landscaping that blend the facilities in with surrounding natural features or nearby structures and shall be visually inconspicuous.
 - 3) Wireless communication service facilities shall be of camouflage or stealth design, unless placed on existing structures.
 - 4) Wireless communication service facilities may not exceed a height of 50 feet or not more than 20 feet above the tallest structure or tree canopy within a 300 foot radius of the proposed wireless communication service facilities as measured horizontally, whichever is higher.
 - 5) New or reconstructed wireless communication service facilities may not be placed in slope preservation zones, floodplains or wetlands.

11. Stairways

- a. Stairways are allowed by ~~special exception~~ conditional use permit if all of the following standards are met:

- 1) The stairway is required to provide pedestrian access to the river because of steep, rocky, unstable or wet site conditions.
- 2) The tread width of the stairway may not exceed 48 inches.
- 3) Landings are located at a vertical interval of not less than 20 feet and shall not exceed 32 square feet in area.
- 4) Handrails may be permitted in conjunction with stairways and shall be painted or stained the same color as the stairways.
- 5) Canopies or roofs are not allowed on stairways.
- 6) Stairways, handrails and landings shall be anchored and supported above grade with pilings or footings.
- 7) Stairways shall be constructed of unfinished wood or stone, or shall be painted or stained with earth-tone colors.
- 8) Stairways shall be visually inconspicuous and shall be located in the most visually inconspicuous portion of the lot.
- 9) Native vegetation plantings shall be used to form a vegetative canopy to screen the stairway from the river.
- 10) Existing vegetation may be removed within one foot of either side of the stairway route and up to eight feet above the stairway floor. Vegetation shall effectively screen stairways from the river within five years.
- 11) Only one stairway may be permitted on a lot that abuts the river.

12. Lifts

- a. Lifts are allowed by a ~~special exception~~ conditional use permit if all of the following standards are met:
 - 1) The lift is required to provide pedestrian access to the river because of steep, rocky, unstable or wet site conditions.
 - 2) The car of the lift may not exceed 4 feet by 6 feet. Cars may have handrails, but no canopies or roofs shall be allowed.
 - 3) All visible parts of the lift shall be painted or finished in earth-tone, non-reflective colors and shall be visually inconspicuous.
 - 4) Lifts shall be located in the most visually inconspicuous portion of the lot. Location of the transporting device or power source shall be visually inconspicuous.
 - 5) Native vegetation plantings shall be used to form a vegetative canopy to screen the lift from the river.
 - 6) Existing vegetation may be removed within one foot on either side of the lift route and up to 8 feet above the lift floor.
 - 7) Only one lift may be permitted on a lot that abuts the river.

13. Public and Private Roads

- a. Construction, reconstruction or right-of-way maintenance for public roads and private roads serving two or more properties or single-family residences is allowed by a ~~special exception~~ conditional use permit if all of the following standards are met:
 - 1) No new road may be constructed in slope preservation zones, in an area 40 feet landward of blufflines, within 200 feet of the river, within 100 feet of tributary watercourses, or in wetlands.
 - 2) Route design and construction or reconstruction shall minimize visual impacts by using terrain features to blend the road into the landscape, avoiding cuts and fills as much as feasible.
 - 3) New roads shall be visually inconspicuous.

- 4) Reconstruction of existing roads shall be performed in a manner that does not increase visibility of the road from the river.
- 5) Cutting or clearing vegetation for road right-of-way maintenance shall be conducted in accordance with the following standards:
 - a) Vegetation shall be managed to allow an understory layer to remain in place to prevent erosion and allow succession. Vegetation may not be disturbed in such a way that there would be reduced quality or diversity of the plant community or increased potential for erosion.
 - b) Herbicide use shall be limited to direct topical application to cut stems to prevent re-growth. The pruning of normal tree growth for safety reasons or to prevent interference with infrastructure and the removal of noxious weeds is allowed.
 - c) Mowing of a safety zone from the edge of the pavement back 15 feet or to the ditch bottom, whichever is less, and clearing intersection vision triangles is allowed. Other parts of the right-of-way may be mowed to control noxious weeds and undesirable brush only after July 15 of each year to avoid impacts to ground-nesting birds.
 - d) Cutting of trees more than 4 inches in diameter breast height is prohibited, except that trees that pose a hazard to public health or safety may be removed.
- b. Public entities may apply for a one-time ~~special-exception~~ conditional use permit for long-term maintenance of public road right-of-way, subject to all standards listed in a. above and to periodic monitoring.

14. Bed and Breakfast Operations

- a. A bed and breakfast operation is allowed by ~~special-exception~~ conditional use permit if all of the following standards are met:
 - 1) The bed and breakfast operation provides four or fewer rooms for rent to transient visitors.
 - 2) The bed and breakfast operation has sufficient parking spaces on site or on public roads for guests.

15. Nature-Oriented, Educational Non-Profit Facilities

- a. A nature-oriented, educational non-profit facility is allowed by ~~special-exception~~ conditional use permit if all of the following standards are met:
 - 1) The facility will not cause environmental pollution or erosion.
 - 2) The facility has sufficient parking on site or on public roads for patrons.

16. Home Occupation

- a. A home occupation is allowed by ~~special-exception~~ conditional use permit if all of the following standards are met:
 - 1) The owner or person who rents the residence on a full-time basis conducts the home occupation.
 - 2) The home occupation is conducted inside of the residence and is subordinate to the use of the home as a principal residence.
 - 3) The home occupation will not cause environmental pollution.
 - 4) If the home occupation causes additional persons to visit the residence, sufficient parking is provided on the lot or on public streets.

Article H. Nonconforming uses and structures and Substandard Lots

1. Nonconforming Uses

- a. A nonconforming use may not be expanded or enlarged.

- b. An increase in the volume, intensity or frequency of use is allowed if the land area or structure used for the nonconforming use are not expanded or enlarged.
- c. A change from one nonconforming use to another nonconforming use is not allowed.
- d. If a nonconforming use is discontinued for a period of 12 consecutive months, any future use of buildings and premises shall conform to all of the requirements of all applicable Polk County Zoning Ordinances.

2. Nonconforming Principal Structures

- a. Ordinary maintenance and repair of a nonconforming principal structure is allowed.
- b. Structural alteration, reconstruction and expansion of a nonconforming principal structure and replacement, improvement or structural alteration of the foundation is allowed by a land use permit if all of the applicable requirements in pars. d. and e. below are met.
- c. Reconstruction of Nonconforming Principal Structures.
 - 1) Nonconforming principal structures located greater than 100' from the OHWM but within the OHWM setback area, bluffline setback area or slope preservation zone may be structurally altered or reconstructed and foundations may be replaced, improved or structurally altered if all of the following requirements are met:
 - a) The lot has an area of at least 10,000 square feet.
 - b) The altered or reconstructed structure will be visually inconspicuous or will be rendered so through mitigation per H.5.
 - c) The structure is altered or reconstructed in the same footprint as the pre-existing structure.
 - d) The reconstructed structure may not be any taller than the pre-existing nonconforming structure, except that a flat roof may be replaced with a pitched roof, and may not be taller than allowed per F.4.
 - e) The color of the structure complies with G.1.
 - f) The property owner submits a mitigation plan per H.5.
 - i. If a permit is issued for the reconstruction, the mitigation plan shall be approved, or modified and approved, by the Zoning Authority.
 - ii. The mitigation plan shall be incorporated into the permit and the property owner shall be required to implement the mitigation plan as a permit condition.
 - g) Private on-site wastewater treatment systems are brought into compliance with the requirements of the Polk County Sanitary Ordinance.
 - h) The foundation of the structure may not be replaced, improved or structurally altered, unless all of the following standards are met:
 - i. It is being done in conjunction with the reconstruction of the structure,
 - ii. It is entirely located more than 50 feet from the OHWM, and
 - iii. It is not located in a slope preservation zone.
 - i) An erosion control plan and revegetation plan shall be submitted to the local Zoning Authority for approval or modification and approval.
 - j) No filling and grading activities are allowed during the alteration or reconstruction, except for the minimum necessary to accomplish the alteration or reconstruction in compliance with other provisions of this Ordinance, and as needed to upgrade a private on-site wastewater treatment system, to replace sewer or water laterals, or to install storm water or erosion control measures.
 - k) If the structure is located in a slope preservation zone, it may be reconstructed on the existing foundation only if Polk County Storm Water Construction Technical Standards applicable to steeper sloped areas are implemented to control erosion.
- d. Expansion of Nonconforming Principal Structures.

- 1) Nonconforming principal structures located in the OHWM setback area or bluffline setback area may be expanded and the pre-existing foundation may be replaced, repaired or structurally altered in conjunction with the expansion if all of the applicable following requirements are met:
 - a) Structures located wholly or partially within 50 feet of the OHWM may not be expanded.
 - b) Structures located wholly or partially within a slope preservation zone may not be expanded.
 - c) Structures entirely set back more than 50 feet from the OHWM but located wholly or partially less than 75 feet from the OHWM may be expanded **only** if there is no compliant building location available on the lot.
 - d) Structures entirely set back more than 75 feet from the OHWM may be expanded regardless of whether a compliant building location exists elsewhere on the lot.
 - e) The lot has an area of at least 10,000 square feet.
 - f) The expanded structure will be visually inconspicuous or will be rendered so through mitigation.
 - g) Any reconstructed portion of the nonconforming structure may only be reconstructed in the same footprint as the pre-existing structure. Notwithstanding the definition of "reconstruction" in NR 118.03(36), the pre-existing foundation of a structure that is more than 50 feet from the OHWM and is not within a slope preservation zone may be replaced, repaired or structurally altered in conjunction with the expansion of the structure.
 - h) For structures located wholly or partially within the OHWM setback area, the total footprint of the structure may not exceed 1500 square feet.
 - i) For structures located wholly or partially within the bluffline setback, but not within the OHWM setback area, the total footprint of the structure may not exceed 2000 square feet and the structure shall comply with all of the following requirements:
 - i. The structure is set back at least 40 feet from the bluffline.
 - ii. The structure does not protrude above the bluffline as viewed from at or near the mid-line of the river or from 250 feet riverward from the OHWM whichever is less.
 - iii. The structure is not located within the slope preservation zone.
 - iv. The structure uses earth-tone building materials that are of a non-reflective nature, except that windows may be made of ordinary glass or non-reflective glass, but may not be made of glass designed to reflect more light than ordinary window glass.
 - v. The structure is visually inconspicuous.
 - j) Expansion is on the side of the structure farthest from the river or, if landward expansion is not possible, and the structure is greater than 100 feet from the OHWM, expansion is allowed parallel to the OHWM or bluffline.
 - k) The height of the altered or reconstructed structure complies with F.4.
 - l) The color of the structure complies with G.1.
 - m) The property owner submits a mitigation plan per H.5.
 - i. If a permit is issued for the expansion, the mitigation plan and erosion control plan shall be approved, or modified and approved, by the Zoning Authority.
 - ii. The mitigation and erosion control plan shall be incorporated into the permit and the property owner shall be required to implement the mitigation plan as a permit condition.
 - n) Private on-site wastewater treatment systems are brought into compliance with the requirements of the Polk County Sanitary Ordinance.

- o) Filling or grading is not allowed as part of the reconstruction or expansion except as necessary to reconstruct or build the expansion in compliance with other provisions of this Ordinance, upgrade a private on-site wastewater treatment system, replace sewer or water laterals, or install storm water or erosion control measures.

3. Nonconforming Accessory Structures

- a. Ordinary maintenance and repair of nonconforming accessory structures is allowed.
- b. Nonconforming accessory structures may not be structurally altered, reconstructed or expanded.

4. Substandard Lots

- a. Lots of record in the Register Of Deeds office on January 1, 1976 or on the date of the enactment of an amendment to this Ordinance that makes the lot substandard, which do not meet the requirements of this Ordinance, may be allowed as building sites provided that the following criteria are met:
 - 1) The lot is in separate ownership from abutting lands, or
 - 2) The lot by itself or in combination with an adjacent lot or lots under common ownership in an existing subdivision has at least one acre of net project area. Adjacent substandard lots in common ownership may only be sold or developed as separate lots if each of the lots has at least one acre of net project area.
 - 3) All structures that are proposed to be constructed or placed on the lot and the proposed use of the lot comply with the requirements of this Ordinance and any zoning or sanitary code requirements.

5. Mitigation Requirements

- a. Expansion or reconstruction of nonconforming principal structures, and the expansion, reconstruction or structural alteration of nonconforming accessory structures shall trigger mitigation requirements to offset the impacts of the proposed project.
- b. Mitigation measures shall be roughly proportional to the magnitude of the impacts of the proposed project on scenic resources, water quality, erosion potential and the protection of the shoreland area.
- c. Mitigation shall include, but is not limited to, the following:
 - 1) Planting trees and shrubs capable of screening the entire structure if existing vegetation is not sufficient to render the structure visually inconspicuous per G.7. Additionally:
 - a) All trees and shrubs shall be native to the area.
 - b) All trees shall be at least 2 inches Diameter at Breast Height (DBH) and planted no more than 12 feet apart and parallel to the river and the structures they screen. To allow for future growth, these trees may be planted at different locations and staggered between the structures and the river.
 - 2) The vegetation in the area within 50 feet of the OHWM shall be preserved or restored through planting of native vegetation per G.7.
 - a) Vegetation shall be established or maintained at densities that are adequate to protect water quality, habitat and the natural scenic beauty of the shoreland area.
 - b) If a nonconforming structure is located in this area, the vegetation shall be planted surrounding the structure, although the owner may create a screened view of the river from the structure and may leave a 15-foot wide mowed area around the structure to protect it from wildfire.
 - 3) Prior to issuance of a permit, a storm water management plan, erosion and sediment control plan and vegetation plan shall be submitted and approved by the Zoning Authority.

- 4) An affidavit describing the approved mitigation plan shall be executed and recorded with the County Register of Deeds by the property owner within 14 days after approval of the mitigation plan.
 - a) The affidavit shall alert subsequent purchasers of the land of the requirements of the mitigation plan.

Article I. Administration

1. Land Use Permit Procedures

- a. An application for a land use permit shall be made to the Zoning Authority. The following information shall be provided:
 - 1) Completed Land Use Application form
 - 2) Other relevant information that the Zoning Administrator requests, including but not limited to photos, topographic mapping, elevation drawings, cross-section drawings, specialized engineering plans, permission by the National Park Service, storm water management plans, erosion and sediment control plans, or vegetation management plans.
 - 3) If additional information is requested, it shall be submitted by the applicant to the Zoning Authority **prior to** the issuance of the land use permit.
- b. The Zoning Authority shall approve, approve conditionally, or deny the land use permit within 60 days of submitting a properly completed application, unless additional information is required.

2. ~~Special Exception~~ Conditional Use and Variance Procedures

- a. An application for a ~~special exception~~ conditional use permit or variance shall be submitted to the Zoning Authority upon forms furnished by the County.
 - 1) General information, including but not limited to:
 - a) Completed appropriate application form.
 - b) Recent aerial photograph showing location.
 - c) Mitigation, erosion and sediment control, and vegetative management plans, if required.
 - d) Other relevant information that the Zoning Administrator requests, including but not limited to photos, topographic mapping, elevation drawings, cross-section drawings, specialized engineering plans or storm water management plans.
 - e) If additional information is requested, it shall be submitted by the applicant to the Zoning Authority **prior to** the issuance of the land use permit.
 - 2) For ~~special exceptions~~ conditional uses, a detailed written explanation of how the proposed use or development meets the requirements for ~~special exception~~ conditional uses as outlined in Article G. as applicable, and the following standards:
 - a) The scenic and recreational qualities of the Riverway District, especially in regard to the view from and use of the river.
 - b) The maintenance of safe and healthful standards.
 - c) The prevention and control of water pollution, including storm water runoff and sedimentation.
 - d) The location of the site with respect to floodplains and floodways, slope preservation zones, and blufflines.
 - e) The erosion potential of the site based upon degree and direction of slope, soil type, and vegetative cover.
 - f) Potential impact on terrestrial and aquatic habitat.
 - g) Location of site with respect to existing or future access roads.
 - h) Adequacy of proposed wastewater treatment.

- i) The compatibility of the project with uses on adjacent land.
- 3) Applications for a permit for land divisions, bed and breakfast operations, nature oriented educational, non-profit facilities, and variances shall also include:
 - a) The location of any proposed private on-site wastewater treatment system.
 - b) Water supply information, including the location of any proposed wells.
- 4) Applications for a permit for filling and grading, structural erosion control measures, and road construction shall also include a plan showing the proposed construction, reconstruction, location and design of the filling or grading, structural erosion control measures, or road construction.
- 5) Applications for a permit for transmission services and wireless communication service facilities shall also include:
 - a) For transmission services a plan showing the location of proposed facilities, and if not placed underground, documentation of why this is technically infeasible, and a plan outlining design and construction methods to minimize adverse visual impacts to the Riverway District.
 - b) For wireless communication service facilities, a plan showing the location of proposed facilities and an illustration of the methods to be used to meet design requirements for the appropriate stealth, camouflage, and height requirements.
- 6) Applications for a permit for stairways and lifts shall also include a plan showing the stairway or lift location, design, dimensions, color, construction materials, erosion control measures and vegetation removal and replacement. The plan shall contain a certification by a registered professional engineer or architect that the stairway or lift components are securely anchored to prevent them from shifting and from causing erosion.
- 7) For variances, a detailed written explanation of how the requested variance meets the following requirements:
 - a) The request is not contrary to public interest.
 - b) The variance request is within the spirit of the ordinance.
 - c) That special conditions exist and that the literal enforcement of the ordinance will result in unnecessary hardship.
 - d) Substantial justice shall be done by granting the variance.
 - e) No variance shall have the effect of granting or increasing any use of the property which is prohibited in the Riverway District.

3. Amendment Procedures

- a. An amendment to this Ordinance shall not be subject to approval or disapproval or action by any town board.
- b. Upon enactment of an amendment to this Ordinance, the Zoning Administrator shall submit two copies to the WDNR.
- c. Applications for text amendments or rezonings (map amendments) shall include:
 - 1) A survey certified by a professional engineer or registered land surveyor showing:
 - a) Property location, boundaries, and dimensions.
 - b) Location of all existing and proposed structures and impervious surfaces with distances measured from the lot lines and centerline of all abutting streets or highways.
 - c) Contours on an established datum at vertical intervals of not more than two feet.
 - d) Blufflines, slope preservation zones, OHWM, floodway and flood fringe boundaries, and all applicable setbacks.
 - e) Utility and roadway corridors.
 - f) Adjoining land and water-oriented uses.

- g) The location of existing and proposed alterations of vegetation and topography, including grading limits and vegetation removal and replacement that is proposed.
- 2) Photos of the site taken from the river slightly upstream and downstream of the property, and directly offshore.
- 3) Other relevant information that the Zoning Authority requests. If the Zoning Authority requests additional information, it shall be submitted by the applicant to the Zoning Authority **prior to** any hearing on the application.
- 4) The procedures and application requirements in this paragraph do not apply to proposals to change the management zone boundaries established in NR 118.04. The management zone boundaries in NR 118.04 may only be changed by revision of NR 118.04.

4. Public Hearing Procedures

- a. A public hearing shall be held before any ~~special exception~~ conditional use permit, any variance, or any amendment is approved or denied.
- b. In addition to any other notice requirements, notice of all public hearings and a copy of all application materials shall be provided to the following for review and comment at least 30 days prior to the public hearing:
 - 1) Wisconsin Department of Natural Resources (WDNR)
 - 2) West Central Wisconsin Regional Planning Commission
 - 3) The town board of a town within which the affected parcel of land is located.
 - 4) National Park Service
- c. Any plan submitted with an application shall be approved, or modified and approved, and included as part of the permit, variance or amendment application. The Zoning Administrator shall submit a summary of all proceedings, including a copy of any written decision, to the WDNR within five working days after the date of the decision.
- d. Where additional information is introduced at any stage of the proceeding by the applicant or where the applicant may wish to review the WDNR's opposition or town's opposition if applicable, the proceeding may be postponed for a reasonable period of time to review the information.
- e. A ~~special exception~~ conditional use permit may not be granted if the town board objects to the issuance as a part of the hearing.
 - 1) Such objection shall explain where the proposed project is inconsistent with this Ordinance, Wisconsin Statute § 30.27, Wisconsin Administrative Code Chapter NR 118, or town ordinances.

5. Decisions

- a. All land use permit decisions shall be in writing and shall include facts and reasons for the decisions.
- b. The final disposition of an application for a ~~special exception~~ conditional use permit or variance to the Board of Adjustment ~~or Zoning Committee~~ shall be in the form of a written decision, made within a reasonable time after the public hearing, signed by the Board of Adjustment ~~or Zoning Committee~~ chairperson.
 - 1) Such decision shall state the specific facts and reasons that are the basis of the Board of Adjustment's ~~or Zoning Committee's~~ determination.
 - 2) A copy of such decision shall be mailed to the applicants and the appropriate district office of the WDNR within 10 days after the decision is issued.

6. Reasonable Accommodation for Disabled Persons

- a. Ramps, walkways or decks to provide a disabled person with reasonable access to their property as required by the Federal Americans with Disabilities Act, the Federal Fair Housing Act and the Wisconsin Fair Housing Act are allowed by land use permit, subject to the following standards:
 - 1) Only the minimum relaxation of dimensional, density or other standards needed to provide reasonable access may be approved.
 - 2) No use, structure or other relaxation of standards may be approved that would violate or undermine the stated purposes of this Ordinance.
 - 3) The land use permit will expire and the structure removed once the property is no longer primarily owned by a disabled person. Subsequent landowners no longer needing disabled access shall not replace or expand the facilities. Routine maintenance is allowed.
 - 4) The applicant may be required to provide a written statement of disability.
- b. An affidavit describing the approved land use permit shall be executed and recorded with the County Register of Deeds by the property owner within 14 days after approval of the permit.
 - 1) The affidavit shall state that the ramp, walkway, or deck must be removed as required above, and shall alert subsequent purchasers of the land of the requirements of the land use permit.

7. Expiration

- a. Activities authorized by a permit issued under this Ordinance shall commence within one year from the date of approval and be completed or implemented within two years, after which time the permit expires.

8. Compliance, Revocation, and penalties

- a. Where the terms or conditions on any permit are violated, the permit may be revoked. The Zoning Administrator may revoke a land use permit. ~~The Zoning Committee may revoke and a special exception conditional use permit.~~
- b. Any development, any building or structure constructed, moved or structurally altered, or any use established after the effective date of this Ordinance contrary to the provisions of this Ordinance, by any person, firm, association, corporation (including building contractors or their agents) shall be deemed a violation. As authorized by Wis. Stat. CHAPTER 66, the Zoning Administrator or the County Zoning Agency shall issue citations for any violations of this Ordinance. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this ordinance shall be subject to a forfeiture of not less than fifty (\$50.00) dollars nor more than one-thousand (\$1000.00) dollars per offense, together with the taxable costs of action. Each day of continued violation shall constitute a separate offense. Every violation of this Ordinance is a public nuisance and the creation thereof may be enjoined and the maintenance there may be abated by action at suit of the county, the state, or any citizen thereof pursuant to Section 87.30(2), Wisconsin Statutes. The County also retains the summons and complaint avenue for forfeitures and remedial action as provided by Wis. Stat. Section 59.69(11).
- ~~e. There shall be a penalty fee of five hundred (\$500.00) dollars added to the regular fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance.~~
- c. There shall be a penalty fee of 2 times the regular permit fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance. In cases where the project cannot be permitted without a variance, the penalty fee shall be applied towards the variance application fee.

Appendix A Legal description of boundary

All of the Boundary in Polk County is Part of the Federal Boundary.

1. Township 32 North, Range 19 West

- Sec. 5: That portion of Government Lot 1 lying North and West of the following described line: beginning at the northeast corner of said Lot 1; thence, Southwesterly, to a point, said point being 330 feet North and 660 feet East of the southwest corner of said Lot 1; thence, South, 330 feet to the south line of said Lot 1; all of Government Lots 2 and 3, the N $\frac{1}{2}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$, the N $\frac{1}{2}$ N $\frac{1}{2}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$, all that part of the NW $\frac{1}{4}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ lying westerly of the easterly right-of-way line of the Canadian National Railway, the W $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$, and the W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$.
- Sec. 6: Government Lots 5, 6, and 7 and the SE $\frac{1}{4}$ SE $\frac{1}{4}$.
- Sec. 7: Government Lots 1, 2, and 3.
- Sec. 8: Government Lot 1, the W $\frac{1}{2}$ W $\frac{1}{2}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$, the W $\frac{1}{2}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, the S $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, the W $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$, the NW $\frac{1}{4}$ SW $\frac{1}{4}$, and the W $\frac{1}{2}$ NW $\frac{1}{4}$ SE $\frac{1}{4}$ SW $\frac{1}{4}$.
- Sec. 17: Government Lots 1, 2, and 3, the W $\frac{1}{2}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$, and the W $\frac{1}{2}$ E $\frac{1}{2}$ SW $\frac{1}{4}$ SW $\frac{1}{4}$.
- Sec. 18: Government Lot 1.
- Sec. 19: Government Lot 1, 2, 3, and 4.
- Sec. 20: the W $\frac{1}{2}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$, W $\frac{1}{2}$ E $\frac{1}{2}$ NW $\frac{1}{4}$ NW $\frac{1}{4}$, W $\frac{1}{2}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, NW $\frac{1}{4}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, S $\frac{1}{2}$ SW $\frac{1}{4}$ NW $\frac{1}{4}$, SW $\frac{1}{4}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$, W $\frac{1}{2}$ SW $\frac{1}{4}$, and the W $\frac{1}{2}$ E $\frac{1}{2}$ SW $\frac{1}{4}$.
- Sec. 29: Government Lot 1, SW $\frac{1}{4}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$, W $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$, NW $\frac{1}{4}$, N $\frac{1}{2}$ SW $\frac{1}{4}$, SE $\frac{1}{4}$ SW $\frac{1}{4}$, and the W $\frac{1}{2}$ W $\frac{1}{2}$ SE $\frac{1}{4}$.
- Sec. 30: Government Lots 1, 2, and 3.
- Sec. 31: SE $\frac{1}{4}$ SE $\frac{1}{4}$ (Government Lot 5).
- Sec. 32: Government Lots 1, 2, and 3, that portion of Government Lot 4 lying North and West of the centerline of a County Road, W $\frac{1}{2}$ W $\frac{1}{2}$ NE $\frac{1}{4}$, E $\frac{1}{2}$ NW $\frac{1}{4}$, that portion of the E $\frac{1}{2}$ SW $\frac{1}{4}$ lying North and West of the following described line: commencing at the northeast corner E $\frac{1}{2}$ SW $\frac{1}{4}$; thence, South, along the east line E $\frac{1}{2}$ SW $\frac{1}{4}$, 875 feet, more or less, to the point of intersection of said east line with the centerline of a County Road, said point being the point of beginning; thence, southwesterly, to a point on the west line E $\frac{1}{2}$ SW $\frac{1}{4}$, said point being the intersection of said west line with the centerline of a County Road, that portion of the W $\frac{1}{2}$ NW $\frac{1}{4}$ SE $\frac{1}{4}$, lying north and west of the centerline of a County Road.

2. Township 33 North, Range 19 West

- Sec. 10 Government Lots 5, 6, and 7.
- Sec. 11 Government Lots 2 and 3, W $\frac{1}{2}$ W $\frac{1}{2}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$, W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$, SE $\frac{1}{4}$ NW $\frac{1}{4}$ and the SW $\frac{1}{4}$.
- Sec. 14 N $\frac{1}{2}$ NE $\frac{1}{4}$ NW $\frac{1}{4}$ and the W $\frac{1}{2}$ W $\frac{1}{2}$ SW $\frac{1}{4}$.
- Sec. 15 Government Lots 1, 2, 3, 4 and 5 and the SE $\frac{1}{4}$ NE $\frac{1}{4}$.
- Sec. 22 That portion of Government Lots 1 and 2 lying west of the centerline of State Highway 35, all of Government Lots 3 and 4.
- Sec. 28 That portion of Government Lots 5 and 6 and the SE $\frac{1}{4}$, SE $\frac{1}{4}$, lying North and West of the centerline of a County Road.
- Sec. 32 That portion of Government Lot 4 lying North and West of a line described as follows: beginning at a point on the south line of said Lot 4, said point being 1320 feet West of the southeast corner of said Lot 4: thence, Northeasterly, 2150 feet more or less, to a point on the east line of said Lot 4, said point being 1700 feet North of the southeast corner of said Lot 4.
- Sec. 33 That portion of Government Lot 2 lying North and West of a line described as follows: beginning at the northwest corner NE $\frac{1}{4}$ SW $\frac{1}{4}$ of said Section 33; thence, West, 99 feet; thence, South 34° 20' West, 388.1 feet; thence, South 87° 00' West, 170 feet; thence, Southwesterly to a point on the west line of said Lot 2, said point being 1700 feet North of the southwest corner of said Section 33, that portion of Government Lots 3 and 4 lying North and West of the centerline of a County Road.

Ordinance No. 20-18

Ordinance To Enact Amended Polk County Board of Adjustment Procedures Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

WHEREAS, the Polk County Board of Supervisors enacted Ordinance No. 15-10 on March 16, 2010, entitled as Polk County Board of Adjustment Procedures Ordinance, as rules of conduct for the business of the Board of Adjustment; and

WHEREAS, said ordinance is enacted under Wisconsin Statute Section 59.694; and

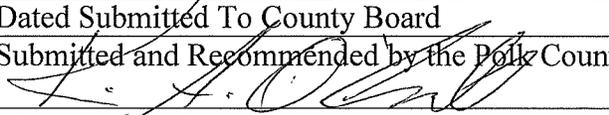
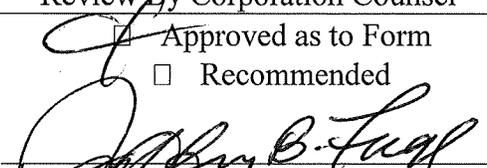
WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to Wisconsin Statute Section 59.69(5)(e), a petition to amend the Polk County Board of Adjustment Procedures Ordinance, through the enactment of the proposed Amended Polk County Board of Adjustment Procedures Ordinance; and

WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the planning and zoning committee, opened and held a public hearing on the petition to amend the Polk County Board of Adjustment Procedures Ordinance; and

WHEREAS, after considering public input received in the public hearing and incorporating such public input and recommendations, as appropriate, the Polk County Environmental Services Committee recommends the Polk County Board of Supervisors to enact as and for the county's Board of Adjustment procedures ordinance under Section 59.694 the attached proposed ordinance, entitled "Amended Polk County Board of Adjustment Procedures Ordinance".

NOW, THEREFORE, pursuant to Wisconsin Statute Section 59.69, the Polk County Board of Supervisors ordains as follows:

1. The Amended Polk County Board of Adjustment Procedures Ordinance, attached hereto and incorporated herein, is enacted.
2. The provisions of the Amended Polk County Board of Adjustment Procedures Ordinance shall supersede the related provisions of Ordinance 15-10 Polk County Board of Adjustment Procedures Ordinance.
3. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is directed to cause to be published the ordinance enacted herein.
4. The Amended Polk County Board of Adjustment Procedures Ordinance will be effective upon passage and publication.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon passage and publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommended by the Polk County Environmental Services Committee:	
 Kim O'Connell, Committee Chair	
Review By Corporation Counsel	
<input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended	
 Jeffrey B. Fuge, Corporation Counsel Interim County Administrator	

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 26-18: Ordinance To Enact Amended Polk County Board of Adjustment Procedures Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

Dean Johansen, County Board Chairperson

Dated: _____

Attest: _____
Sharon Jorgenson, Polk County Clerk

Dated: _____

Certification of Publication

The above-enacted ordinance, Ordinance No. 20-18: Ordinance To Enact Amended Polk County Board of Adjustment Procedures Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

Sharon Jorgenson, County Clerk

Dated: _____

**PROPOSED AMENDED
POLK COUNTY
BOARD OF ADJUSTMENT
PROCEDURES ORDINANCE**

Ordinance No. 20-18

Polk County Board of Adjustment Procedures Ordinance

Enacted _____; Published _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~RED TEXT: REMOVED TEXT~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax
www.co.polk.wi.us/landinfo/zoning

POLK COUNTY BOARD OF ADJUSTMENT PROCEDURES ORDINANCE

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POLK COUNTY BOARD OF ADJUSTMENT PROCEDURES ORDINANCE

FOR THE POLK COUNTY COMPREHENSIVE LAND USE ORDINANCE, THE POLK COUNTY SHORELAND PROTECTION ORDINANCE, THE FLOODPLAIN ORDINANCE, AND THE LOWER ST. CROIX RIVERWAY ORDINANCE.

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF POLK DO ORDAIN AS FOLLOWS:

Section 1.0 General Provisions

1.1 Authority

This Board has been established pursuant to the Wisconsin Statutes, as amended, and assumes thereby, all responsibilities, duties and powers as provided therein and by related statutes. A copy of these rules shall be filed with the County Clerk to be kept as a permanent public record. Copies of the rules shall also be available to the public. These rules are supplementary to the provisions of the zoning ordinances of the County as they relate to the procedures of the Board of Adjustment.

1.2 Title

The official title of the Board is: The Polk County Board of Adjustment.

1.3 Membership

The Board shall consist of five members with two alternate members. Membership requirements shall be consistent with Wis. Sta. sec. 59.694. At least one member shall be a riparian landowner.

1.4 Conflicts of Interest

Any member of the Board, who has any direct or indirect interest, personal or financial, in a matter before the Board shall not vote thereon or participate in the deliberation of such matter at any meeting or hearing at which said matter is under consideration. A disqualifying conflict of interest shall be deemed to exist when: (1) the Board member is the applicant or spouse of the applicant, or is related to the applicant within the third degree of consanguinity, or is the husband or wife of someone so related; or (2) the applicant is the employer, employee or partner of the member or is a corporation in which the member is a major shareholder or has a financial interest; or (3) the member owns property within 300 feet of the property which is the subject of the application.

1.5 Limitations

Nothing herein shall be construed to give or grant to the Board the power or authority to

alter or change the zoning ordinances or zones of other official maps of the County, which authority is reserved to the ~~Land Information~~ Environmental Services Committee and County Board of Supervisors.

1.6 Board's Office

The office of the Board shall be located at the office of the Zoning Administrator. All records of the Board shall be available for public inspection during normal office hours.

Section 2.0 Officers and Duties

2.1 Officers

The Board shall elect a Chairperson, Vice-chairperson, and Secretary from among its members. These officers shall serve a two (2) year term. Elections shall be held in April of even-numbered years. The Board may, at any meeting or hearing, elect from among the membership the replacement for an officer, who for whatever reason is unable to perform the duties of his or her office.

2.2 Duties of Officers

2.21 The Chairperson, if present, otherwise the Vice-chairperson, shall preside over and direct the conduct of all meetings and hearings of the Board and may administer oaths and compel the attendance of witnesses. The Chairperson shall report on all official transactions that have not otherwise come to the attention of the Board. The Chairperson shall, subject to these rules and further instructions from the Board, direct the official business of the Board, supervise the work of the Board, and request necessary help when required. The Chairperson or the presiding officer, subject to these rules, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance on motion duly made and approved.

2.22 The Secretary shall record and maintain permanent minutes of the Board's proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating that fact; shall keep records of its official actions; shall summarize accurately the testimony of those appearing before the Board and keep a record of all hearings; shall record the names and addresses of all persons appearing before the Board in person, or by attorney; and shall, subject to the Board and Chairperson conduct the correspondence of the Board and have published in an official newspaper, public notices of meetings or hearings as required by law; shall file said minutes and records in the office of the Board which minutes and records shall be a public record; and shall be the custodian of the files of the Board and keep all records. County staff shall assist the Secretary of the Board in performing these clerical duties.

- 2.23 The County Corporation Counsel, or his/her designated representative, shall be the legal counsel for the Board. Advice of counsel shall be received and entered in the minutes before disposition of any question of law or matter requiring legal interpretation or advice.

Section 3.0 Meetings

3.1 Time: How Called

Meeting and hearings of the Board shall be held or may be cancelled at the call of the Chair and at such other time as the Board may determine, provided that the Secretary notifies all Board members at least 48 hours prior to such meeting. All meetings shall be open to the public and in accordance with the Open Meeting Law, except the Board may call a closed session at the conclusion of any public hearing for the purpose of reaching a decision on the evidence placed before it in the open session portion of such hearing. Hearings shall be advertised as required by law and these rules.

3.2 Quorum

A quorum shall consist of a majority of all members of the Board and no action may be taken except by a majority vote of such quorum except a lesser number may meet and adjourn any meeting duly called and noticed to a time certain. When determining if a quorum is present, the total number of Board members does not include alternates. For example, if the Board were comprised of five members and two alternates, it would take a total of three members to comprise a quorum.

3.3 Robert's Rules of Order

The most current edition of Robert's Rule of Order shall govern actions of the Board and conduct of the meeting if not otherwise stated in this ordinance.

Section 4.0 Powers and Duties of the Board

4.1 General Powers

The powers and duties of the Board of Adjustment are identified in the Wisconsin Statutes and in the various zoning ordinances that have been adopted by the County. The Board shall have the following general powers:

- 4.11 To hear and decide appeals where it is alleged there is error in any order, requirement, decision,
or determination made by an administrative official in the enforcement of the Wisconsin Statutes,
or of any county zoning ordinance(s) adopted pursuant thereto.

- 4.12 To authorize, upon appeal in specific cases, such variance of the zoning ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the ordinances will result in unnecessary hardship and so that the spirit of the ordinance shall be observed, public welfare and safety secured, and substantial justice done. A variance:
- (a) Shall be consistent with the spirit and intent of the zoning ordinances.
 - (b) Shall not permit any change in the uses in the established zone districts.
 - (c) Shall not be granted unless it is shown that the variance will not be contrary to the public interest or damaging to the rights of other persons' property values in the area.
 - (d) Shall not be granted for actions which require an amendment to the ordinance.
 - (e) Shall not be granted on the basis of economic gain or loss.
 - (f) Shall not be granted for a self-imposed hardship.
- 4.13 Hear and decide appeals on the extensions of structures, buildings or premises devoted to nonconforming uses.
- 4.14 To hear and decide requests for ~~special exceptions~~ conditional uses from the terms of any land use ordinance that contains such provision.

4.2 **Scope or Orders**

In exercising the powers under Section 4.1, the Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from, and may make such order, requirement, decision, or determination as ought to be made and to that end shall have all the powers of the officer from whom the appeal is taken, and may issue or direct the issuance of a permit, or conduct a de novo hearing.

Section 5.0 Application and Appeal Procedures

5.1 **Who May File**

The applicant or appellant, his/her agent or attorney shall file applications to the Board and appeals from the Zoning Administrator's decisions with the Zoning Administrator. Appeals may be filed by any person aggrieved or by any officer, department, board, or bureau of the County or Town affected by the Zoning Administrator's decision.

5.2 **Copies to be Sent**

The Zoning Administrator shall transmit copies of the application or appeal as follows: Original to the Board of Adjustment; a copy to the applicant; a copy to the Zoning Administrator's files; a copy to the Clerk of the Town Board or Village Council, where applicable as to variances. In the case of applications or appeals affecting property within

the wetland/shorelands, one copy shall also be sent to the Department of Natural Resources and to any affected lake association or lake protection & rehabilitation district.

5.3 **Time to Appeal**

Appeals from the Zoning Administrator's decision must be filed within thirty (30) days after the decision in writing is made and filed.

5.4 **Required Information**

Failure of the applicant to supply the required information within sixty (60) days of filing an application or appeal may be considered by the Board as a failure to comply with the application and appeal procedure and the case may be dismissed for failure of timely filing. Applications or appeals shall be made on forms provided by the Zoning Administrator. Any communication except on prescribed forms, purporting to be an appeal shall be deemed a mere notice of intention to file and shall not be deemed a filing to comply with requirements of timely filing.

5.5 **Reasons to Be Stated**

The reason for the application or appeal must be stated and the reasons why the request should be granted must also be stated by the applicant: (a) If a variance is requested, facts should be stated for the need of a variance and the request must meet the three (3) criteria necessary for the Board of granting the variance. (b) If an appeal is based upon an alleged error or abuse of discretion of the Zoning Administrator, facts should be stated as to the nature thereof.

5.6 **Dismissal of Case**

The Board may refuse to hear a case upon the failure of the applicant to supply the required information called for on the forms and as further reasonably required by the Zoning Administrator.

5.7 **Owner's Consent**

The forms shall bear the signature of the owner of the property affected or shall be accompanied by a letter from the owner acknowledging the filing of the form.

5.8 **Notice of Hearing**

5.81 The Secretary of the Board shall give, or cause to be given, notice of each hearing as required by law and these rules. This shall include at least the following: (1) publication of a Class 2 hearing notice in the official County newspaper; (2) mailing a notice of the hearing to the applicant, and where required to the area office of the Department of Natural Resources at least ten (10) days before the hearing; (3)

mailing a notice of the hearing to the Town Clerk of the Town in which the property is located, no less than ten (10) calendar days before the date of the hearing; (4) mailing a notice of the hearing to the Village Clerk and Village President when the property affected lies within 1 1/2 air miles of the closest city or village limits, no less than ten (10) calendar days before the date of the hearing; (5) mailing a notice of the hearing to any affected lake association or lake protection & rehabilitation district, no less than ten (10) calendar days before the date of the hearing; (6) all property owners within 300 feet of the property affected by the request.

5.82 A copy of the application for a variance or ~~special exception~~ conditional use shall be sent to the Town Clerk, and when applicable to the Village Clerk, of the municipality in which the property is located. A copy shall also be sent to any affected lake association or lake protection & rehabilitation district. The Board of Adjustment may consider the decision of the municipality, lake association, or lake protection and rehabilitation district in granting or denying the variance or ~~special exception~~ conditional use requested.

5.83 When a hearing involves an application or petition for a variance or ~~special exception~~ conditional use, a notice shall be sent to the adjoining property owners within 300' of the affected property. Such notice shall include the information required for a hearing notice and shall provide the recipient the opportunity to indicate whether they are in favor or opposed to the application. Comments from surrounding property owners may be considered by the Board in granting or denying the variance or ~~special exception~~ conditional use requested. A signature(s) is required in order ~~that~~ for the comments to receive consideration by the Board. The failure of such notice to reach any property owner shall not invalidate any decision made on a variance or ~~special exception~~ conditional use. Such notice shall be mailed at least ten (10) days before the hearing.

5.9 **Effect of Appeal**

An appeal shall stay all proceedings and furtherance of the action appealed from, unless the officer, from whom the appeal is taken, shall certify to the Board of Adjustment, after the notice of appeal shall have been filed with him, that by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such case, proceedings shall not be stayed, otherwise than by a restraining order, which may be granted by the Board of Adjustment, or by a court of record on application and notice to the officer from whom the appeal is taken and on due cause shown.

5.10 **Representative Filing**

An applicant may file an application or appeal personally or by an agent or attorney.

5.11 **Fee**

The applicant shall pay such fees as may be from time to time established by the ~~Land Information~~ Environmental Services Committee, which amount shall be deposited with the Zoning Office for each application filed before a public hearing will be scheduled.

Section 6.0 Proceedings of Hearings

6.1 Appearances, Adjournments

At the time of the hearing, the applicant may appear in his own behalf or be represented by his counsel or agent. A motion passed to table a request or a recess or adjournment of a hearing, made at a noticed hearing date, to a time and place certain is adequate notice to the members and the public of a new hearing date.

6.2 Witnesses

The Chairperson, or Vice-chairperson, may compel the attendance of witnesses and may require those wishing to testify to state their names and interests in the matter before the Board. Testimony shall be taken under oath administered by the Chairperson or Vice-chairperson.

6.3 Order of Hearings

Hearings on cases shall normally follow this order:

1. Reading of the application.
2. Determination of Jurisdiction, if requested.
3. Submission of the file, which may include: The Town Board decision or Village Council decision; maps or surveys; inspection reports; opinion letters; letters of correspondence; soil tests results; plot plans or sketches; and photographs. Reading of the appeal.
4. Applicant's statements and presentation of evidence.
5. Others in support of applicant make statements and present evidence.
6. Objector's statements and presentation of evidence.
7. Staff recommendations.
8. Questions by Board members.
9. Rebuttals as permitted by the Board.
10. Deliberations and decision by the Board.

6.4 Preliminary Matters

Following the reading of the application or appeal, the Board may hear arguments on the question of jurisdiction and request that briefs be filed on the point. The Board may proceed with the hearing and the taking of testimony in any event and reserve its determination on a jurisdictional question until after hearing all testimony and render a decision on the merits as if it had jurisdiction. The Board may make an immediate determination and close the hearing finding that it lacks jurisdiction. If the Board

determines by motion that it lacks jurisdiction, the secretary shall record the decision as a vote to deny the request.

6.5 Parties Not to Interrupt

Orderly procedure requires that each side shall proceed without interruption by the other, and that all arguments and pleadings shall be addressed to the Board. There shall be no questioning or arguments between individuals.

6.6 Questions and Debate

During the hearing, the Chairperson, Board members, and members of the staff may ask questions and make appropriate comments pertinent to the case; however, no member should debate or argue an issue with the applicant. The Chairperson and Board members may direct any question to the applicant or to any person speaking in order to bring out all relevant facts, circumstances, and conditions affecting the case and may call for questions from members of the staff.

6.7 Presentation of Evidence

All supporting evidence for and against each case shall be presented to the assembled Board. The applicant shall be responsible for the presentation of all information supporting his/her case. The Board may take administrative notice of the ordinances of the County and laws of the State of Wisconsin and other relevant facts not reasonably subject to dispute on its own motion or motion of a party.

6.8 Additional Evidence

The Board may take a case under advisement for later consideration and determination, or may table or defer action whenever it concludes that additional evidence is needed or further study is required.

6.9 Rules of Evidence

The Board shall not be bound by court rules of evidence, but it may exclude irrelevant, immaterial, incompetent, unduly argumentative, or repetitious testimony or evidence.

6.10 Chairperson to Rule on Admissibility

The Chairperson shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Board members.

6.11 Interested Persons May Testify

Persons having an interest in the case may attend the hearing and may request an

opportunity to testify provided they identify themselves.

6.12 Record of Hearing

All proceedings at a hearing shall be audio recorded. The Secretary shall prepare a summary of motions, witnesses, appearances, roll call, votes, and all other matters constituting the substance of the proceedings. The proceedings shall become part of the written record filed in the office of the Board and open to the public. Verbatim transcripts of recorded proceedings shall not be prepared unless ordered by the circuit court by a writ of certiorari.

6.13 Adjournments

When all applications or appeals cannot be disposed of on day set, the Board may adjourn from day to day or to a day certain, as it may order, and such adjourned day shall be construed as a continuance of the hearing. Notice of such adjournment shall be given to the absent members of the Board.

6.14 Withdrawal of Application

An applicant or appellant may withdraw an application or appeal at any time prior to the decision, but a pending motion to grant or deny the application shall have precedence over withdrawal. Withdrawal of the application or appeal shall not entitle the applicant to remission of the filing fee.

Section 7.0 Decisions of the Board

7.1 Majority Vote Required

The concurring vote of a majority of the members present, when such is sufficient to constitute a quorum of the Board as defined in this Ordinance shall be necessary to approve, deny, or table any matter upon which it is required under any ordinance in which the Board has jurisdiction, unless otherwise required by law.

7.2 Decisions to be Written

All decisions shall be in writing and contain the facts upon which the decision is based.

7.3 Decisions to be Mailed

Within ten (10) days of the close of the hearing to which the decision relates, written copies of such decision shall be mailed to the applicant, the local municipality, ~~Land Information~~ Environmental Services Committee, those sworn in, and if applicable to the following: adjoining local municipality, Department of Natural Resources, affected lake association or lake protection & rehabilitation district and State or Federal Highway Department. The

approval or granting by the Board is deemed to constitute an order to the zoning official to issue a permit. A denial of the application or appeal by the Board is deemed to be an order to deny the permit.

7.4 Findings of Fact

In acting on any matters before it, the Board shall make findings supporting its actions. In every case where a variance from the zoning regulations is granted by the Board, the minutes of the Board shall affirmatively show that an unnecessary hardship or practical difficulty exists and the records of the Board shall clearly show in what particular and specific respects an unnecessary hardship or practical difficulty is created.

7.5 Disqualification: Motions

A member may disqualify himself from voting whenever the member has a personal or monetary interest in the property concerning the case, will be directly affected by the decision of the Board, has or believes he has any conflict of interest under state statutes. A member may also disqualify himself whenever the applicant or the applicant's agent has sought to influence the vote of the member on his case outside the public hearing. All decisions of the Board shall be made at a public hearing by the motion made, seconded, and passed. A motion, which decides the issue, shall be in the form of findings of fact and shall state the reasons for the findings by the Board. If conditions are imposed in the granting of a variance or ~~special exception~~ conditional use, such conditions shall be included in the motion.

7.6 Decision to Relate to Specific Property

The decision of the Board shall be deemed as applying to the property rather than to the individual and is valid only for the specific premises in the case and is not transferable to other properties.

7.7 Informal Advice Not Binding

Any advice, opinion, or information given by any Board member, or any other official or employee of the County shall not be binding on the Board.

7.8 Cases to be Determined Individually

No action of the Board shall set a binding precedent. Each case shall be decided upon its merits and upon the attendant circumstances, provided the Board shall not act arbitrarily or capriciously.

7.9 Decisions to be filed with State

Copies of decisions within the shorelands or affecting the Wetland/Shoreland One District

shall be sent to the appropriate district office of the Department of Natural Resources.

7.10 Action in Circuit Court

Any person or persons jointly or severely aggrieved by any decision of the Board of Adjustment, or any taxpayer, or any officer, department, board, or bureau of the County may commence an action in the circuit court for writ of certiorari to review the legality of such decision in whole or in part, within thirty (30) days after the filing of the decision in the office of the Board.

Section 8.0 Refiling and Rehearings

8.1 One Year Refiling Rule

No matter which has been acted upon by the Board concerning the same or part of the same property shall be considered again with one (1) year from the date of the action, except as hereinafter provided.

8.2 Reopenings and Rehearings Limited

The Board may not reopen any case upon which a previous hearing has been held, except to correct a manifest error.

8.3 Closure of Case

A case will be considered as heard and closed at such time as the Board approves or rejects an application or appeal by motion or when it is considered closed by operation of these rules.

8.4 Reconsideration on Board Motion

A decision of the Board may be reconsidered only if a member of the prevailing vote request that the decision be reconsidered. Such a request must be made at the same meeting or at the next scheduled board meeting.

8.5 Reconsideration Tolls Appeal Period

The filing of a motion for reconsideration shall stop the running of the thirty (30) day period in which a petition to the Circuit Court must be made. The thirty (30) day period will run in such event from the date of a decision not to reconsider is made by the Board, or if the matter is reconsidered, from the date the decision on the reconsidered matter is filed in the Board's office.

Section 9.0 Amendments of Rules

These rules may be changed or amended from time to time by the Polk County Board of Supervisors.

Section 10.0 Annual Report

In April of each year, the Board of Adjustment shall submit a report of its activities during the preceding year, to the ~~Land Information~~ Environmental Services Committee for transmittal to the County Board.

Section 11.0 Staff

The Board of Adjustment may utilize the advice and assistance of the County employees and may delegate administrative tasks to such employees as authorized by the County Board of Supervisors.

Section 12.0 Reimbursement

Board members shall receive per diem as established by County Board Resolution plus travel mileage, meals, and lodging expenses as established by policy. Members shall receive per diem only for official dates of meetings if attended. One additional per diem will be paid if the meeting is over 400 miles round trip. Travel shall be held to a minimum by car-pooling. A Board Chairperson, with the approval of the County Board Chairman, may approve a per diem and mileage per county policy for a meeting that both agree needs to be attended. Only meals, travel, lodging and registration fees will be paid consistent with policy established by the board.

Section 13.0 Definitions

Certain terms or words used herein are defined as follows:

- 1) *Aggrieved person*: Any person whose substantial interests are adversely affected by a determination. Aggrieved person may file appeals or appear in opposition to an application.
- 2) *Appeal*: A complaint of an injustice done or error committed in which both the facts and the law are reviewed. Board of Adjustment hear and decide appeals regarding interpretations of county zoning ordinances.
- 3) *Briefs*: A concise and brief statement expounding on the legal issues and the authorities.
- 4) *Certiorari*: A written order from a higher court to a lower court demanding a transcript of the proceedings of a case for review. Review of the Board's decision is by the Circuit Court in an action of certiorari. The records will be judged on the evidence presented and the procedures followed by the Board in hearing the case and reaching a decision.
- 5) *Conditional Use*: means a use allowed under a conditional use permit, special exception, or other special zoning permission issued by the county, but does not include a variance.

Conditional uses, listed by ordinance, are subject to certain conditions specified in the ordinance and/or designated by the Board of Adjustment.

- 6) *Findings of fact*: A statement of the Board's rationale behind the decision and facts that support the decision.
- 7) *Hearing de novo*: To hear anew. The court may grant a hearing de novo if the decision was based on insufficient evidence or the findings of fact are insufficiently recorded.
- 8) ~~*Special Exception*: A use that is permitted as well as listed by ordinance provided certain conditions specified in the ordinance are met and that a permit is granted by the Board of Adjustment.~~ *Substantial Evidence*: means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
- 9) *Unnecessary hardship*: For area variances, compliance with the strict letter of the restrictions governing area, setbacks, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome. An unnecessary hardship must be based on conditions unique to the property rather than considerations personal to the property owner when reviewing a variance application.
 - a. *Self-imposed hardship*: A hardship created by oneself. Examples include excavating a pond on vacant lot and then arguing that there is no suitable location for a home; claiming hardship for a substandard lot after selling off portions that would have allowed building in compliance; and claiming hardship after starting construction without required permits or during a pending appeal.
- 10) *Use, Variance*: means an authorization by the board of adjustment under this subsection for the use of land for a purpose that is otherwise not allowed or is prohibited by the applicable zoning ordinance.
- 11) ~~*Variance*: means an action, which authorizes the construction or maintenance of a structure in a manner inconsistent with the dimensional requirements of a zoning ordinance. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated.~~ (Area) means a modification to a dimensional, physical, or locational requirement such as the setback, frontage, height, bulk, or density restriction for a structure that is granted by the Board of Adjustment. A variance may only be granted in cases of unnecessary hardship and when the spirit of the ordinance is not violated.

Ordinance No. 21-18

1 Ordinance To Enact Amended Polk County Telecommunication Towers, Antennas, and Related
2 Facilities Ordinance

TO THE HONORABLE MEMBERS OF THE POLK COUNTY BOARD OF SUPERVISORS:

Ladies and Gentlemen:

3 WHEREAS, on March 15, 2016, the Polk County Board of Supervisors enacted Ordinance No.
4 10-16, entitled as Polk County Telecommunication Towers, Antennas, and Related Facilities
5 Ordinance; and

6 WHEREAS, the amendment affects any lands within the unincorporated areas of Polk County;
7 and

8 WHEREAS, telecommunication facilities are regulated under Wisconsin Statute Section
9 66.0404; and

10 WHEREAS, on February 15, 2018, the Polk County Zoning Administrator filed pursuant to
11 Wisconsin Statute Section 59.69(5)(e) a petition sought to amend the Polk County
12 Telecommunication Towers, Antennas, and Related Facilities Ordinance, through the enactment
13 of the proposed Amended Polk County Polk County Telecommunication Towers, Antennas, and
14 Related Facilities Ordinance; and

15 WHEREAS, the amendment changes the after-the-fact penalty fee from \$500 to two times the
16 regular permit fee; and

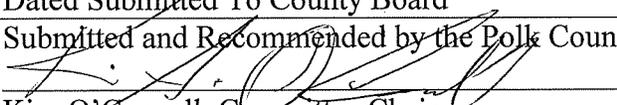
17 WHEREAS, on March 7, 2018, the Polk County Environmental Services Committee, as the
18 planning and zoning committee, opened and held a public hearing on the petition to amend the
19 Polk County Telecommunication Towers, Antennas, and Related Facilities Ordinance; and

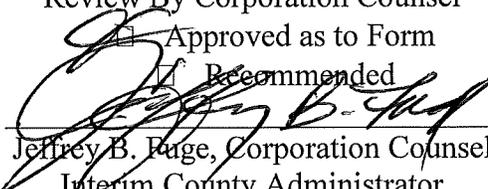
20 WHEREAS, after considering public input received in the public hearing and incorporating such
21 public input and recommendations, as appropriate, the Polk County Environmental Services
22 Committee recommends the Polk County Board of Supervisors enact as and for the county's
23 telecommunication facilities ordinance under Wisconsin Statute Section 66.0404, the attached
24 proposed ordinance entitled "Amended Polk County Telecommunication Towers, Antennas, and
25 Related Facilities Ordinance."

26 NOW, THEREFORE, pursuant to Wisconsin Statute Section 59.69(5)(e), the Polk County Board
27 of Supervisors ordains as follows:

- 28 1. The Amended Polk County Telecommunication Towers, Antennas, and Related Facilities
29 Ordinance, attached hereto and incorporated herein is enacted.
- 30 2. Pursuant to Wisconsin Statute Sections 59.14(1) and 985.01(5), the County Clerk is
31 directed to cause to be published the ordinance enacted herein.

32 3. The Amended Polk County Telecommunication Towers, Antennas, and Related Facilities
 33 Ordinance shall be effective upon passage and publication as provided by law.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage and Publication
Dated Submitted To County Board	April 17, 2018
Submitted and Recommended by the Polk County Environmental Services Committee:  Kim O'Connell, Committee Chair	

Review By Corporation Counsel
 Approved as to Form
 Recommended

 Jeffrey B. Fuge, Corporation Counsel
 Interim County Administrator

County Board Action

At its regular business meeting on April 17, 2018 the Polk County Board of Supervisors enacted the above-entitled ordinance: Ordinance No. 21-18: Ordinance To Enact Amended Polk County Telecommunication Towers, Antennas, and Related Facilities Ordinance, by majority vote of the entire membership of a vote of ___ in favor and ___ against.

_____ Dated: _____
Dean Johansen, County Board Chairperson

Attest: _____ Dated: _____
Sharon Jorgenson, Polk County

Certification of Publication

The above-enacted ordinance, Ordinance No. 21-18: Ordinance To Enact Amended Polk County Telecommunication Towers, Antennas, and Related Facilities Ordinance was published in the Inter-County Leader on the _____ day of _____, 2018.

_____ Dated: _____
Sharon Jorgenson, County Clerk

**Proposed Amended
Polk County
TELECOMMUNICATION
TOWERS, ANTENNAS, AND
RELATED FACILITIES
ORDINANCE**

Ordinance No. 21-18

**Polk County Telecommunication Towers, Antennas, and Related Facilities
Ordinance**

Enacted _____; Published _____

Effective Date: _____

GREEN TEXT: PROPOSED TEXT

~~RED TEXT: REMOVED TEXT~~

Polk County Land Information Department
Polk County Government Center
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
715-485-9111
715-485-9246 Fax
www.co.polk.wi.us/landinfo/zoning

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Article I Purpose and Intent

The purpose of the regulations and requirements of this ordinance is to:

- A. Accommodate communication, radio, and television needs while protecting the public health, safety and general welfare;
- B. Minimize adverse visual impacts of wireless communication service and other transmission facilities through careful site and design standards;
- C. Avoid potential damage to adjacent properties from the construction, location and operation of wireless communication service and other transmission facilities through structural standards and setback requirements;
- D. Maximize the use of existing and approved towers, buildings or structures to accommodate new wireless communication service and other transmission antennas to minimize the number of towers needed to serve the county and adverse visual impacts; and
- E. Minimize hazards to birds.

Article II Definitions

The following definitions apply to the provisions of this ordinance:

"Abandoned Facility" Any transmission facility that is unused for the purpose for which the permit was granted for 18 consecutive months shall be considered abandoned.

"Antenna" means communications equipment that transmits and receives electromagnetic radio signals and is used in the provision of mobile services.

"Collocation" means class 1 or class 2 collocation or both.

"Class 1 Collocation" means the placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free standing support structure for the facility but does need to engage in substantial modification.

"Class 2 Collocation" means the placement of a new mobile service facility on an existing support structure such that the owner of the facility does not need to construct a free standing support structure for the facility or engage in substantial modification.

"Department" The Polk County Zoning Department is the permitting authority under this ordinance where required.

"Distributed antenna system" means a network of spatially separated antenna nodes that is connected to a common source via a transport medium and that provides mobile service within a geographic area or structure.

"Equipment compound" means an area surrounding or adjacent to the base of an existing support structure within which is mobile service facilities.

"Existing structure" means a support structure that exists at the time a request for permission to place mobile service facilities on a support structure is filed with a political subdivision.

"FAA" Federal Aviation Administration.

"Fall zone" means the area over which a mobile support structure is designed to collapse.

"FCC" Federal Communications Commission.

- “Guyed Tower”** A telecommunication tower that is supported in whole or in part by guy wires and ground anchors or other means of support besides the superstructure of the tower itself.
- “Height”** The distance measured from ground level to the highest point on a tower or structure, including any antenna.
- “Lattice Tower”** A telecommunication tower that consists of vertical and horizontal supports and crossed metal braces.
- “Mobile service”** means a radio communication service carried on between mobile stations or receivers and land stations, and by mobile stations communicating among themselves, and includes (A) both one-way and two-way radio communication services, (B) a mobile service which provides a regularly interacting group of base, mobile, portable, and associated control and relay stations (whether licensed on an individual, cooperative, or multiple basis) for private one-way or two-way land mobile radio communications by eligible users over designated areas of operation, and (C) any service for which a license is required in a personal communications service.
- “Mobile service facility”** means the set of equipment and network components, including antennas, transmitters, receivers, base stations, power supplies, cabling, and associated equipment, that is necessary to provide mobile service to a discrete geographic area, but does not include the underlying support structure.
- “Mobile service provider”** means a person who provides mobile service.
- “Mobile service support structure”** means a freestanding structure that is designed to support a mobile service facility.
- “Monopole”** A telecommunication tower of a single pole design.
- “Non-Conforming”** means a pre-existing telecommunication facility that does not meet the requirements of this ordinance.
- “Permit”** means a permit, other than a building permit, or approval issued by the department which authorizes any of the following activities by an applicant:
1. A class 1 collocation.
 2. A class 2 collocation.
 3. The construction of a mobile service support structure.
- “Pre-existing Transmission Facility”** Any transmission facility constructed prior to January 26, 1999.
- “Search ring”** means a shape drawn on a map to indicate the general area within which a mobile service support structure should be located to meet radio frequency engineering requirements, taking into account other factors including topography and the demographics of the service area.
- “St. Croix River Buffer Zone”** The St. Croix River Buffer Zone is the area located outside the St. Croix Riverway District and within two miles of the St. Croix River, measured from the ordinary high water mark.
- “Stealth Facility”** A mobile service facility or other transmission facility which appropriately models or mimics in size, shape, scale and color something which exists in the immediate landscape, which could legally be placed there or already exists there at the time an application is submitted, (e.g., a silo in farm settings or a tree in forested lands), and which is unrecognizable to a casual observer as a transmission facility.
- “Substantial modification”** means the modification of a mobile service support structure, including the mounting of an antenna on such a structure that does any of the following:

1. For structures with an overall height of 200 feet or less, increases the overall height of the structure by more than 20 feet.
2. For structures with an overall height of more than 200 feet, increases the overall height of the structure by 10 percent or more.
3. Measured at the level of the appurtenance added to the structure as a result of the modification, increases the width of the support structure by 20 feet or more, unless a larger area is necessary for collocation.
4. Increases the square footage of an existing equipment compound to a total area of more than 2,500 square feet.

"Support structure" means an existing or new structure that supports or can support a mobile service facility, including a mobile service support structure, utility pole, water tower, building, or other structure.

"Tower" Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas including guy towers, monopole towers and lattice Towers.

"Transmission Facility" Any mobile service facility, radio or television tower, or any equipment or accessory structure other than an electric transmission line.

"Utility pole" means a structure owned or operated by an alternative telecommunications utility, as defined in s. 196.01 (1d); public utility, as defined in s. 196.01 (5); telecommunications utility, as defined in s. 196.01 (10); political subdivision; or cooperative association organized under ch. 185; and that is designed specifically for and used to carry lines, cables, or wires for telecommunications service, as defined in s. 182.017 (1g) (cq); for video service, as defined in s. 66.0420 (2) (y); for electricity; or to provide light.

"Wireless Communication" Any wireless telecommunication service as defined in the Telecommunications Act of 1996, including FCC licensed commercial wireless telecommunications services such as cellular, personal communication services (PCS), specialized mobile radio (SMR), enhanced specialized mobile radio (ESMR), paging and similar services that currently exist or may be developed.

Article III Special Provisions: Pre-existing or Non-Conforming Transmission Facilities and Exceptions to this Ordinance

- A. Any pre-existing or non-conforming transmission facility shall not be required to meet the requirements of this Ordinance, except for the provisions of Article X - Biennial Report.
- B. Any pre-existing or non-conforming transmission facility shall comply with all FCC and FAA rules and regulations.
- C. Any addition or change to a pre-existing or non-conforming transmission facility shall comply with all applicable requirements of this ordinance.
- D. The following are permitted without department approval (no permit required):
 1. Television antennas, satellite dishes, receive-only antennas and free standing antennas 45 feet or less in height; provided however, that the primary use of such equipment is not part of a transmission facility and that such equipment is only ancillary to the primary use of the site where located.
 2. Antennas and associated towers, poles and masts that are owned or operated by federally licensed amateur radio operators, or citizen band radio operators.
 3. Antennas mounted on utility poles where the antenna s 30 feet or less in height above

- the highest part of the utility pole.
- E. Any owner of a pre-existing transmission facility shall accept all additional Collocation antennas on reasonable terms.
 - F. Transmission facilities approved by the department with a county land use permit may be modified if the modification is in compliance with the provisions of this ordinance. The department may approve the modification only after the applicant submits a modified land use permit application and the appropriate fee under the current fee schedule as adopted by the Polk County Board.

Article IV General Requirements

- A. All transmission facilities shall comply with all FCC and FAA rules and regulations.
- B. Design and installation of any transmission facility shall comply with the manufacturer's specifications. Plans shall be approved and certified by a registered professional engineer.
- C. Installation of any transmission facility shall comply with all applicable state and local building and electrical codes.
- D. For leased sites, written authorization for siting a transmission facility must be obtained from the property owner and indicate the duration of the lease term.
- E. Any transmission facility must be adequately insured against personal injury, wrongful death, and property damage claims.
- F. Any abandoned facility must be removed and site restored within a reasonable time, but not more than three months after removal is requested by the county. Upon removal, the site shall be restored to its original or an improved condition. Any below grade anchoring elements used to secure the structure, shall be removed to a depth of at least 8 feet below ground level. If removal or restoration is not completed, the county is authorized to complete the removal and site restoration and charge the cost to the performance bond.
- G. Proposals to erect a new transmission facility shall be accompanied by any required federal, state or local agency license or application for such license.
- H. Only one Tower is permitted on a parcel of land.
- I. Transmission Facility Height.
 - 1. All transmission facilities shall be built to the minimum height required to meet the applicant's needs.
- J. Applications for Structures on Publicly-owned Lands.
 - 1. The applicant must provide documentation to the permitting authority proof of acceptance (either by approved permit or other documentation) by the applicable governing authority that has jurisdiction over the publicly-owned land.
 - 2. For applications within the St Croix Riverway District, the permitting authority may allow location of a stealth facility on National Park Service-owned lands within the riverway provided that the applicant is able to show by clear and convincing evidence that there is no viable location outside the riverway boundary for locating a stealth facility that can accommodate the applicant's requirements.
- K. Adequate parking for maintenance of transmission facilities must be available.

Article V Prohibitions

- A. No advertising message or sign shall be affixed to any transmission facility.
- B. No transmission facility shall be artificially illuminated unless required by FCC or FAA

regulations.

- C. No part of any transmission facility shall extend across or over any right-of-way, public street, highway, sidewalk, or property line.
- D. A temporary mobile transmission facility site is not permitted except in the case of equipment failure, equipment testing, equipment replacement, or emergency, and provided that prior authorization is obtained from the department. Use of a temporary site for testing purposes shall be limited to 24 hours, and the use of a temporary site for equipment failure, equipment replacement, or emergency shall be limited to 30 days, unless extended for good cause in writing by the department.

Article VI District Requirements

- A. A county land use permit may be issued by the department. The department shall not issue such a county land use permit prior to ten working days after mailing notice of the application to the town in which the transmission facility is proposed to be located. All transmission facilities shall be regulated in accordance with the regulations applicable to the zoning district (as defined in the Chapter 10 Polk County Comprehensive Land Use Ordinance) in which the facility is located. All requirements of the zoning district other than the standards provided in this ordinance must be met. The following are the use standards for the various districts:

- 1. Residential, Residential-Agricultural 5, Agricultural 10 &20, Farmland Preservation, Commercial, Small Business Commercial, Industrial, Mining Districts, Shoreland, Floodplain, Natural Resources, and any area not zoned by a County Zoning Ordinance.
 - a. The following are permitted with a county land use permit from the Department issued under this Ordinance:
 - (1) New construction of a mobile service or telecommunications facility.
 - (2) Substantial modification to an existing mobile service facility or structural support.
 - (3) Class 1 Collocation on an existing mobile support structure.
 - (4) Class 2 Collocation on an existing mobile support structure.
- 2. St. Croix River Buffer Zone and St. Croix Riverway Districts. No transmission facility except a stealth facility is allowed in these districts. Except:
 - a. With a land use permit issued by the department under the provisions of this ordinance, an antenna attached to an existing tower or structure and not extending more than 20 feet above the highest point of the tower or structure.
 - b. A stealth facility, with a county land use permit issued by the department, provided all the provisions of this ordinance and Wisconsin Administrative Code Chapter NR 118 are met.

Article VII Performance Standards

- A. Except as provided in this ordinance, any transmission facility must meet the dimensional standards applicable to the parcel within the zoning district in which it is located. Where the transmission facility is the principal use on a parcel, the parcel shall meet the minimum lot size requirements of the zoning district in which the parcel is located. On a parcel of land

that already has a principal use, the transmission facility shall be considered an accessory use and a smaller area of land may be leased for it, provided that all requirements of this ordinance are met.

B. Setbacks

1. Generally, any tower shall be set back from the nearest property line a distance equal to the height of the tower. This setback may be reduced if the applicant submits an engineering report from a registered professional engineer that certifies that the tower is designed and engineered to collapse upon failure within the distance from the tower to the property line.

C. Screening and Landscaping. The Transmission Facility shall be located on the site so as to have the least visual impact. The site shall be landscaped and maintained with a buffer of plant materials that effectively screens the view of all Tower accessory structures, equipment and improvements at ground level from adjacent properties year around. Existing mature vegetation and natural landforms on the site shall be preserved to the maximum extent possible.

D. Security Fencing and Lighting.

1. Any Transmission Facility shall be reasonably protected against unauthorized access. The bottom of the Tower from ground level to 12 feet above ground shall be designed to prevent unauthorized climbing and shall be enclosed with a minimum of a 6 feet high chain link fence with a locked gate. Guyed anchors of guyed towers shall be similarly protected.

2. Security lighting for on-ground structures and equipment is permitted, as long as it is down-shielded to keep light within the boundaries of the site.

E. Color and Materials. Any Transmission Facility shall use building materials, colors, textures, screening, and landscaping that blend the Transmission Facility with the surrounding natural features and built environment to the greatest extent possible.

Article VIII Permit Requirements for New Construction or Substantial Modification of Mobile Service Facilities and Support Structures

The construction or installation of any mobile service facility requires a county land use permit under this ordinance. The permit will specify the use or uses allowed. If the department deems the application incomplete, the department shall notify the applicant in writing within ten (10) days of receiving the application. The written notification shall specify in detail the required information that was incomplete. Within ninety (90) days from the date of submittal of the application, the department shall consider and decide upon the issuance of the land use permit. Action by the department may be postponed past the 90-day limit by written agreement between the department and the applicant, or upon determination by the department that additional information is required. The applicant shall conduct an informational presentation to the town board in the town in which the new mobile service facility is to be located.

A. Application Submittal Information

1. A completed county land use permit application and appropriate fee under the current fee schedule as adopted by the Polk County Board.

2. Applications. In addition to the application requirements of Chapter 10 of the Polk County Zoning Ordinance, all applications for county land use permits for new mobile service facilities shall include the following information:

a. A report from a registered professional engineer and other professionals which:

- (1) describes the transmission facility's height and design, including a cross section and elevation;
 - (2) certifies the transmission facility's compliance with structural and electrical standards;
 - (3) describes the transmission facility's capacity, including the potential number and type of antennas that it can accommodate;
 - (4) describes the lighting to be placed on the transmission facility if required by the FCC or FAA;
 - (5) certifies that the transmission facility will not cause destructive interference with previously established public safety communications systems; and
 - (6) describes how the requirements of Articles IV, VI, VII, and VIII of this ordinance will be met by the proposed transmission facility.
- b. Each application shall include a facility plan containing the following information:
 - (1) Written description of the type of consumer services each applicant will provide to its customers (radio, television, cellular, PCS, SMR, ESMR, paging or other anticipated Wireless Communication services).
 - (2) A list of all of the applicant's existing sites, existing sites to be upgraded or replaced, and proposed sites within the county.
 - (3) Map of the county that shows the applicant's existing and proposed geographic service areas.
 - c. Landowner acknowledgement. Written acknowledgement by the landowner and lessee of a leased site that they will abide by all applicable terms and conditions of the county land use permit, including the restoration and reclamation requirements of Article IV F. of this ordinance, and a copy of the lease.
 - d. A performance bond in a form acceptable to the department in an amount of \$20,000 to provide for removal of the transmission facility and restoration of the site for the life of the facility.
 - e. Additional information and analysis: The department may, at their discretion, require a visual analysis of the proposed transmission facility, including photo simulations of the view of the vicinity of the transmission facility before and after the proposed transmission facility is built. The simulation may include a photo montage, field mock-up, view-shed analysis, or other techniques to provide the department with evidence that the proposed facility meets the requirements of this ordinance.
3. Collocation/Sharing of Facilities. No new Tower shall be permitted unless the applicant demonstrates to the department that no existing Tower or structure can accommodate the applicant's proposed Antenna. An explanation as to why the applicant chose the proposed location and why the applicant did not choose collocation, including a sworn statement from an individual who has responsibility over the placement of the mobile service support structure attesting that collocation within the applicant's search ring would not result in the same mobile service functionality, coverage, and capacity; is technically infeasible; or is economically burdensome to the mobile service provider. Examples of supporting evidence are:
 - a. No Tower or structure is located within the geographic area/search ring that meets the applicant's engineering requirements.
 - b. No existing Tower or structure is of sufficient Height to meet the applicant's engineering requirements.

- c. No existing Tower or structure can be modified at reasonable cost to support applicant's proposed Antenna.
- d. Electromagnetic interference would interfere with an existing or proposed system.
- e. The fees, cost, or contractual provisions required by the applicant to share an existing Tower or structure or to adapt an existing Tower or structure for sharing are substantially more expensive than new construction considering factors such as, without limitation, depreciation, technical obsolescence, maintenance and land acquisition.
- f. The applicant establishes other facts that render co-location unsuitable.

Article IX Permit Requirements for Collocation on Existing Support Structures

Collocation on any existing transmission facility requires a county land use permit under this ordinance. If the department deems the application incomplete, the department shall notify the applicant in writing within five (5) days of receiving the application. The written notification shall specify in detail the required information that was incomplete. Within forty-five (45) days from the date of submittal of the application, the department shall consider and decide upon the question of issuance of the land use permit. Action by the department may be postponed past the 45-day limit by written agreement between the department and the applicant, or upon determination by the department that additional information is required.

A. Application Submittal Information

- 1. A completed county land use permit application and appropriate fee under the current fee schedule as adopted by the Polk County Board.
- 2. A copy of the construction plans approved and certified by a registered professional engineer.
- 3. A structural analysis approved and certified by a registered professional engineer.

Article X Biennial Report

Owners, providers or permittees shall submit each even numbered year on or before January 31, a transmission facility information report, on a county form provided by the county. The report shall detail the use, maintenance and condition of the transmission facility since the previous report, availability of the transmission facility for added co-location and other information reasonably deemed necessary by the department. Failure to submit the report by July 1 of each even-numbered year shall result in the county taking enforcement action under Article XIII.

Article XI Safety Inspection

If the County has reason to believe that a transmission facility is a safety risk, it may require the permit holder to perform an inspection by a registered engineer and provide a copy of the inspection results to the department within sixty days. The county shall provide the owner with information forming the basis for belief that the transmission facility is a safety risk before requiring inspection.

Article XII Appeal Procedures

- A. Appeals to the Board of Adjustment - Appeals to the Board of Adjustment may be taken by any person aggrieved or by an officer, department, board or bureau of the county affected by any decision of the Zoning Administrator or other administrative officer. Such appeal shall be taken within a feasible time, as provided by the rules of the Board of Adjustment, by filing with the officer from whom the appeal is taken, and with the Board of Adjustment, a notice of appeal specifying the ground thereof. The Zoning Administrator or other officer from when the appeal is taken shall forthwith transmit to the Board of Adjustment all the papers constituting the record upon which the action appeal was made.
- B. Powers and Duties- The Board of Adjustment shall have the following powers and duties:
1. The Board of Adjustment shall adopt additional rules as it deems necessary and may exercise all the powers conferred on such boards by section 59.694 Wisconsin Statutes.
 2. It may authorize upon application, in specific cases, a variance from the terms of this ordinance as shall not be contrary to public interest, where owing to special conditions, and a literal enforcement of the ordinance will result in unnecessary hardship.
 3. In the issuance of a variance, the spirit of the ordinance shall be observed and substantial justice done. No variance shall have the effect of granting or increasing any use of the property, which is prohibited by this ordinance.
- C. Hearing Appeals- The following procedures shall be taken in hearing any appeals:
1. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal. The Board shall give public notice thereof by publishing a Class 2 notice under Chapter 985, Wisconsin Statutes, specifying the date, time, place of the hearing, the matters to come before the board, and the appropriate district office of the Department of Natural Resources at least 10 days prior to the public hearing.
 2. The final disposition of an appeal or application to the Board of Adjustment shall be in the form of a written resolution or order signed by the chairman and secretary of the Board. Such resolution shall state the specific facts which are the basis of the Board's determination and shall either affirm, reverse, vary or modify the order, requirement, decision, or determination appealed in whole or in part, dismiss the appeal for lack of jurisdiction or persecution or grant the application.
 3. At the public hearing, any party may appear in person, by agent, or by attorney.
 4. All decisions may be reviewed by a court of competent jurisdiction.
- D. Appeals to the circuit court- Appeals to the circuit court of the county may be taken by any person aggrieved by the final decision of the department or Board of Adjustment.

Article XIII Enforcement and Penalties

- A. Any development, any building or structure constructed, moved or structurally altered, or any use established after the effective date of this Ordinance contrary to the provisions of this Ordinance, by any person, firm, association, corporation (including building contractors or their agents) shall be deemed a violation. As authorized by Wisconsin Statute, the Zoning Administrator or the County Zoning Agency shall issue citations for any violations of this Ordinance. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this ordinance shall be subject to a forfeiture of not less than two-hundred (\$200.00) dollars nor more than one-thousand (\$1000.00) dollars per offense, together with the taxable costs of action. Each day of continued violation shall constitute a separate offense. Every violation of this Ordinance is a

public nuisance and the creation thereof may be enjoined and the maintenance there may be abated by action at suit of the county, the state, or any citizen thereof pursuant to Section 87.30(2), Wisconsin Statutes. The County also retains the summons and complaint avenue for forfeitures and remedial action as provided by Wis. Stat. Section 59.69(11).

- B. ~~There shall be a penalty fee of five hundred (\$500.00) dollars added to the regular fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance.~~ There shall be a penalty fee of 2 times the regular permit fee in those cases where building is commenced without first obtaining a land use permit, providing the structure is in conformance with the provisions of this Ordinance. In cases where the project cannot be permitted without a variance, the penalty fee shall be applied towards the variance application fee.
- C. The Zoning Department may issue an on-site stop work order, as appropriate, whenever it determines that a violation of this Ordinance or the building permit is taking place.

Article XIV Severability

- A. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such a decision shall not affect the remaining portions of this Ordinance. The Polk County Board of Supervisors declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that any one or more such provisions be declared unconstitutional or invalid.
- B. To the extent that any of the provisions of this ordinance is interpreted to be invalid or inconsistent with statute 66.0404, said ordinance provision shall lack application and the applicable state standard is hereby incorporated by reference as expressly provided herein so as to allow for lawful issuance of any permit as provided by this ordinance and to allow for the enforcement by ordinance of the state standard.

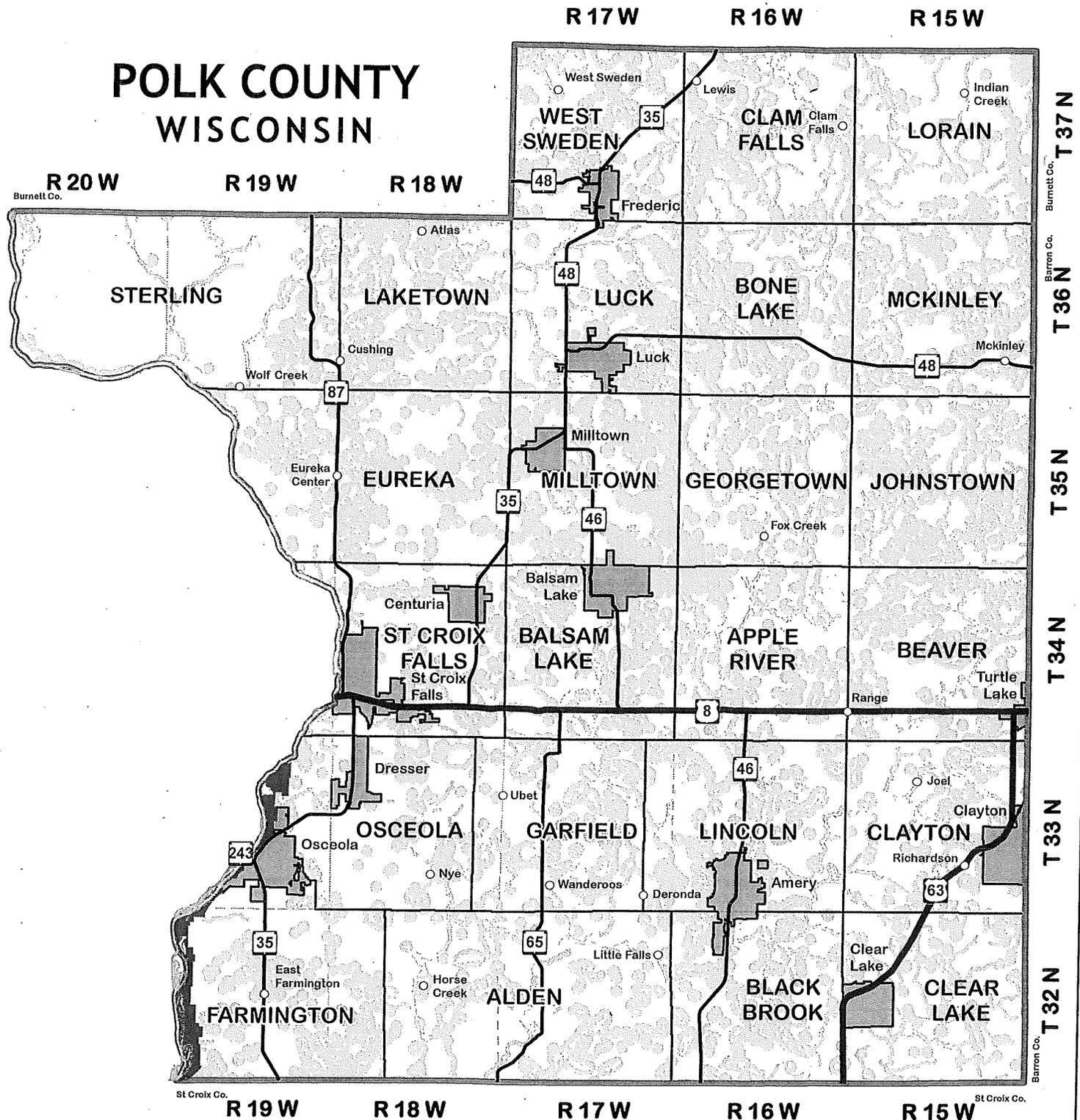
Article XV Fee Schedules

Upon recommendation of the Committee, the Polk County Board of Supervisors shall, from time to time, establish and review fees that are applicable to this Ordinance. No application shall be considered filed with the County unless and until said application is accompanied by the appropriate application fee.

Article XVI County Zoning Ordinances

- A. Any reference in this Ordinance to a Polk County Zoning Ordinance includes the Chapter 10 Polk County Zoning Ordinance, Floodplain Zoning Ordinance, Lower St Croix Scenic Riverway Ordinance, Shoreland Protection Zoning Ordinance, and Subdivision Ordinance, as each existed at the time this Ordinance went into effect and any amendments made subsequently to any of these Polk County Ordinances. Each said Ordinance is applicable and incorporated to the extent referenced herein.
- B. In the instance that a petition for an ordinance amendment is filed by a member of the county board or by the agency designated by the board to consider county zoning matters, the petitioner shall be exempt from the fee required to propose such amendment.

Map of Properties Affected by Proposed Amendments



-  Area Affected by Proposed Shoreland Ordinance
-  Area Affected by Proposed Lower St. Croix Riverway Ordinance



Ordinance No. -18:

Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK,
WISCONSIN:

Ladies and Gentlemen:

WHEREAS, in enacting the Self-Organized Ordinance, Ordinance No. 48-13, the Polk County Board of Supervisors declared Polk County a self-organized county, affording broad discretion and flexibility in the method of determining compensations of supervisors; and

WHEREAS, in enacting Ordinance No. 58-17, the County Board created Paragraph 3.d. of the Self-Organized Ordinance to establish a maximum number of 62 meetings for which a supervisor may receive per diem compensation,

WHEREAS, Paragraph 3.d., of said ordinance disregards the number of meetings that a supervisor must attend to fulfil the responsibilities on the county board committees, boards and commissions and the special committees to which a supervisor has been appointed or assigned; and

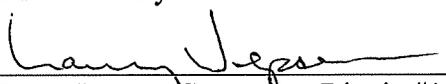
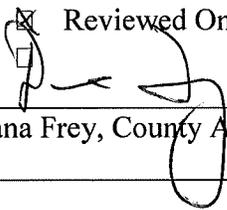
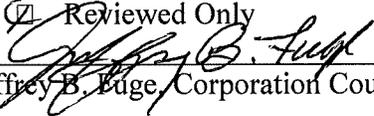
WHEREAS, the Attorney General has issued an opinion that concludes that it is lawful and within the discretion of county board to change the number of meetings for which a supervisor may receive per diem compensation by two-thirds majority vote and that such change would have immediate legal effect, unlike a change in the amount of per diem compensation, which would only have first effect in the subsequent term.

NOW, THEREFORE, BE IT ORDAINED that, pursuant to Wisconsin Statute Section 59.10(1), the Polk County Board of Supervisors rescinds Ordinance No. 58-17 and repeals Paragraph 3.d. of the Self-Organized Ordinance

BE IT FURTHER ORDAINED that this above amendment shall be effective upon passage and publication.

(History: Self Organized Ordinance - Ord. No. 48-13, December 17, 2013; Amended, Ordinance No. 58-17; Ordinance No. -18)

Ordinance No. 11-18:
Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Passage and Publication
Dated Submitted To County Board	First Reading: February 19, 2018 Second Reading: March 20, 2018
Submitted By:  Larry Jepsen, Supervisor District#10	
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  Jeffrey B. Edge, Corporation Counsel

Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on the ___ of _____ 2018, the Polk County Board of Supervisors considered and voted on Ordinance No. ___-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation, as follows:

- Enacted by two-thirds of supervisors present, by a vote of _____ in favor and _____ against.
- Enacted by unanimous vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

Dean Johansen, County Board Chairperson

Attest: _____
Sharon Jorgenson, County Clerk

Certification of Publication

Ordinance No. -18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation was published, pursuant to Wisconsin Statutes § 59.14(1), in the Inter-County Leader on the _____ day of _____, 2018

Sharon Jorgenson, County Clerk

Dated: _____

Resolution No. 36-18

Resolution Authorizing Leasing Office Space to Wisconsin Department of Natural Resources-
Forestry Staff

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK,
WISCONSIN:

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statute § 59.52(6)(c), the County Board may direct the leasing of
County facilities on terms that it determines as appropriate.

WHEREAS, pursuant to the County Finance Policy, Subchapter 5.6 **Management of County
Owned (Non-Tax Forfeiture) Real Estate**, Section 1.06, the County Administrator is delegated the
responsibility to negotiate the terms of leases of county property to outside agencies according to the
following criteria:

- a. *Amount of lease payment.* For other than nonprofit agencies unless otherwise
authorized by the County Board, the rental amount for leased property must
not be less than the market rental value in the area. For nonprofit agencies,
the rental amount must not be less than the different between the mothballed
costs and the cost to the County if occupied.
- b. *Term of lease.* All lease agreements must be for a period of one calendar year,
subject to automatic renewal, unless otherwise authorized by the County
Board.

WHEREAS, the General Government Committee has received and considered the request of the
Wisconsin Department of Natural Resources to lease available office space at the County
Government Center for Forestry staff and has recommended to the Polk County Board of Supervisors
authorize such a lease.

WHEREAS, consistent with policy, the County Administrator has identified available office space at
the County Government Center and has recommended such available office space be used by the
Wisconsin Department of Natural Resources for such purposes.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes and
directs the County Administrator to negotiate a lease to the Wisconsin Department of Natural
Resources for office space at the Government Center at a rental amount and term of lease as provided
by policy and upon other terms and conditions determined by the County Administrator as being in
the interest of the County.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 59.52(6)(c), the Polk
County Board of Supervisors directs the County Clerk to execute lease the lease agreement on terms
and conditions negotiated by County Administrator.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes and directs the
Polk County Buildings Director to administer the lease authorized herein.

Resolution No. 36-18
Resolution Authorizing Leasing Office Space to Wisconsin Department of Natural Resources-
Forestry Staff

Offered this 15th day of May, 2018.

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5
DBL *5/3/18*

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

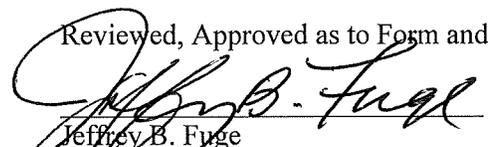
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: The above resolution will have no fiscal impact concerning the appropriations of the current budget.

Legal Impact Note: The resolution authorizes a lease agreement. The resolution presents no other legal impact

Reviewed, Approved as to Form and Execution:



Jeffrey B. Fuge
Interim County Administrator/ Corporation Counsel

Resolution No. 36-18
Resolution Authorizing Leasing Office Space to Wisconsin Department of Natural Resources-
Forestry Staff

At its regular business meeting on the 15th day of May, 2018, the Polk County Board of Supervisors acted upon Resolution No. 36-18: Resolution Authorizing Leasing Office Space to Wisconsin Department of Natural Resources- Forestry Staff, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Resolution No. 37-18

Resolution approving mid-year Budget Adjustment for 2018 in ADRC Fund

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF
THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, The Polk County Board of Supervisors approved and adopted the Polk County
Operating and Capital Budget for Calendar Year 2018 in Resolution 75-17 on November 14, 2017;
and

WHEREAS, in order to address changes in the county's annual budget certain conditions need to be
met pursuant to the Financial Sections of General Code 3.05(b); and

WHEREAS, the Aging and Disability Resource Center (ADRC) has been notified of additional funds
in January, 2018 which will be available beginning April 1, 2018; and

WHEREAS, the Aging and Disability Resource Center (ADRC) Board has approved the mid-year
budget adjustment request at the governing committee level on February 23, 2018, and

WHEREAS, Funding has become available for Time and Task Reporting changes in ADRC where
Polk County Services as fiscal agent for the ADRC as a whole and there are no county levy dollars
supporting these additional activities required from the Time and Task Reporting Grant.

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors, pursuant to
Wisconsin Statutes section 65.90, amend the 2018 departmental budget of the Aging and Disability
Resource Center with the additional revenue of \$100,842 to be allocated for Information and
Assistance support through account lines for Supervisor and Payment to Other Government.

NOW, THEREFORE, BE IT RESOLVED that the ADRC may, under this funding, set up an
additional position in their Burnett ADRC office.

Offered on the 15th day of May, 2018.

Signed and sponsored by:

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Tracy LaBlanc 5/3/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: ADRC State Aids will be increased in the 2018 budget by \$100,872 in the adjusted budget.

Legal Impact Note: The resolution has no legal impact on the County.

Reviewed By County Administrator:

[Signature]

Name/County Administrator

Approved as to Form and Execution:

[Signature]

Name/Corporation Counsel

Excerpt of Minutes

30 At its regular business meeting on the ___ day of ____, 20__, the Polk County Board of
31 Supervisors acted upon Resolution No. 39-18: Resolution approving mid-year Budget Adjustment for
32 2018 in ADRC Fund, as follows:

- Adopted by two thirds majority vote of the County Board.
- Adopted by unanimous voice vote.
- Amendment: _____
_____.
- Defeated: _____.
- Other: _____.
- Amendment: _____
_____.

Insert amendment to resolution according to minutes:

SIGNED BY:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

Resolution No HO-18

Resolution to Amend 2018 Budget to Incorporate Carry-forward Funds

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF
THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, events occur after the adoption of the annual budget that affect various program activities and their appropriations for a given budget year, and

WHEREAS, the annual budget resolution provides for restricted, committed and assigned fund carryovers, and

WHEREAS, some of the programs, projects, and activities that were planned for the 2017 budget year did not take place, were not completed, or are on-going and it is appropriate and necessary to carry-over the apportion for 2017 into the next budget years, and

WHEREAS, the financial impact of these delays could not be determined at the time the adopted 2018 budget resolution was adopted and therefore money could not be re-allocated in the 2018 budget, and

WHEREAS, the Finance Director has compiled a list designating those programs, projects, activities, and corresponding such 2017 funds that should be carried forward and re-approved in the 2018 budget, and

WHEREAS, Wisconsin Statutes and county policies authorizes and requires that the County Board take official action to approve the designation, carry-over, and the re-appropriation of funds in the interest of full financial disclosure.

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors review and approve the following appropriations from the General Fund/ADRC/Highway Project Fund that were unexpended for the year ending December 31, 2017 and that the 2018 budget be amended accordingly:

- Buildings, Parks, and Solid Waste, and Forestry Department:
 - \$32,000 in the Buildings Improvement account for repairs to government center driveway.
 - \$7,386 in building conservation account as committed.
 - \$11,144 in forest maintained roads account as restricted.
 - \$1,986 in forest wildlife habitat account as restricted.
- Law Enforcement:
 - \$9,756 in law enforcement federal forfeiture account as restricted

- 37 • Veteran’s Service Office
- 38 \$9,363 in the veteran service grant account as restricted
- 39 \$26,504 in the veteran relief account as restricted
- 40
- 41 ADRC
- 42 ○ \$120,223 in ADRC for State of Wisconsin transportation account as designated
- 43
- 44 • New Highway Facility Buildings Fund
- 45 ○ \$9,094,122 in new highway facility building fund as designated
- 46
- 47 Administration
- 48 ○ \$8,849 in the employee recognition account (vending machine fund) as assigned
- 49

50 BE IT FURTHER RESOLVED that the Finance Director is directed to record such information in
 51 the official books of the County for the year ending December 31, 2017 with a reserve for the
 52 account carryovers and record in the 2018 adjusted budget.

53 BE IT FURTHER RESOLVED that this resolution is effective upon passage and publication
 54 pursuant to 65.90(5)(a).

Offered on the 15th day of May, 2018.

BY: _____
 Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
 Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5
Tracy LaBlanc 5/13/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O’Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
 Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

John Bonneprise, 2nd Vice Chair,
 Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: Carryovers in the total amount of \$98,139 in the general fund, \$120,223 in the ADRC Fund, and \$9,094,122 in the highway facility project fund. These amounts will appear in the 2018 budget in each fund as well as reserved at December 31, 2017.

Legal Impact Note: This resolution has no legal impact.

Reviewed By County Administrator:



Name/County Administrator

Approved as to Form and Execution:



Name/Corporation Counsel

Excerpt of Minutes

55 At its regular business meeting on the ___ day of _____, 20___, the Polk County Board of Supervisors
56 acted upon Resolution No. ~~40~~-18: Resolution to Amend 2018 Budget to Incorporate Carry-forward
57 Funds as follows:

- Adopted by two thirds majority vote of the County Board
- Adopted by unanimous voice vote.
- Amendment: _____
- Defeated: _____
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

Resolution No. 21-18

Resolution to Authorize Cancellation of Outstanding Orders

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statutes 59.23(3)(c) and (d), the County Treasurer is required to pay all county orders as directed by the County Board and keep a true and correct account of the expenditure, specifying the person to whom the payment was made and the purpose of each particular payment; and

WHEREAS, pursuant to Wisconsin Statute 59.64(4)(d), the clerk shall prepare and present to the board, at each annual session, a descriptive list giving the amount, date and payee of all county orders which have remained in the clerk's office for 2 years uncalled for by the payee. The board shall cause the orders to be compared with the list, and when found or made correct; the list shall be entered at length on the journal of the board and filed in the office of the clerk; and all the orders shall be cancelled and destroyed. The person in whose favor the order was drawn, except those issued under sub (1)(d), may, upon application to the treasurer, made within 6 years from the date of the order, have a new order issued for the amount of the original, without interest.

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors review and approve the following the recommendation of the County Treasurer and County Clerk for the cancellation and/or reissuing of the following checks noted below.

Number	Date	Description	Type	Amount
182593	2/5/2014	JODI L ANDERSON	Check	37.60
182626	2/6/2014	EMMA JOHNSON	Check	10.00
182642	2/6/2014	KPSJIA STAIMER	Check	5.00
182673	2/6/2014	SIERRA SWANSON	Check	10.00
183883	4/3/2014	JOSHUE LEE DOYLE	Check	38.26
185157	6/3/2014	CODY S BARNES	Check	23.60
186594	8/7/2014	DAVID BALESTRI	Check	59.00
187727	9/9/2014	TAMARA BEAUDRY	Check	10.00
187841	10/1/2014	DICK B GREEN JR	Check	70.46
189743	12/19/2014	JASON VANASSE	Check	7.38
190815	2/6/2015	BRIANNA EARNEY	Check	10.00
190817	2/6/2015	CARSEN ELEY	Check	5.00
192699	4/27/2015	DANIEL G ROMBERG	Check	<u>37.75</u>
				\$324.05

22 BE IT FURTHER RESOLVED that the Finance Director is directed to record such information in
23 the official books of the County for the year ending December 31, 2017 with a reserve for the
24 account carryovers and record in the 2018 adjusted budget.

25 BE IT FURTHER RESOLVED that this resolution is effective upon passage

Offered on the 15th day of May, 2018.

BY: _____

Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters 5/3/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

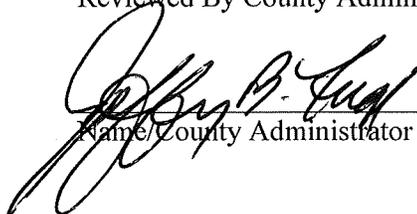
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: Upon passage, \$324.05 will be adjusted in the general ledger.

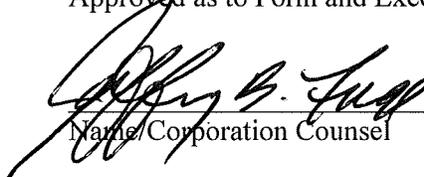
Legal Impact Note: This resolution has no legal impact. The County remains obligated to pay amounts to payee on demand until 6 years from initial date of check.

Reviewed By County Administrator:



Name/County Administrator

Approved as to Form and Execution:



Name/Corporation Counsel

Excerpt of Minutes

26 At its regular business meeting on the ___ day of ____, 20__, the Polk County Board of
27 Supervisors acted upon Resolution No. 41-18: Resolution to Authorize Cancellation of Outstanding
28 Orders, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Amendment: _____
- Defeated: _____
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

Dean Johansen, County Board Chairperson

ATTEST:

Sharon Jorgenson, County Clerk

Resolution No. ~~42~~18

Resolution for Approval of Lakes Improvement Fund Capital Project

TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, The Polk County Board of Supervisors approved the 2018 budget at the November 14, 2017 meeting.

WHEREAS, in the 2018 budget was approved expenditures for the 807 Lakes Improvement Fund as stated below. The approved budget was:

Fund	Expenditure	Amount
807 Lakes Improvement	Supplies & Expenses	\$15,000

WHEREAS, Buildings, Parks, and Solid Waste is requesting one project which is to complete Vaulted Toilets at Atlas Park for 2018 with the funding in the 807 fund balance (fund balance 807 fund was \$72,193 - 2016 audit) at a cost of \$29,000 capital outlay that was not approved in the original 2018 budget.

NOW, THEREFORE, BE IT RESOLVED, the Polk County Board of Supervisors review and approve the capital projects as well as approve the budget adjustment for fund 807 Lakes Improvement to the amount:

Fund	Expenditure	Amount
Increase :		
807 Lakes Improvement	Capital Outlay for Vaulted	\$29,000

Offered on the 15th day of May, 2018

Signed and sponsored by:

BY: _____
Brad Olson, Supervisor, District #1

Doug Route, Supervisor, District #2

Dean Johansen, Chair,
Supervisor, District #3,

Chris Nelson, Supervisor, District #4

Tracy LaBlanc, Supervisor, District #5

Brian Masters 5/3/18

Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

James Edgell, Supervisor, District #8

Kim O'Connell, Supervisor, District #9

Larry Jepsen, Supervisor, District #10

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

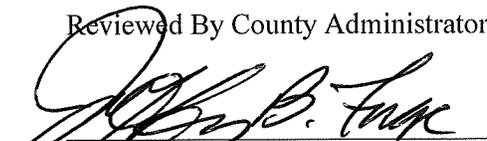
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: Added to the 2018 budget would be a capital project of Atlas Park Vaulted Toilets in the Lakes Improvement Fund (807) and funding out of the fund balance in such.

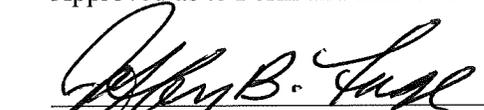
Legal Impact Note: If the resolution does not present legal impacts, so state. (Completed by Corporation Counsel).

Reviewed By County Administrator:



Name/County Administrator

Approved as to Form and Execution:



Name/Corporation Counsel

Excerpt of Minutes

At its regular business meeting on the ___ day of _____, 20___, the Polk County Board of Supervisors acted upon Resolution No. 42-18:

18 Resolution for Approval of Lakes Improvement Fund Capital Project as follows:

- Budget amended by two thirds vote of the County Board.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

1 Ordinance No. -18:

2 Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

3

4 TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK,

5 WISCONSIN:

6 Ladies and Gentlemen:

7 WHEREAS, in enacting the Self-Organized Ordinance, Ordinance No. 48-13, the Polk County Board
8 of Supervisors declared Polk County a self-organized county, affording broad discretion and
9 flexibility in the method of determining compensations of supervisors; and

10 WHEREAS, in enacting Ordinance No. 58-17, the County Board created Paragraph 3.d. of the Self-
11 Organized Ordinance to establish a maximum number of 62 meetings for which a supervisor may
12 receive per diem compensation,

13 WHEREAS, Paragraph 3.d., of said ordinance disregards the number of meetings that a supervisor
14 must attend to fulfil the responsibilities on the county board committees, boards and commissions
15 and the special committees to which a supervisor has been appointed or assigned; and

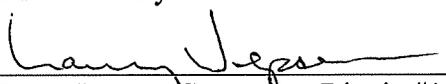
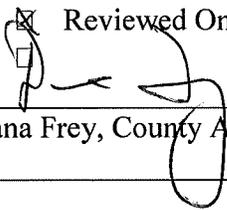
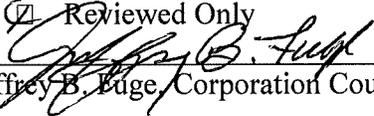
16 WHEREAS, the Attorney General has issued an opinion that concludes that it is lawful and within
17 the discretion of county board to change the number of meetings for which a supervisor may receive
18 per diem compensation by two-thirds majority vote and that such change would have immediate
19 legal effect, unlike a change in the amount of per diem compensation, which would only have first
20 effect in the subsequent term.

21 NOW, THEREFORE, BE IT ORDAINED that, pursuant to Wisconsin Statute Section 59.10(1), the
22 Polk County Board of Supervisors rescinds Ordinance No. 58-17 and repeals Paragraph 3.d. of the
23 Self-Organized Ordinance

24 BE IT FURTHER ORDAINED that this above amendment shall be effective upon passage
25 and publication.

(History: Self Organized Ordinance - Ord. No. 48-13, December 17, 2013; Amended,
Ordinance No. 58-17; Ordinance No. -18)

Ordinance No. 11-18:
Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Passage and Publication
Dated Submitted To County Board	First Reading: February 19, 2018 Second Reading: March 20, 2018
Submitted By:  _____ Larry Jepsen, Supervisor District#10	_____ _____
Review By County Administrator: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  _____ Dana Frey, County Administrator	Review By Corporation Counsel: <input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input checked="" type="checkbox"/> Reviewed Only  _____ Jeffrey B. Edge, Corporation Counsel
Acknowledgement of County Board Action	
Mark As Appropriate:	
<p style="text-align: center;">At its regular business meeting on the ____ of _____ 201<u>8</u>, the Polk County Board of Supervisors considered and voted on Ordinance No. <u>11</u>-18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation, as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enacted by two-thirds of supervisors present, by a vote of _____ in favor and _____ against. <input type="checkbox"/> Enacted by unanimous vote. <input type="checkbox"/> Defeated by a vote of _____ in favor and _____ against. <input type="checkbox"/> Defeated by voice vote. <input type="checkbox"/> Action Deferred by Procedural Action, as follows: _____ _____ 	
SIGNED BY:	
<p style="text-align: center;">_____ Dean Johansen, County Board Chairperson</p> <p style="text-align: center;">Attest: _____ Sharon Jorgenson, County Clerk</p>	

Certification of Publication

Ordinance No. / -18: Amending Self-Organized Ordinance to Repeal Meeting Limitation on Per Diem Compensation was published, pursuant to Wisconsin Statutes § 59.14(1), in the Inter-County Leader on the _____ day of _____, 2018

Sharon Jorgenson, County Clerk

Dated: _____

Resolution No. 44-18

Resolution Concerning Compensation of Supervisors and Persons for Service on Boards,
Committees and Commissions of Outside Organizations

TO THE HONORABLE BOARD OF SUPERVISORS OF THE COUNTY OF POLK,
WISCONSIN:

Ladies and Gentlemen:

WHEREAS, the County Board may, from time to time, appoint or assign persons, including supervisors, to serve on committees, boards and commissions (hereinafter "committees"), of outside agencies and organizations; and

WHEREAS, such agencies and organizations include, and are not limited to, those entities named on the List of Outside Organizations, attached hereto.

WHEREAS, supervisors and citizens so appointed or assigned to such committees are in the service of such outside organizations and the community at-large, rather than in an official capacity for and in the service of the governmental body of Polk County; and

WHEREAS, such outside organizations have autonomy and ability to set the compensation of those persons serving on their respective organizations; and

WHEREAS, it is in the interest of the County and its taxpayers for the County Board to set County compensation of persons appointed or assigned to serve on committees of outside agencies and organizations in a manner that avoids dual compensation.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors determines that the supervisors and persons serving on the committees, boards and commissions of outside agencies shall receive no County compensation or reimbursement for expenses incurred in such service.

BE IT FURTHER RESOLVED that the term "outside agencies and organizations" shall mean those agencies and organizations identified on the List of Outside Organizations, attached hereto, and any government, non-profit corporation, association or other similar organization other than Polk County.

Offered this 15th day of May, 2018.

BY: _____

Brad Olson, Supervisor, District #1

James Edgell, Supervisor, District #8

Doug Route, Supervisor, District #2

Kim O'Connell, Supervisor, District #9

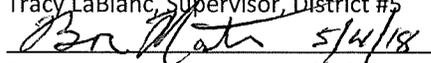
Dean Johansen, Chair,
Supervisor, District #3,

Larry Jepsen, Supervisor, District #10

Chris Nelson, Supervisor, District #4

Jay Luke, 1st Vice Chair,
Supervisor, District #11

Tracy LaBlanc, Supervisor, District #5


Brian Masters, Supervisor, District #6

Michael Prichard, Supervisor, District #7

Michael Larsen, Supervisor, District #12

Russell Arcand, Supervisor, District #13

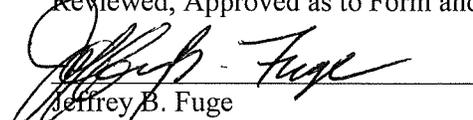
John Bonneprise, 2nd Vice Chair,
Supervisor, District #14

Joe DeMulling, Supervisor, District #15

Fiscal Impact Note: The above resolution will have no fiscal impact concerning the appropriations of the current budget.

Legal Impact Note: The resolution presents no other legal impact.

Reviewed, Approved as to Form and Execution:


Jeffrey B. Fuge
Interim County Administrator/ Corporation Counsel

At its regular business meeting on the 15th day of May, 2018, the Polk County Board of Supervisors acted upon Resolution No. 44-18: Resolution Concerning Compensation of Supervisors and Persons for Service on Boards, Committees and Commissions of Outside Organizations, as follows:

- Adopted by majority voice vote
- Adopted by simple majority of the board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Other: _____

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

Dean Johansen, County Board Chairperson

Sharon Jorgenson, County Clerk

Resolution No. 44-18
Resolution Concerning Compensation of Supervisors and Persons for Service on Boards,
Committees and Commissions of Outside Organizations
List of Outside Organizations

Polk County Economic Development Corporation
Each of the Public Inland Lakes Rehabilitation District Board of Commissioners
Polk County Tourism Council
Polk County Fair Society
Gandy Dancer Trail Commission
Polk County Housing Authority
WITC Board Nominating Committee
Northern Region Trail Advisory Council (NoRTAC)
Arnell Memorial Humane Society
Greater Wisconsin Agency on Aging Resources (GWAAR)
West Central Wisconsin Regional Planning Commission
WestCAP Representative
Indianhead Federated Library System
County Board Consortium
Momentum West