1. PRELIMINARY MATTERS

The public is strongly encouraged to access the public hearing remotely due to public health and safety concerns. To view or participate in the virtual meeting from a computer, iPad, or Android device please go to https://zoom.us/j/99413118485. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 994 1311 8485. If additional assistance is needed please contact the Zoning & Conservation Department at 715-634-8288 prior to the meeting. The Sawyer County Zoning Committee relative to the following proposals:

   a. Call to Order and Roll Call
   b. Pledge of Allegiance
   c. State of Committee and Hearing Procedure and Statement of Hearing Notice
      
      Statement of Committee Hearing and Procedure and Statement of Hearing Notice
   d. Approval of July 17, 2020 Minutes
      July 17, 2020
   e. Public Comment

2. REZONE APPLICATIONS

   a. None

3. CONDITIONAL USE APPLICATIONS

   a. A Public Hearing for CUP #20-010 in the Town of Bass Lake. Owner: Kenneth Gougar. Part of the NW ¼ of the SE ¼; S15, T40N, R09W; Parcel #002-940-15-4202; 20 Total Acres; Zoned Agricultural Two (A-2). Permit desired for the construction of an accessory building on vacant property subject to Section 4.26 (1) (a) of the Sawyer County Zoning Ordinance; The accessory building will be 28’ x 40’ in size. LUP will be applied for principle dwelling within 3 years for it to be
construct. Discussion/Action.

CUP #20-010, Kenneth Gougar

b. Discussion/Action for CUP #20-010 in the Town of Bass Lake. Owner: Kenneth Gougar. Part of the NW ¼ of the SE ¼; S15, T40N, R09W; Parcel #002-940-15-4202; 20 Total Acres; Zoned Agricultural Two (A-2). Permit desired for the construction of an accessory building on vacant property subject to Section 4.26 (1) (a) of the Sawyer County Zoning Ordinance; The accessory building will be 28’ x 40’ in size. LUP will be applied principle dwelling within 3 years for it to be constructed. Discussion/Action.

16 - 24

c. A Public Hearing for CUP #20-011 in the Town of Sand Lake. Owner: Brian Fjerstad. Highland Park Subdivision; W ½ Lot 15; S23, T39N, R09W; Parcel #026-126-00-1501; .436 Total Acres; Zoned Residential/Recreational One (RR-1). Permit desired for the construction of an accessory building across a public roadway subject to Section 4.26 (2) (b) in the Sawyer County Zoning Ordinance, The accessory building across Hummingbird Court, a public roadway, to be 58’ x 40’ in size. Discussion/Action.

CUP #20-011, Brian Fjerstad

d. Discussion/Action for CUP #20-011 in the Town of Sand Lake. Owner: Brian Fjerstad. Highland Park Subdivision; W ½ Lot 15; S23, T39N, R09W; Parcel #026-126-00-1501; .436 Total Acres; Zoned Residential/Recreational One (RR-1). Permit desired for the construction of an accessory building across a public roadway subject to Section 4.26 (2) (b) in the Sawyer County Zoning Ordinance, The accessory building across Hummingbird Court, a public roadway, to be 58’ x 40’ in size. Discussion/Action.

4. PROPOSED CHANGES TO THE SAWYER COUNTY ZONING COMMITTEE RULES AND BY-LAWS

25 - 67

a. A Public Hearing for the proposed changes to the Sawyer County Zoning Committee Rules and By-Laws.

- 7-23-2020 - REDLINE CZC Rules and By-Laws
- 7-28-2020 - CLEAN CZC Rules and By-Laws
- 8-13-2020 ZC Rules and By-Laws Resolution

b. Discussion/Action for the proposed changes to the Sawyer County Zoning Committee Rules and By-Laws.

5. NEW BUSINESS

68

a. Trailer Camps and Campgrounds. Discussion/Possible Action to send to Towns.

- 6.611 Additions to Camping Equipment

Bunkhouse Ordinance. Discussion/Possible Action to send to Towns.
b. **13.1 Draft Bunkhouse Ordinance Revision**

c. Multiple Conditional Use provisions under one (1) application. Discussion only.

d. Rentals of Multiple Non-conforming existing habitable dwellings. Discussion Only.

e. Any other business that may come before the Committee for discussion.

### 6. ADJOURNMENT

A Quorum of the County Board of Supervisors or any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee’s function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

See our website at sawyercountygov.org or contact the Zoning and Conservation Department for more information.
This Sawyer County Zoning Committee ("Zoning Committee") meeting is being held this day and will be called to order at approximately 8:30 a.m. in the Sawyer County Courthouse, 10610 Main Street, Hayward, Wisconsin.

This Statement of Committee Hearing and Procedure and Statement of Hearing Notice is for the public’s reference and supplements on the statements on the record under Agenda Item No. 1, "Preliminary Matters." This Statement of Committee Hearing and Procedure and Statement of Hearing Notice is incorporated into the record of today’s Zoning Committee meeting.

Nothing in this Statement of Committee Hearing and Procedure and Statement of Hearing Notice modifies or otherwise limits the provisions set forth in the Wisconsin Statutes and other applicable law.

Any persons requiring assistance with this may contact the Sawyer County Zoning Administrator or request assistance at the Zoning Committee meeting during public comments.

**Statement of Committee Hearing and Procedure**

**Individual Public Hearing:** Generally, each application requiring a public hearing shall have an individual public hearing conducted just prior to the Agenda item in which the Zoning Committee may take action.

**Public Hearing Process:** Each public hearing conducted at this Zoning Committee meeting will follow this order: (1) presentation of a summary of the petition set forth in the application or request; (2) submission of a file to the Zoning Committee; and (3) the applicant’s statements (or the applicant’s representative’s statements) and presentation of evidence; (4) public testimony by persons desiring to give pertinent testimony (a "Speaker") in support of the application; (5) public testimony by Speakers in objection to the application; and (6) any rebuttal as permitted by the Zoning Committee Chair. Once the Zoning Committee has the pertinent information, the public hearing will be closed and thereafter the Zoning Committee may deliberate, discuss, pose questions to the Sawyer County staff, legal counsel or the applicant, and take action on the application within the Zoning Committee’s discretion.

**Hearing Appearance Slip:** For all hearings to be conducted at today’s Zoning Committee meeting, any Speaker desiring to give pertinent testimony will be afforded the opportunity to do so. A Speaker must complete a Hearing Appearance Slip, which is provided at this meeting next to the meeting Agenda. After completion, the Speaker shall deliver the Hearing Appearance Slip to the Zoning Committee Chair prior to the commencement of the Zoning Committee meeting.

**Process and Guidelines for Testimony by Speakers:** Prior to speaking, the Speaker must be recognized by the Zoning Committee Chair in order to speak. Once recognized by the Zoning Committee Chair, the Speaker must state their full name and address before giving testimony. The Speaker should also state whether the Speaker represents a client, group, or other association, whether the Speaker is in favor or opposes the proposal on which the testimony is being given, and other pertinent information. Speakers should confine their testimony to the facts and matters presented. Speakers should avoid repetitive testimony, and Speakers are encouraged to state that they agree or disagree with other comments to avoid repetitive testimony. A Speaker’s testimony will be limited to three (3) minutes, unless additional time is provided for by the Zoning Committee Chair. Orderly procedures require that each Speaker proceeds without interruption by others. All testimony will be addressed to the Zoning Committee and there will be no questions or arguments between individuals. The Zoning Committee is under no obligation to answer questions posed by the Speaker during the public hearing.
Applications for Rezoning: On applications for a change in zoning designation of property, the decision of the Zoning Committee is a recommendation to the Sawyer County Board of Supervisors for final determination and action. This provision does not modify or otherwise limit the provisions set forth in Wis. Stat. § 59.69 or any other applicable law.

Appeal of Certain Decisions: Any person aggrieved by a decision regarding a conditional use or any other decision in which the County Zoning Committee is the decision making body, a person may commence an action with the Sawyer County Board of Appeals to review the Zoning Committee’s decision in whole or in part, within 30 days of the date following the committee’s decision letter. This provision does not modify or otherwise limit the provisions set forth in Wis. Stat. § 59.694.

Statement of Hearing Notice

Each public hearing conducted at this Zoning Committee meeting has been published as a Class 2 notice in accordance with Wisconsin Statutes Ch. 985 in the Sawyer County Record and the Sawyer County Gazette, and publically posted within the Sawyer County Courthouse.

Questions

Please contact the Sawyer County Zoning Administrator should you have any questions regarding this Statement of Committee Hearing and Procedure and Statement of Hearing.
MINUTES OF PUBLIC HEARING
Sawyer County Zoning Committee
July 19, 2019

Zoning Committee Members
Ron Buckholtz, Chairman
Bruce Paulsen, Vice Chairman
Troy Morgan
Dawn Petit
Jesse Boettcher
Tweed Shuman

Zoning & Conservation Administration
Jay Kozlowski, Zoning Administrator
Kathy Marks, Deputy Zoning & Conservation Administrator

PRELIMINARY MATTERS
1) Call to Order and Roll Call
Buckholtz called the Public Hearing before the Sawyer County Zoning Committee to order at 8:30 AM in the Sawyer County Courthouse, 10610 Main St., Hayward, Wisconsin. Roll call finding present: Ron Buckholtz, Bruce Paulsen, Dawn Petit, Jesse Boettcher. From the Zoning Office: Kozlowski and Marks. Legal Counsel Rebecca Roeker.
2) Pledge of Allegiance.
3) Statement of Committee and Hearing Procedure and Statement of Hearing Notice.
4) The Public Hearing Notice was published as a Class 2 Notice in accordance with Chapter 985 of the Wisconsin Statutes in the Sawyer County Record and Sawyer County Gazette
5) Approval of June 19, 2020 minutes. Motion to approve by Paulsen, second by Boettcher. All in favor. Motion carried.
6) Public Comment.
Linda Zillmer, Edgewater property owner spoke of the proposed changes to the Ordinance, (Tweed Shuman attends meeting at this time), Trailers and Campgrounds, Bunkhouse and the need to postpone the changes for the updates.

REZONE APPLICATION
None

CONDITIONAL USE APPLICATIONS
None

NEW BUSINESS
1) Proposed Ordinance Amendment to Sawyer County Zoning Ordinance Section 6.611 (5) Trailer Camps & Campgrounds amendment to (open detached structure size and width).
Kozlowski explains the changes that a citizen requested to change the size of decks, patios and additions to trailers and/or campers, and the setbacks needed to comply. Discussion with Committee, Roeker and Kozlowski regarding having enough staff, administration codes and ATCP 79 for campgrounds. Legal review and then for Town approval. Motion by Paulsen to have legal counsel review and put on August 2020 agenda. Second by Shuman. All in favor. Motion carried. Motion by Paulsen to have Zoning staff look into fees, second by Buckholtz. All in favor Motion carried. Discussion continues regarding Removals, after-the-fact builds,
citations and double fees. Funding for a limited term employee to inspect all campgrounds. Kozlowski and staff will look into what other counties are doing.

2) Bunkhouse Ordinance. Kozlowski explains that the Ordinance has had legal review and there a few more things that need to be taken care of. Gives options for signage that will be required. Discussion continues. Paulsen suggests non-compliance fees and that they should be considered. County Uniform Dwelling Inspections by Zoning and that more staff would be needed. Boettcher suggests that the sign be the same size as a fire sign. Kozlowski would like legal review of the changes. Roeker will look into a Bunkhouse agreement form and review the changes. Motion by Paulsen to have legal review and add to next month agenda. Second by Boettcher. All in favor. Motion carried.

3) Sawyer County By-Laws. Discussion by Committee and Roeker, they go over changes to the By-Laws. Roeker will have the final changes made so that the Committee can have final decision at the August 21, 2020 meeting, then it can be put on the County Board agenda in September 2020 for final approval.

4) Any other business that may become before the committee for discussion only. None

**ADJOURNMENT**
Adjournment by Buckholtz at 10:25am

Minutes prepared by Kathy Marks, Deputy Zoning & Conservation Administrator
Conditional Use Permit Request
STAFF REPORT
Prepared By: Jay Kozlowski, Sawyer County Zoning & Conservation Administrator

File: # CUP 20-010

Applicant:
Kenneth Gougar
16192 Henks Road
Hayward, WI 54843

Property Location & Legal Description:
Town of Bass Lake
Part NWSE, S15 T40N R09W, #002-940-15-4202
20 Total Acres; Agricultural Two (A-2)

Request: The request is for a 28’ x 40’ garage accessory building subject to Section 4.26(1) of the Sawyer County Zoning Ordinance:

1)....The construction of accessory buildings on vacant property may only be allowed by Conditional Use with Town and Zoning Committee Approval. Granting of a Conditional Use will require within 3 years for a principal dwelling Land Use Permit to be applied for and the principal dwelling to be built within the permit time frame on the same parcel. Failure to build principal dwelling will result in citation and order for removal of accessory structure.

Project History & Summary of Request
As per the applicants statement the Conditional Use Permit is being requested to gain permission to place a garage before building the principal residential structure. This garage will be used for secured dry storage of tools, materials, and equipment needed while building the home. All structures are to meet all other setbacks and Zoning requirements. The Town of Bass Lake has approved the Conditional Use request and has also given Town approval for building of residential structure(s) within the Agricultural Two zone district.

Additional information for Conditional Use Permits:
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.

If an applicant agrees to meets all of the requirements and conditions specified in the county ordinance or those imposed by the county zoning board, the county shall grant the
conditional use permit. Any condition imposed must be related to the purpose of the ordinance and be based on substantial evidence. The conditions must be reasonable and, to the extent practicable, measurable. The applicant must demonstrate that the application and all requirements and conditions established by the county relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The county's decision to approve or deny the permit must be supported by substantial evidence.

Possible Conditions for Approval: (choose from list below) (add or delete from list below)

1. Land Use Permit is applied for accessory structure(s) within 1 year from the date of Zoning Committee decision.
2. Land Use Permit is applied for principal structure within 3 years from date of Zoning Committee decision. Failure to apply will result in citation with potential order for removal of accessory building.
3. Proposed accessory structure must meet all other Sawyer County Zoning & Conservation requirements and compliant with all other State & Federal Laws
4. Size of proposed (garage) not to exceed 28’ x 40’.

Findings of Fact for Approval: (choose from list below)

1. It would not be damaging to the rights of others or property values.
2. It would not be detrimental to ecology, wild life, wetlands or shorelands.
3. It would not create an air quality, water supply, or pollution problem.
4. It would not create topographical problems such as run off, drainage, erosion, flooding, or vegetative cover removal.
5. It would not create traffic or highway access problems.
6. It would not destroy prime agricultural lands.
7. It would be compatible with the surrounding uses and the area.
8. It would not create an objectionable view.

Findings of Fact for Denial: (choose from list below)

9. It would be damaging to the rights of others and property values.
10. It would be detrimental to ecology, wild life, wetlands or shorelands.
11. It would create an air quality, water supply, or pollution problem.
12. It would create topographical problems such as run off, drainage, erosion, flooding, or vegetative cover removal.
13. It would create traffic or highway access problems.
15. It would not be compatible with the surrounding uses and the area.
16. It would create an objectionable view.
Conditional Use Application # 20-010

Town of BASS LAKE

Sawyer County

Return Original
To: Sawyer County Zoning & Conservation
10610 Main Street, Suite #49
Hayward, WI 54843

Owner: KENNETH M. COUGAR
Address: 16192 W HENKS RD.
Phone: 715-634-2000 Email: KEN COUGAR@YAHOO.COM
Acreage: 20

Property Description: PART OF THE NW 1/4 OF THE SE 1/4; S 15, T 40N, R 89W

Permit desired for: CONSTRUCTION OF ACCESSORY BUILDING ON VACANT PROPERTY
45' x 40' (1). LUP WILL BE APPLIED FOR DWELLING WITHIN 3 YRS.
SIZE OF ACCESSORY BUILDING 06' X 40'.

*Please Print & Sign (Property Owner)

The above hereby make application for a conditional use. The above certify that the listed information and intentions are true and correct. The above person(s) hereby give permission for access to the property for onsite inspections by Sawyer County Zoning staff.

Name, Address, Phone & Email of agent:

Fee $350.00
Date of Public Hearing AUGUST 21, 2020
Rev. 1/2020
## Real Estate Sawyer County Property Listing

### Today's Date: 6/9/2020

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### Tax Districts

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<td>Hayward Community School District</td>
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<tr>
<td>001700</td>
<td>Technical College</td>
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### Recorded Documents

- **WARRANTY DEED**
  - Date Recorded: 1/18/2016
  - ESN: 399532

- **EASEMENT AGREEMENT**
  - Date Recorded: 1/18/2016
  - ESN: 399530

- **WARRANTY DEED**
  - Date Recorded: 291644 WD748/124

### Ownership

- **Ownership**
  - Updated: 5/6/2016
  - Name: KENNETH M GOUGAR
  - Address: 16192W HENKS RD
  - City: HAYWARD WI

### Billing Address

- **Billing Address**: KENNETH M GOUGAR
  - Address: 16192W HENKS RD
  - City: HAYWARD WI 54843

### Site Address

- **Site Address**: 8627N HIGLINE RD
- City: HAYWARD 54843

### Tax Districts

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<td>001700</td>
<td>Technical College</td>
<td>30,000</td>
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### Property Assessment

- **2-Year Comparison**
  - **Land**: 30,000 30,000 0.0%
  - **Improved**: 0 0 0.0%
  - **Total**: 30,000 30,000 0.0%

### Property History

- **Property History**: N/A
**SCALE = 1:50**

**NW 1/4, SE 1/4**
SBC 15, T40N, R9W
TOWN OF BASS LAKE
SAWPPE COUNTY
P.O. 002-940-154202

**ELEVATIONS**

| BM | 100.00 ft |
| B1 | 99.28 ft  |
| B2 | 98.00 ft  |
| B3 | 98.50 ft  |

BM = NAIL W/ RIBBON IN 16" OAK

Proposed Building Site

Proposed garage 5.1K

Approx Driveway
Conditional Use Permit Request
STAFF REPORT
Prepared By: Jay Kozlowski, Sawyer County Zoning & Conservation Administrator

File: # CUP 20-011
Applicant:
Brian & Eva Fjerstad
2319 Tee Time Road SE
Rochester, MN 55904

Property Location & Legal Description:
Town of Sand Lake
Highland Park Subd, W1/2 Lot 15
S23 T39N R09W, #026-126-00-1501
0.436 Acres Zoned RR-1

Request: The request is for a 40’ x 58’ accessory building across a Public Roadway subject to Section 4.26(2) of the Sawyer County Zoning Ordinance.

Project History & Summary of Request
The applicant is requesting to build a 40’ x 58’ pole shed on the vacant parcel across the Public Roadway known as Hummingbird Court per Section 4.26(2) of the Sawyer County Zoning Ordinance. Sawyer County Zoning determines that the proposed accessory structure cannot be constructed on that part of the lot containing the principal structure due to the inability to meet setbacks. The property containing the principal structure located at 15248W Hummingbird Court is 0.68 acres and has a very small amount of buildable area less than the requested amount. This small area would include having to relocate the existing sewer system that was installed in 2015 (see attached maps). The proposed location would also limit the amount of impervious surface impacts to Whitefish Lake as the proposed structure would be located over 350’ from the water. All other setbacks are to be met.

Additional information for Conditional Use Permits:
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.

If an applicant agrees to meets all of the requirements and conditions specified in the county ordinance or those imposed by the county zoning board, the county shall grant the conditional use permit. Any condition imposed must be related to the purpose of the ordinance.
and be based on substantial evidence. The conditions must be reasonable and, to the extent practicable, measurable. The applicant must demonstrate that the application and all requirements and conditions established by the county relating to the conditional use are or shall be satisfied, both of which must be supported by substantial evidence. The county's decision to approve or deny the permit must be supported by substantial evidence.

Possible Conditions for Approval: (choose from list below) (add or delete from list below)
1 Fire number must be obtained for new parcel before Land Use Permit is issued for pole shed.
2 No habitable area is allowed in this structure at this time.
3 No commercial use or operation in structure.
4 Parcel would need to be combined with lot containing principal dwelling with restrictive covenants and not sold separately unless new principal dwelling was built on parcel - 1300.
5 Size of proposed pole building not to exceed 40' x 58'

Findings of Fact for Approval: (choose from list below)
1 It would not be damaging to the rights of others or property values.
2 It would not be detrimental to ecology, wild life, wetlands or shorelands.
3 It would not create an air quality, water supply, or pollution problem.
4 It would not create topographical problems such as run off, drainage, erosion, flooding, or vegetative cover removal.
5 It would not create traffic or highway access problems.
6 It would not destroy prime agricultural lands.
7 It would be compatible with the surrounding uses and the area.
8 It would not create an objectionable view.

Findings of Fact for Denial: (choose from list below)
9 It would be damaging to the rights of others and property values.
10 It would be detrimental to ecology, wild life, wetlands or shorelands.
11 It would create an air quality, water supply, or pollution problem.
12 It would create topographical problems such as run off, drainage, erosion, flooding, or vegetative cover removal.
13 It would create traffic or highway access problems.
14 It would destroy prime agricultural lands.
15 It would not be compatible with the surrounding uses and the area.
16 It would create an objectionable view.
Conditional Use Application # 20-011

Town of Sand Lake
Sawyer County

Return Original

To: Sawyer County Zoning & Conservation
10610 Main Street, Suite #49
Hayward, WI 54843

Phone: 715-634-8288
Email: Kathy.marks@sawyercountygov.org

Owner: Brian Fjerstad
Address: 3319 Tee Time Rd SE Rochester MN, 55904
Phone: 507 884-6632 Email: bsfjerstad@charter.net

Legacy PIN# 026-01-00-1561 Zoned: RR-1
Acreage: 4.36

Property Description: 15248 W Hummingbird Ln, Stowell, WI 54876
HIGHLAND PARK SUB, W1A LOT 15, S2T, T3N, R09W

Permit desired for: 4.26(2)(b) Construction of a 58' x 40'
Accessory Building Access Hummingbird Ct from existing
principle structure at 15248 W Hummingbird Ct

Please Print & Sign (Property Owner)

Brian Fjerstad

The above hereby make application for a conditional use. The above certify that the listed information and intentions are true and correct. The above person(s) hereby give permission for access to the property for onsite inspections by Sawyer County Zoning staff.

Name, Address, Phone & Email of agent:
Stephen Trude 15401 W Allendale Rd
Stow Lake, WI 54876 stephen.trude@hemail.com
Cell: 715-699-4600 Home: 715-865-4600

Fee: $350.00 Date of Public Hearing: August 24, 2020
Rev. 1/2020
Real Estate Sawyer County Property Listing

Today's Date: 6/24/2020

Property Status: Current
Created On: 2/6/2007 7:55:45 AM

Ownership
Updated: 6/9/2017

BRIAN S & EVA M FJERSTAD
ROCHESTER MN

Billing Address:
BRIAN S & EVA M FJERSTAD
2319 TEE TIME RD SE
ROCHESTER MN 55904

Mailing Address:
BRIAN S & EVA M FJERSTAD
2319 TEE TIME RD SE
ROCHESTER MN 55904

Site Address
N/A

Property History
N/A

Tax ID: 26795
Legacy PIN: 026126001501
Map ID: -6.15.1
Municipality: (026) TOWN OF SAND LAKE
STR: 523 T39N R09W
Description: HIGHLAND PARK SUBD W1/2 LOT 15
Recorded Acres: 0.436
Calculated Acres: 0.441
Lottery Claims: 0
First Dollar: No
Zoning: (RR1) Residential/Recreational One
ESN: 423

Tax Districts
Updated: 2/6/2007
1 State of Wisconsin
57 Sawyer County
026 Town of Sand Lake
572478 Hayward Community School District
001700 Technical College

Recorded Documents
Updated: 6/14/2017

WARRANTY DEED
Date Recorded: 7/2/2012 379399

NOTE
Date Recorded: 

Property Assessment
Updated: 2/6/2007

Code Acers Land Imp.
G1-RESIDENTIAL 0.436 2,200 0

2-Year Comparison 2019 2020 Change
Land: 2,200 2,200 0.0%
Improved: 0 0 0.0%
Total: 2,200 2,200 0.0%

2020 Assessment Detail

Code Acers Land Imp.
G1-RESIDENTIAL 0.436 2,200 0
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.
RULES AND BYLAWS OF THE
SAWYER COUNTY ZONING COMMITTEE

Amended: June 17, 2004; September 16, 2005; August 17, 2007; October 17, 2008; March 19, 2009; November 20, 2009; June 20, 2013; and _______, 2020.

SECTION 1.0 DEFINITIONS

(1) “Aggrieved person” means any person whose substantial interests are adversely affected by a determination.

(2) “Applicant” means any person, company, business entity or governmental body requesting permission from the County, which such action falls within the County Zoning Committee’s jurisdiction and requires the zoning Committee’s approval to do or take such action that requires County approval.

(3) “Application” means any application, petition, or other written request made to the County by an individual, company, business entity or governmental body for permission to do or take such action that requires County approval and falls within the Zoning Committee’s jurisdiction.

(4) “Bylaws” mean these Rules and Bylaws of the Sawyer County Zoning Committee.

(5) “Chairperson” means the Sawyer County Zoning Committee Chairperson.

(6) “County” means Sawyer County.

(7) “County Board” means the Sawyer County Board of Supervisors.

(8) “County Comprehensive Plan” means the County’s development plan as set forth in Wis. Stat. § 59.69 (3) and Wis. Stat. § 66.1001(1)(a)1.

(9) “Findings of Fact” means a statement of the Zoning Committee’s rationale behind the decision and facts that support the decision.

(10) “Moot Question” means a hypothetical question or a question relating to a controversy that does not exist.

(11) “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.

(12) “Zoning Administrator” means the Sawyer County Zoning and Conservation Department Administrator.
“Zoning Committee” means the Sawyer County Zoning Committee, which is also the designated zoning agency pursuant to Wis. Stat. § 59.69(2)(a).

SECTION 2.0 STATUTORY AUTHORITY; BYLAWS

2.1 Statutory Authority. The Sawyer County Zoning Committee is hereby designated as the zoning agency pursuant to Wis. Stat. § 59.69(2)(a). The Zoning Committee shall be responsible for performing all duties and maintaining all the rights and obligations set forth in Wis. Stat. § 59.69 or as otherwise delegated to a zoning agency.

2.2 Adoption of Bylaws and Amendment of Bylaws.

(1) These Bylaws may be changed or amended from time to time by a majority vote of the Zoning Committee at any regular or special meeting.

(2) These Bylaws are hereby adopted pursuant to the statutory authority set forth in Wis. Stat. § 59.69(2)(c).

2.3 Interpretation of Bylaws.

(1) These Bylaws are supplementary to the provisions of the County Zoning Ordinance as they relate to the procedures of the Zoning Committee. In the event of a conflict between these Bylaws and the County Zoning Ordinance, the terms of the County Zoning Ordinance shall control.

(2) These Bylaws are subject to and preempted by the Wisconsin Statutes, and any other applicable law or regulation. In the event of any conflict between these Bylaws and the Wisconsin Statutes or other applicable law or regulation, the Wisconsin Statutes, applicable law or regulation shall apply.

SECTION 3.0 JURISDICTION, POWER AND AUTHORITY OF THE ZONING COMMITTEE

3.1 Committee of Jurisdiction.

(1) In addition to the obligations set forth in Wis. Stat. § 59.69(2), the Zoning Committee shall be the Committee of Jurisdiction for the following:

(a) The County Zoning and Conservation Department, to the extent that the jurisdiction is not within the County Land, Water and Forest Resources Committee.

(b) The County Board of Appeals, as set forth in Wis. Stat. § 59.694.

(c) In addition to the obligations set forth in Wis. Stat. § 59.69(2), the Zoning Committee shall be the Committee of Jurisdiction for the following actions, and as further detailed in Section _____.
Hear and make recommendations to the County Board for Applications for zone district changes.

Hear and decide Applications for conditional use and special use.

Hear and make recommendations to the County Board for amendments to the County Zoning Ordinance.

Review and take action on Applications for conditional use permits and special use permits.

Conduct public hearings when necessary as required by the Statutes, the County Zoning Ordinance, or other applicable law.

The powers of the Zoning Committee include the following:

Draft Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances, and prepare any proposed amendments to Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances.

Make recommendations to the County Board for its action on proposed Zoning Ordinances, Subdivision Ordinances or Sanitation Ordinances, and any amendments thereto.

Hear and review proposed individual Zoning District amendments and make recommendations to the County Board on such proposed amendments.

Conduct public hearings that are required pursuant to the Wisconsin Statutes or the County Zoning Ordinance for matters within the powers of the Zoning Committee’s jurisdiction.

Prepare amendments to the County’s Development Plan, as defined by Wis. Stat. § 59.69(3) or as designated by Wis. Stat. § 66.1001, and make recommendations to the County Board for adoption of such amendments.

Hear, review and decide land divisions pursuant to Wis. Stat. Ch. 236, Wis. Admin. Code Ch. NR 115, and the Subdivision Control Ordinance.

Hear, review and decide Applications for conditional uses that are authorized and listed within the County Zoning Ordinance.

Oversee the administering of the County Zoning Ordinances.

Hear Wisconsin Fund Appeals.
(j) Waive specific provisions of the Bylaws in a specific matter and upon request, set forth in herein upon due consideration of a matter’s specific facts and circumstances.

(3) At all times, the Zoning Committee shall act pursuant to the Wisconsin Statutes, the County Zoning Ordinances and any other applicable law or regulation that takes legal precedence over these Bylaws and applies to the work of the Zoning Committee.

3.2 **Membership of Zoning Committee.**

1. The Zoning Committee shall consist of five (5) members and one (1) alternate member from the County Board of Supervisors.

2. Zoning Committee members shall reside in the unincorporated areas of the County.

3. Each Zoning Committee member shall be an elected representative of a District that is either in part or in its entirety, subject to the jurisdiction of the County and the County Zoning Ordinances. A Zoning Committee member may not be the elected Board representative of District 6 or District 7.

3.3 **Limitations.** Nothing herein shall be construed to give or grant to the Zoning Committee any of the following:

1. The power or authority to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official.

2. The power to grant or otherwise authorize any such variance from the terms and conditions of the County Zoning Ordinance.

3. Any other power that is within the jurisdiction of the County Board of Appeals pursuant to Wis. Stat. § 59.694.

**SECTION 4.0 OFFICERS AND DUTIES**

4.1 **Zoning Committee Chairperson.**

1. Appointment; Election. The Zoning Committee shall elect the Zoning Committee Chairperson at the first _______ Zoning Committee meeting following the organizational meeting of the County Board of ________.

2. Duties. The Chairperson shall:

   a. Preside over and direct the conduct of all Zoning Committee meetings and hearings of the Zoning Committee. In the event of a hearing conducted
before the Zoning Committee, the Chairperson may administer oaths and compel the attendance of witnesses.

(b) Report on all official transactions that have not otherwise come to the attention of the Zoning Committee.

(c) Subject to these Bylaws and further instructions from the Zoning Committee:

(i) Direct the official business of the Zoning Committee.

(ii) Supervise the work of the Zoning Committee.

(iii) Request necessary help when required, coordinate the Zoning Committee’s needs to the appropriate Staff, and assist the Zoning Administrator with preparation of Zoning Committee meeting agendas.

(iv) Decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance on motion duly made and approved.
4.2 **Zoning Committee Vice-Chairperson.**

(1) Election: The Zoning Committee shall elect a Vice-chairperson.

(2) Duties: The Vice-chairperson shall perform all the duties of the Chairperson in the event the Chairperson is not able to perform those duties.

4.3 **Zoning Committee Secretary.**

(1) Election: The Zoning Administrator Committee shall elect a Secretary.

(2) Duties: The Secretary, or the Secretary’s designee, shall perform the following duties:

(a) Record and maintain permanent minutes of the Zoning Committee’s proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating the absence and reason for failure to vote.

(b) Keep records of its official actions.

(c) Summarize accurately the testimony of those appearing before the Zoning Committee and keep an audio recording of all hearings.

(d) Record the names and addresses (if provided) of all persons appearing before the Zoning Committee in person, or by attorney.

(e) Subject to the Zoning Committee and Chairperson’s discretion, conduct the correspondence of the Zoning Committee and have published in a local newspaper public notices of meetings or hearings as required by law.

(f) File the Zoning Committee minutes and records in the office of the Zoning Department.

(g) Act as the record custodian of all minutes, records and other materials deemed public records pursuant to a record retention policy adopted by the County or applicable state laws.

(h) County staff, including, but not limited to, the Zoning Department staff and the County Clerk, shall assist the Secretary of the Zoning Committee in performing these duties.

**SECTION 5.0 ZONING COMMITTEE MEETINGS**

5.1 **Time and Place of Meetings.**

(a) Zoning Committee meetings and hearings shall be held on the third Friday of each month, unless otherwise determined by the Zoning Committee
Chairperson. The Zoning Committee shall approve a calendar of meeting dates on an annual basis.

(b) Zoning Committee meetings and hearings may otherwise be held, or may be cancelled, upon the determination of the Zoning Committee Chairperson, provided that all Zoning Committee members are notified by the Secretary at least 48 hours prior to such meeting or hearing, or within at least 48 hours prior to the cancelled meeting or hearing.

5.2 **Open Meetings.** All Zoning Committee meetings and hearings shall be open to the public and in conducted in accordance with applicable Wisconsin law.

5.3 **Closed Session Meeting.** The Zoning Committee may call a closed session in accordance with Wis. Stat. § 19.85 upon the request of the Zoning Committee Chairperson and after a motion to go into closed session that is approved by majority vote.

5.4 **Meeting Notices and Publication.** The Zoning Committee Secretary, or the Zoning Committee Secretary’s designee, shall comply with all applicable laws and regulations regarding publication and notices for Zoning Committee meetings and any hearing held before the Zoning Committee.

5.5 **Quorum.** A quorum must be present to conduct the business of the Zoning Committee. A quorum shall consist of a majority of all members of the Zoning Committee. No action may be taken except by a majority vote of such quorum.

5.6 **Order of Business.**

(1) The Zoning Administrator, with the input of the Chairperson, shall prepare an agenda for each Zoning Committee meeting, listing the matters of business at all meetings in the following order:

(a) Call to order and roll call.

(b) Pledge of Allegiance.

(c) Statement, or summary of statement, by the presiding officer concerning notice in accordance with the Wisconsin Open Meeting Law.

(d) Statement, or summary of statement, by the Chairperson concerning public hearing procedures.

(e) Public comment for items appearing on that meeting’s agenda.

(f) Application requests and any accompanying public hearings required for each Application request in the following order:
(i) Rezoning Applications.

(ii) Conditional use permit Applications and Special Use Applications.

(iii) Ordinance amendments.

(g) Unfinished business.

(h) Other new business that may come before the Zoning Committee.

(i) Communications and miscellaneous.

(j) Adjournment.

(2) The order of business at any Zoning Committee meeting may be amended by consent of a majority of Zoning Committee members present at the given Zoning Committee meeting.

5.7 Robert’s Rules of Order. Unless provided elsewhere in these Bylaws, Robert’s Rules of Order shall govern the actions of the Zoning Committee and conduct of the meetings if not covered by these Rules.

SECTION 6.0 APPLICATIONS AND PROCEDURES

6.1 Content of Applications.

(1) Application Form. The Zoning Administrator shall determine a standard form of each Application. The Zoning Committee may direct, and the Zoning Administrator shall comply with, any elements or contents of an Application or the required information to be supplied in an Application.

(2) Required Information.

(a) An Applicant shall provide all the required information set forth on a form Application and any additional information requested by the Zoning Administrator or the Zoning Committee at the time an Application is filed.

(b) An Applicant shall provide any additional information required by the Wisconsin Statutes, the Wisconsin Administrative Code, the County Zoning Ordinance, or any other applicable law, regulation or ordinance.

(c) Failure of the Applicant to supply the required information within 30 days of filing an Application may be considered by the Zoning Committee as a failure to comply with the Application procedure and the case may be dismissed for failure of timely filing.
(d) Any communication except on prescribed forms shall be deemed a mere notice of intention to file and shall not be deemed a filing to comply with the requirements of timely filing.

(3) Fees.

(a) The Applicant shall pay such fees as may be from time to time established upon recommendation by the Zoning Committee and adopted by the County Board. Application fees may consist of Application review fees, publication fees, and notification fees.

(b) All Application fees shall be paid in full at the time of filing the Application.

(c) The Zoning Administrator shall not take any action on an Application, including but not limited to review or publication, prior to receipt of the required Application fees.

(d) Application fees shall be deposited with the Zoning Administrator for each Application filed before a public hearing will be scheduled.

6.2 Reasons to be Stated. The reason for the Application must be stated and the reasons why the request should be granted must also be stated by the Applicant:

(1) If a change in zone district is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify the granting of the change in zone district. Zone district changes must be accompanied by a map per Wis. Stat. § 59.69(5)(e).

(2) If a conditional use is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify granting the conditional use permit or special use permit.

6.3 Who May File.

(1) Applications to the Zoning Committee shall be filed with the Zoning Administrator by an Applicant or the Applicant’s agent or representative. If an Applicant is not the fee simple owner of the property that is the subject of the Application, the fee simple property owner must sign the Application.

(2) Petitions for zoning map amendments may be filed by a property owner, a County Board member, a member of the Zoning Committee, or by a Town Board.

6.4 Copies to be Sent. The Zoning Administrator shall transmit copies of the Application as follows:
(1) The original Application shall remain in the Zoning Administrator’s file and held as a public record.

(2) One (1) copy to the Zoning Administrator for publication and notice compliance.

(3) One (1) copy to each Zoning Committee member.

(4) One (1) copy to the Applicant.

(5) One (1) copy to the Clerk of the Town Board, City Council, or Village Council, as may be applicable.

(6) In the case of Applications or petitions affecting property within the Wetland/Shoreland Zoning District, one (1) copy of the Application shall also be sent to the Department of Natural Resources.

(7) Any other copies of an Application shall be sent in order to comply with any applicable law.

6.5 Dismissal of Application and Request. The Zoning Committee may refuse to hear or take action on an Application upon the failure of the Applicant to pay the Application fees, supply the required information called for on the Application, or as further reasonably required by the Zoning Administrator.

6.6 Time for Hearing and Meeting. Each Application shall be considered by the Zoning Committee at its next meeting after date of the filing the Application and all required notices have been published.

6.7 Notice of Hearing and Meeting.

(1) The Secretary of the Zoning Committee, or the Secretary’s designee, shall give, or cause to be given, notice of each public hearing and meeting as required by law and these Bylaws. This shall include at least the following:

(a) Publication of a Class 2 pursuant to Wis. Stat. Ch. 985 hearing notice in a newspaper of general circulation, and pursuant to the terms of Wis. Stat. § 59.69(2)(e).

(b) Mailing a notice of the hearing to the Applicant and, where required, to the area office of the Department of Natural Resources at least 10 days before the hearing.

(c) Mailing a notice of the hearing to property owners of all lands, within the County, within 300 feet of the perimeter of the property subject to the Application. This notice shall include the following:
(i) A form opinion letter that includes the information required for a hearing notice and provide the recipient the opportunity to indicate whether he/they are in favor or opposed to the application and provide an area for additional comments.

(ii) A statement that comments from surrounding property owners may be considered by the Zoning Committee in granting or denying the request set forth in the Application.

(iii) A statement that the property owner is encouraged to submit comments in writing or attend the hearing so the property owner’s opinions may be heard.

(iv) A statement encouraging the property owner to provide information to substantiate the information set forth in the opinion letter, such as:
   a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.
   b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.
   c. Professional test results or reports such as traffic studies, environmental reports or soil testing.

(v) A statement that the property owner’s signature(s) are required on the form opinion letter in order that the comments receive consideration by the Zoning Committee.

(vi) The failure of each opinion letter to reach any property owner shall not invalidate any decision made on a change in zone district or conditional use.

(d) Mailing or emailing a notice of the hearing to the Town Clerk and Town Chairman of the Town Board of the Town in which the property subject to the Application is located, including the provisions set forth below. If notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail.
(i) Notice that the Application shall be returned to the Zoning Administrator indicating whether the Town Board approved, denied or postponed decision on the Application.

(ii) The Town shall provide verification of its decision a form for Findings of Fact.

(iii) The decision shall be signed by the Town Board members and attested by the Town Clerk.

(iv) The decision of the Town may be considered by, but shall not be binding upon, the Zoning Committee in granting or denying the request set forth in the Application, unless otherwise required by law.

(e) Mailing or emailing a notice of the hearing to the City Clerk or Village Clerk and City Mayor or Village President when the property affected lies within 1-1/2 air miles of the closest city or village limits, no less than one week before the date of the hearing. If notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail. This notice shall also include the following:

(i) Request that the Application shall be returned to the Zoning Administrator indicating whether the City Council or Village Board approved, denied or postponed decision on the Application.

(ii) A form Findings of Fact.

(iii) The decision shall be signed by the City Council members or the City Council’s designated representative, or Village Board members or the Village Board’s designated representative, and attested by the City Clerk or Village Clerk.

(iv) The decision of the City or Village may be considered by, but is not binding upon, the Zoning Committee in granting or denying the request set forth in the Application.

SECTION 7.0 PROCEEDINGS OF PUBLIC HEARINGS AND MEETINGS

7.1 Appearances, Adjournments. At the time of the public hearing and meeting, the Applicant may appear on the Applicant’s own behalf or be represented by a representative or agent. A motion passed to postpone, recess or adjourn until a date certain that is made...
at a noticed meeting date, to a future time and place certain, is adequate notice to the Zoning Committee members, the Applicant and the public of a new meeting date.

7.2 **Witnesses.** The 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 Zoning Committee. Testimony may be taken under oath administered by the Chairperson.

7.3 **Order of Public Hearings.**

(1) A public hearing conducted at the same Zoning Committee meeting at the discussion or decision on that Application shall occur immediately prior to that decision or discussion on the agenda.

(2) Public hearings shall proceed as follows:

(a) Reading of the Application or a summary of the Application by the Zoning Administrator or Chairperson, as the Chairperson may determine.

(b) Determination of jurisdiction, if requested.

(c) Submission of the file to the Zoning Committee, which may include, but is not limited to information such as:

(i) The Town Board decision, Findings of Facts or other information from the Town.

(ii) Any City Council decision, Findings of Facts or other information from the City.

(iii) Any Village Board decision; Findings of Facts or other information from the Village.

(iv) Maps or surveys.

(v) Inspection reports or other expert reports such as engineering reports, traffic studies, environmental report, soil test or other test results, and surveyor information.

(vi) Opinion letters and other letters of correspondence.

(vii) Plots, plans or sketches.

(viii) Photographs.

(ix) Any other information that the Zoning Administrator deems relevant for the Zoning Committee to consider.
(d) Applicant’s statements and presentation of evidence, including but not limited to, further comments or presentation of additional evidence presented to the Zoning Committee.

(i) An Applicant has the burden of proof to present evidence to support the Applicant’s request. Such proof may include, but is not limited to, the following:

   a. Letters from real estate professionals attesting to a positive impact of the proposal set forth in the Application on surrounding property values.

   b. Data supporting positive economic impact on the surrounding community and the County.

   c. Data supporting the Applicant’s statements regarding impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

   d. Professional test results or reports such as traffic studies, environmental reports or soil testing.

   e. Information regarding future development or plans should the Application be approved.

(ii) Members of the public in support of Application may make statements and present evidence.

(iii) Members of the public in objection to the Application may make statements and presentation of evidence.

(iv) Members of the public are encouraged to supply statements and data to substantiate the opinions of support or objection to the Application. This information may include, but is not limited to, the following:

   a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.

   b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

   c. Professional test results or reports such as traffic studies, environmental reports or soil testing.
d. Public comments may be limited by the provisions set forth herein, or as otherwise permitted by any applicable law, ordinance or regulation, within the discretion of the Chairperson.

(e) Staff recommendations.

(f) Questions by Zoning Committee members.

(g) Rebuttals as permitted by the Zoning Committee Chairperson.

7.4 Preliminary Matters. Following the reading of the application or petition, the Zoning Committee may hear arguments on the question of jurisdiction and request that briefs be filed on the point. The Zoning Committee 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 Zoning Committee may make an immediate determination and close the hearing upon finding that it lacks jurisdiction. If the Zoning Committee determines by motion that it lacks jurisdiction, the Secretary shall record the decision as a vote to deny the request.

7.5 Interruption; Decorum.

(1) Orderly procedure requires that all individuals proceed without interruption and all discussion be directed to the Zoning Committee.

(2) Members of the public, an Applicant’s or an Applicant’s representatives shall not engage in questioning or arguments during a public hearing or otherwise when the Zoning Committee is in session.

(3) The Chairperson may order any individual to leave the Zoning Committee meeting if the person does not engage in respectful and proper decorum, as determined within the Chairperson’s reasonable discretion.

7.6 Questions and Debate. During the public hearing, the Chairperson, Zoning Committee 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 Zoning Committee 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.

7.7 Presentation of Evidence. All supporting evidence for and against each case shall be presented to the assembled Zoning Committee. The Applicant shall be responsible for the presentation of all information supporting his/her case.
7.8 **Additional Evidence.** The Zoning Committee may take a case under advisement for later consideration and determination, or may postpone additional action whenever it concludes that additional evidence is needed or future study is required.

7.9 **Rules of Evidence.**

(1) The Zoning Committee shall not be bound by rules of evidence set forth in Wis. Stats. Chs. 901, 904 and 910.

(2) The Zoning Committee shall be bound by applicable state laws, including but not limited to the presentation of Substantial Evidence in the request for a conditional use permit and rendering its determination based on Substantial Evidence, as set forth in Wis. Stat. § 59.69(5e).

(3) The Zoning Committee may exclude irrelevant, immaterial, incompetent, unduly argumentative or repetitious testimony, or evidence. For Applications requesting a conditional use permit, the Zoning Committee may exclude testimony or evidence that it does not deem to be substantial evidence.

7.10 **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 Zoning Committee present.

7.11 **Record of Hearing and Meeting.** All proceedings at a hearing and meeting shall be recorded by audio recording. The Secretary shall prepare a summary of motions, witnesses, appearances, roll call, votes, and all other matters constituting the substance of the proceedings. Verbatim transcripts of recorded proceedings shall not be prepared unless ordered by the circuit court by a writ of certiorari. The proceedings shall become part of the written record filed in the office of the Zoning Committee and open to the public.

7.12 **Adjournments.** When all Applications cannot be disposed of on the day set, the Zoning Committee 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 Zoning Committee.

7.13 **Withdrawal of Applications.** An Applicant may withdraw an Application at any time prior to the Zoning Committee’s decision, but a pending motion to grant or deny the application shall have precedence over withdrawal. Withdrawal of the Application shall not entitle the Applicant to reimbursement of any Application fees paid by the Applicant to the County.

**SECTION 8.0 DECISIONS OF THE ZONING COMMITTEE**

8.1 **Majority Vote Required.** The concurring vote of a majority of the quorum of the Zoning Committee members present shall be necessary to approve, deny, or postpone any Application or other matter upon which it is required to under any Zoning Ordinance.
8.2 **Decisions to be Written.** All decisions shall be in writing and contain the facts upon which the decision is based.

8.3 **Decisions to be Mailed.**

(1) Within 30 days of the close of the hearing or meeting to which the Zoning Committee’s decision relates, written copies of such decision shall be mailed to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

(2) The approval or granting by the Zoning Committee is deemed to constitute an order to the zoning official to issue a permit. A denial of the application or petition by the Zoning Committee is deemed to be an order to deny the permit.

(3) On matters in which the Zoning Committee is a recommending body for final decision by the County Board, the decision shall be mailed within 30 days after the County Board’s decision on the application to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

8.4 **Findings.** In acting on any matters before it, the Zoning Committee shall make Findings of Fact supporting its action. The Zoning Committee may rely upon recommended Findings of Fact set forth by the Zoning Administrator or legal counsel in rendering its findings.

8.5 **Conflict of Interest; Disqualification; Abstention.** The Zoning Committee shall adhere to the Sawyer County Board of Supervisors Policy and Procedures Manual’s provisions regarding conflicts of interest, disqualification and abstention.

8.6 **Decision to Relate to Specific Property.**

(1) The decision of the Zoning Committee shall be deemed as applying to the property that is the subject of the Application, rather than to the Applicant or owner of the property.

(2) Notwithstanding the foregoing, the Zoning Committee may determine and require that a conditional use permit be issued only to an individual Applicant or property owner for operation on a specific property that is included in the Application.

(3) The Zoning Committee may determine and require that any conditional use permit issued may not be transferrable or otherwise conveyed to any successor or assign.

8.7 **Informal Advice or Statements Not Binding.** Any advice, opinion or information given by any Zoning Committee member, the Zoning Administrator, or any other official or employee of the County, shall not be binding on the Zoning Committee.

8.8 **Cases to be Determined Individually.** No action of the Zoning Committee shall set a binding precedent. Each Application shall be decided upon its merits, upon the attendant
circumstances, based on the evidence or information presented. The Zoning Committee shall not act arbitrarily or capriciously.

8.9 **Order for Permit Valid for One Year.** An order or approval by the Zoning Committee requiring a zoning official to issue a permit shall become void after one (1) year unless the Applicant shall have obtained such permit from the zoning official within such time, provided that the time may be extended when so specified by the Zoning Committee.

8.10 **Decisions to be Filed with State.** Copies of decisions on conditional uses and map or text amendments within the shorelands or affecting the Wetland/Shoreland District shall be sent to the appropriate district office of the Department of Natural Resources or as otherwise required by law. When required by applicable law, copies of decisions shall be provided to or filed with other governmental bodies or state agencies.

8.11 **Appeals of Zoning Committee Decision.** Any Applicant or other Aggrieved Person aggrieved by a conditional use, special use or any other decision in which the Zoning Committee is the decision-making authority may commence an action with the Sawyer County Board of Appeals to review the Zoning Committee’s decision, in whole or in part, within 30 days of the date following the date of the signing of the Zoning Committee’s decision letter. The date following the date of the signing of the Zoning Committee’s decision letter is the first day of the 30-day appeal filing period.

**SECTION 9.0 REFILING AND REHEARINGS**

9.1 **One-Year Refiling Rule.** No matter which has been acted upon by the Zoning Committee concerning the same or part of the same property shall be considered again within one (1) year from the date of the action, except as hereinafter provided.

9.2 **Reopenings and Rehearings Limited.** The Zoning Committee may not reopen any case upon which a previous hearing has been held, except to correct a manifest error.

9.3 **Closure of Case.** A case will be considered as heard and closed at such time as the Zoning Committee approves or rejects an Application or when it is considered closed by operation of these Bylaws.

9.4 **Reconsideration on Zoning Committee Decision.** A decision of the Zoning Committee may be reconsidered: (1) by motion to reconsider made at the same Zoning Committee meeting, which may be immediately disposed of without further notice, or (2) upon direction of the County Board of Supervisors, in which event the matter shall be placed on the Zoning Committee calendar for a subsequent public hearing and a new notice given without additional fee.

9.5 **Reconsideration Tolls Appeal Period.** The filing of a motion for reconsideration shall stop the running of the 30-day period in which a petition to the County Board of Appeals must be made. The 30-day period will run in such event from the date a decision not to reconsider is made by the Zoning Committee, or if the matter is reconsidered, from the date the decision on the reconsidered matter is filed in the Zoning Committee’s office.
9.6 **Procedures for Reconsideration.** A simple majority vote shall be sufficient to reconsider a previous decision. If reconsideration is refused to an Applicant or Aggrieved Party who has requested reconsideration, the Zoning Committee shall enter on the minutes the basis of the request, the reason why it was refused, and the vote of the Zoning Committee members thereon.

9.7 **Waiver of Requirements.** The provisions of this Section 9.0 may be waived by the Zoning Committee upon a majority vote of the Zoning Committee members present.

**SECTION 10.0 STAFF**

10.1 **Zoning and Conservation Department Administrator and Staff.**

(1) The Zoning Committee may utilize the advice and assistance of the Zoning and Conservation Department Administrator and staff for delegation of administrative tasks or to otherwise assist with the work of the Zoning Committee.

(2) Staff Reports.

   (a) The Zoning Administrator shall prepare staff reports and may make recommendations to the Zoning Committee on Applications and other matters coming before the Zoning Committee.

   (b) Staff Reports shall be prepared with the information necessary for the Zoning Committee members to review an Application prior to a Zoning Committee meeting.

   (c) The Zoning Committee may direct the Zoning Administrator what form and content should be included in a Staff Report or what information is to be included in a specific Application or a specific type of Application.

(3) The Zoning Committee may rely on the expertise of the Zoning Administrator in rendering determinations on any Application or matter before it.

10.2 **Other County Staff.** The Zoning Committee may utilize the advice and assistance of County employees and may delegate administrative tasks to such employees.

10.3 **Legal Counsel.**

(1) The County Administrator shall appoint legal counsel for the Zoning Committee. The County Administrator may appoint different legal counsel for different Applications or issues coming before the Zoning Committee.

(2) Legal counsel may attend Zoning Committee meetings as determined by the County Administrator.
(3) Legal Counsel shall perform the requested legal tasks for the Zoning Committee prior to or at a Zoning Committee meeting upon the request of the County Administrator:

(a) Conduct legal research.

(b) Advise on potential risks, benefits or implications or decisions or actions rendered by the Zoning Committee.

(c) Confer with parties deemed necessary to assist the Zoning Committee complete its work, such as discussions with an Applicant’s legal counsel to resolve legal questions.

(d) Confer with staff or other County employees or officials as directed to advise on legal issues within the Zoning Committee’s jurisdiction or within the powers and duties of the Zoning Committee.

(e) Advice of legal counsel shall be received and entered in the minutes of a given Zoning Committee meeting before disposition of any question of law or matter requiring legal interpretation or advice.

(f) Advice of legal counsel is not binding upon the Zoning Committee.

10.4 **Zoning Committee’s Office.** The office of the Zoning Committee shall be located at the Office of the Zoning Administrator. All records of the Zoning Committee shall be available for public inspection during office hours, 8:00 AM to 4:00 PM, Monday through Friday, except for legal holidays.
Resolution XX-XX adopted on XXXXXXXX.

Resolution XX-XX, 2019, by the Sawyer County Board of Supervisors to adopt said Rules and Bylaws of the Sawyer County Zoning Committee.

/s/ Tweed Shuman, County Board Chairman

/s/ Carol Williamson, County Clerk
RULES AND BYLAWS OF THE
SAWYER COUNTY ZONING COMMITTEE

Amended: June 17, 2004; September 16, 2005; August 17, 2007; October 17, 2008; March 19, 2009; November 20, 2009; June 20, 2013; and _______, 2020.

SECTION 1.0 DEFINITIONS

(1) “Aggrieved person” means any person whose substantial interests are adversely affected by a determination.

(2) “Applicant” means any person, company, business entity or governmental body requesting permission from the County, which such action falls within the County Zoning Committee’s jurisdiction and requires the zoning Committee’s approval to do or take such action that requires County approval.

(3) “Application” means any application, petition, or other written request made to the County by an individual, company, business entity or governmental body for permission to do or take such action that requires County approval and falls within the Zoning Committee’s jurisdiction.

(4) “Bylaws” mean these Rules and Bylaws of the Sawyer County Zoning Committee.

(5) “Chairperson” means the Sawyer County Zoning Committee Chairperson.

(6) “County” means Sawyer County.

(7) “County Board” means the Sawyer County Board of Supervisors.

(8) “County Comprehensive Plan” means the County’s development plan as set forth in Wis. Stat. § 59.69 (3) and Wis. Stat. § 66.1001(1)(a)1.

(9) “Findings of Fact” means a statement of the Zoning Committee’s rationale behind the decision and facts that support the decision.

(10) “Moot Question” means a hypothetical question or a question relating to a controversy that does not exist.

(11) “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.

(12) “Zoning Administrator” means the Sawyer County Zoning and Conservation Department Administrator.
SECTION 2.0 STATUTORY AUTHORITY; BYLAWS

2.1 Statutory Authority. The Sawyer County Zoning Committee is hereby designated as the zoning agency pursuant to Wis. Stat. § 59.69(2)(a). The Zoning Committee shall be responsible for performing all duties and maintaining all the rights and obligations set forth in Wis. Stat. § 59.69 or as otherwise delegated to a zoning agency.

2.2 Adoption of Bylaws and Amendment of Bylaws.

(1) These Bylaws may be changed or amended from time to time by a majority vote of the Zoning Committee at any regular or special meeting.

(2) These Bylaws are hereby adopted pursuant to the statutory authority set forth in Wis. Stat. § 59.69(2)(c).

2.3 Interpretation of Bylaws.

(1) These Bylaws are supplementary to the provisions of the County Zoning Ordinance as they relate to the procedures of the Zoning Committee. In the event of a conflict between these Bylaws and the County Zoning Ordinance, the terms of the County Zoning Ordinance shall control.

(2) These Bylaws are subject to and preempted by the Wisconsin Statutes, and any other applicable law or regulation. In the event of any conflict between these Bylaws and the Wisconsin Statutes or other applicable law or regulation, the Wisconsin Statutes, applicable law or regulation shall apply.

SECTION 3.0 JURISDICTION, POWER AND AUTHORITY OF THE ZONING COMMITTEE

3.1 Committee of Jurisdiction.

(1) In addition to the obligations set forth in Wis. Stat. § 59.69(2), the Zoning Committee shall be the Committee of Jurisdiction for the following:

(a) The County Zoning and Conservation Department, to the extent that the jurisdiction is not within the County Land, Water and Forest Resources Committee.

(b) Hear and make recommendations to the County Board for Applications for zone district changes.

(c) Hear and make recommendations to the County Board for amendments to the County Zoning Ordinance.
(d) Review and act on Applications for conditional use permits and special use permits.

(e) Conduct public hearings when necessary as required by the Statutes, the County Zoning Ordinance, or other applicable law.

(2) The powers of the Zoning Committee include the following:

(a) Draft Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances, and prepare any proposed amendments to Zoning Ordinances, Subdivision Ordinances and Sanitation Ordinances.

(b) Make recommendations to the County Board for its action on proposed Zoning Ordinances, Subdivision Ordinances or Sanitation Ordinances, and any amendments thereto.

(c) Hear and review proposed individual Zoning District amendments and make recommendations to the County Board on such proposed amendments.

(d) Conduct public hearings that are required pursuant to the Wisconsin Statutes or the County Zoning Ordinance for matters within the powers of the Zoning Committee’s jurisdiction.

(e) Prepare amendments to the County’s Comprehensive Plan, as defined by Wis. Stat. § 59.69(3) or as designated by Wis. Stat. § 66.1001, and make recommendations to the County Board for adoption of such amendments.

(f) Hear, review and decide land divisions pursuant to Wis. Stat. Ch. 236, Wis. Admin. Code Ch. NR 115, and the Subdivision Control Ordinance.

(g) Hear, review and decide Applications for conditional uses that are authorized and listed within the County Zoning Ordinance.

(h) Oversee the administering of the County Zoning Ordinances.

(i) Hear Wisconsin Fund Appeals.

(j) Waive specific provisions of the Bylaws in a specific matter and upon request, set forth in herein upon due consideration of a matter’s specific facts and circumstances.

(3) At all times, the Zoning Committee shall act pursuant to the Wisconsin Statutes, the County Zoning Ordinances and any other applicable law or regulation that takes legal precedence over these Bylaws and applies to the work of the Zoning Committee.
3.2 **Membership of Zoning Committee.**

(1) The Zoning Committee shall consist of five (5) members and one (1) alternate member from the County Board.

(2) Zoning Committee members shall reside in an unincorporated area of the County.

(3) Each Zoning Committee member shall be an elected representative of a District that is, either in part or in its entirety, subject to the jurisdiction of the County and the County Zoning Ordinances. A Zoning Committee member may not be the elected Board representative of District 6 or District 7.

3.3 **Limitations.** Nothing herein shall be construed to give or grant to the Zoning Committee any of the following:

(1) The power or authority to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official.

(2) The power to grant or otherwise authorize any such variance from the terms and conditions of the County Zoning Ordinance.

(3) Any other power that is within the jurisdiction of the County Board of Appeals pursuant to Wis. Stat. § 59.694.

**SECTION 4.0 OFFICERS AND DUTIES**

4.1 **Zoning Committee Chairperson.**

(1) **Appointment; Election.** The Zoning Committee shall elect the Zoning Committee Chairperson at the first Zoning Committee meeting following the organizational meeting of the County Board.

(2) **Duties.** The Chairperson shall:

   (a) Preside over and direct the conduct of all Zoning Committee meetings and hearings of the Zoning Committee. In the event of a hearing conducted before the Zoning Committee, the Chairperson may administer oaths and compel the attendance of witnesses.

   (b) Report on all official transactions that have not otherwise come to the attention of the Zoning Committee.

   (c) Subject to these Bylaws and further instructions from the Zoning Committee:

      (i) Direct the official business of the Zoning Committee.
(ii) Supervise the work of the Zoning Committee.

(iii) Request necessary help when required, coordinate the Zoning Committee’s needs to the appropriate Staff, and assist the Zoning Administrator with preparation of Zoning Committee meeting agendas.

(iv) Decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance on motion duly made and approved.

4.2 **Zoning Committee Vice-Chairperson.**

(1) Election: The Zoning Committee shall elect a Vice-chairperson.

(2) Duties: The Vice-chairperson shall perform all the duties of the Chairperson in the event the Chairperson is not able to perform those duties.

4.3 **Zoning Committee Secretary.**

(1) Election: The Zoning Administrator shall appoint a Secretary.

(2) Duties: The Secretary, or the Secretary’s designee, shall perform the following duties:

(a) Record and maintain permanent minutes of the Zoning Committee’s proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating the absence and reason for failure to vote.

(b) Keep records of its official actions.

(c) Summarize accurately the testimony of those appearing before the Zoning Committee and keep an audio recording of all hearings.

(d) Record the names and addresses (if provided) of all persons appearing before the Zoning Committee in person, or by attorney.

(e) Subject to the Zoning Committee and Chairperson’s discretion, conduct the correspondence of the Zoning Committee and have published in a local newspaper public notices of meetings or hearings as required by law.

(f) File the Zoning Committee minutes and records in the office of the Zoning Department.

(g) Act as the record custodian of all minutes, records and other materials deemed public records pursuant to a record retention policy adopted by the County or applicable state laws.
County staff, including, but not limited to, the Zoning Department staff and the County Clerk, shall assist the Secretary of the Zoning Committee in performing these duties.

SECTION 5.0 ZONING COMMITTEE MEETINGS

5.1 **Time and Place of Meetings.**

(a) Zoning Committee meetings and hearings shall be held on the third Friday of each month, unless otherwise determined by the Zoning Committee Chairperson. The Zoning Committee shall approve a calendar of meeting dates on an annual basis.

(b) Zoning Committee meetings and hearings may otherwise be held, or may be cancelled, upon the determination of the Zoning Committee Chairperson, provided that all Zoning Committee members are notified by the Secretary at least 48 hours prior to such meeting or hearing, or within at least 48 hours prior to the cancelled meeting or hearing.

5.2 **Open Meetings.** All Zoning Committee meetings and hearings shall be open to the public and in conducted in accordance with applicable Wisconsin law.

5.3 **Closed Session Meeting.** The Zoning Committee may call a closed session in accordance with Wis. Stat. § 19.85 upon the request of the Zoning Committee Chairperson and after a motion to go into closed session that is approved by majority vote.

5.4 **Meeting Notices and Publication.** The Zoning Committee Secretary, or the Zoning Committee Secretary’s designee, shall comply with all applicable laws and regulations regarding publication and notices for Zoning Committee meetings and any hearing held before the Zoning Committee.

5.5 **Quorum.** A quorum must be present to conduct the business of the Zoning Committee. A quorum shall consist of a majority of all members of the Zoning Committee. No action may be taken except by a majority vote of such quorum.

5.6 **Order of Business.**

(1) The Zoning Administrator, with the input of the Chairperson, shall prepare an agenda for each Zoning Committee meeting, listing the matters of business at all meetings in the following order:

(a) Call to order and roll call.

(b) Pledge of Allegiance.
(c) Statement, or summary of statement, by the presiding officer concerning notice in accordance with the Wisconsin Open Meeting Law.

(d) Statement, or summary of statement, by the Chairperson concerning public hearing procedures.

(e) Public comment for items appearing on that meeting’s agenda.

(f) Application requests and any accompanying public hearings required for each Application request in the following order:

(i) Rezoning Applications.

(ii) Conditional use permit Applications and special use Applications.

(iii) Ordinance amendments.

(g) Unfinished business.

(h) Other new business that may come before the Zoning Committee.

(i) Communications and miscellaneous.

(j) Adjournment.

(2) The order of business at any Zoning Committee meeting may be amended by consent of a majority of Zoning Committee members present at the given Zoning Committee meeting.

5.7 **Robert’s Rules of Order.** Unless provided elsewhere in these Bylaws, Robert’s Rules of Order shall govern the actions of the Zoning Committee and conduct of the meetings if not covered by these Rules.

**SECTION 6.0 APPLICATIONS AND PROCEDURES**

6.1 **Content of Applications.**

(1) *Application Form.* The Zoning Administrator shall determine a standard form of each Application. The Zoning Committee may direct, and the Zoning Administrator shall comply with, any elements or contents of an Application or the required information to be supplied in an Application.

(2) *Required Information.*

(a) An Applicant shall provide all the required information set forth on a form Application and any additional information requested by the Zoning Administrator or the Zoning Committee at the time an Application is filed.
(b) An Applicant shall provide any additional information required by the Wisconsin Statutes, the Wisconsin Administrative Code, the County Zoning Ordinance, or any other applicable law, regulation or ordinance.

(c) Failure of the Applicant to supply the required information within 30 days of filing an Application may be considered by the Zoning Committee as a failure to comply with the Application procedure and the case may be dismissed for failure of timely filing.

(d) Any communication except on prescribed forms shall be deemed a mere notice of intention to file and shall not be deemed a filing to comply with the requirements of timely filing.

(3) **Fees.**

(a) The Applicant shall pay such fees as may be from time to time established upon recommendation by the Zoning Committee and adopted by the County Board. Application fees may consist of Application review fees, publication fees, and notification fees.

(b) All Application fees shall be paid in full at the time of filing the Application.

(c) The Zoning Administrator shall not take any action on an Application, including but not limited to review or publication, prior to receipt of the required Application fees.

(d) Application fees shall be deposited with the Zoning Administrator for each Application filed before a public hearing will be scheduled.

6.2 **Reasons to be Stated.** The reason for the Application must be stated and the reasons why the request should be granted must also be stated by the Applicant:

(1) If a change in zone district is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify the granting of the change in zone district. Zone district changes must be accompanied by a map per Wis. Stat. § 59.69(5)(e).

(2) If a conditional use is requested, facts should be stated upon which findings may be made by the Zoning Committee to justify granting the conditional use permit or special use permit.

6.3 **Who May File.**

(1) Applications to the Zoning Committee shall be filed with the Zoning Administrator by an Applicant or the Applicant’s agent or representative. If an
Applicant is not the fee simple owner of the property that is the subject of the Application, the fee simple property owner must sign the Application.

(2) Petitions for zoning map amendments may be filed by a property owner, a County Board member, a member of the Zoning Committee, or by a Town Board.

6.4 **Copies to be Sent.** The Zoning Administrator shall transmit copies of the Application as follows:

1. The original Application shall remain in the Zoning Administrator’s file and held as a public record.
2. One (1) copy to the Zoning Administrator for publication and notice compliance.
3. One (1) copy to each Zoning Committee member.
4. One (1) copy to the Applicant.
5. One (1) copy to the Clerk of the Town Board, City Council, or Village Council, as may be applicable.
6. In the case of Applications or petitions affecting property within the Wetland/Shoreland Zoning District, one (1) copy of the Application shall also be sent to the Department of Natural Resources.
7. Any other copies of an Application shall be sent in order to comply with any applicable law.

6.5 **Dismissal of Application and Request.** The Zoning Committee may refuse to hear or act on an Application upon the failure of the Applicant to pay the Application fees, supply the required information called for on the Application, or as further reasonably required by the Zoning Administrator.

6.6 **Time for Hearing and Meeting.** Each Application shall be considered by the Zoning Committee at its next meeting after date of the filing the Application and all required notices have been published.

6.7 **Notice of Hearing and Meeting.**

1. The Secretary of the Zoning Committee, or the Secretary’s designee, shall give, or cause to be given, notice of each public hearing and meeting as required by law and these Bylaws. This shall include at least the following:

   (a) Publication of a Class 2 pursuant to Wis. Stat. Ch. 985 hearing notice in a newspaper of general circulation, and pursuant to the terms of Wis. Stat. § 59.69(2)(e).
(b) Mailing a notice of the hearing to the Applicant and, where required, to the area office of the Department of Natural Resources at least 10 days before the hearing.

(c) Mailing a notice of the hearing to property owners of all lands, within the County, within 300 feet of the perimeter of the property subject to the Application. This notice shall include the following:

(i) A form opinion letter that includes the information required for a hearing notice and provide the recipient the opportunity to indicate whether he/she are in favor or opposed to the application and provide an area for additional comments.

(ii) A statement that comments from surrounding property owners may be considered by the Zoning Committee in granting or denying the request set forth in the Application.

(iii) A statement that the property owner is encouraged to submit comments in writing or attend the hearing so the property owner’s opinions may be heard.

(iv) A statement encouraging the property owner to provide information to substantiate the information set forth in the opinion letter, such as:

   a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.

   b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

   c. Professional test results or reports such as traffic studies, environmental reports or soil testing.

(v) A statement that the property owner’s signature(s) are required on the form opinion letter in order that the comments receive consideration by the Zoning Committee.

(vi) The failure of each opinion letter to reach any property owner shall not invalidate any decision made on a change in zone district or conditional use.

(d) Mailing or emailing a notice of the hearing to the Town Clerk and Town Chairman of the Town Board of the Town in which the property subject to the Application is located, including the provisions set forth below. If
notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail.

(i) Notice that the Application shall be returned to the Zoning Administrator indicating whether the Town Board approved, denied or postponed decision on the Application.

(ii) The Town shall provide verification of its decision.

(iii) The decision shall be signed by the Town Board members and attested by the Town Clerk.

(iv) The decision of the Town may be considered by, but shall not be binding upon, the Zoning Committee in granting or denying the request set forth in the Application, unless otherwise required by law.

(e) Mailing or emailing a notice of the hearing to the City Clerk or Village Clerk and City Mayor or Village President when the property affected lies within 1-1/2 air miles of the closest city or village limits, no less than one week before the date of the hearing. If notice is sent via email, the Zoning Administrator shall include with the electronic mail a request that the Town Clerk promptly confirm receipt of the materials by return electronic mail. If the Zoning Administrator does not receive such confirmation within 2 business days, the Zoning Administrator shall submit the materials to the Town Clerk by certified mail. This notice shall also include the following:

(i) Request that the Application shall be returned to the Zoning Administrator indicating whether the City Council or Village Board approved, denied or postponed decision on the Application.

(ii) A form Findings of Fact.

(iii) The decision shall be signed by the City Council members or the City Council’s designated representative, or Village Board members or the Village Board’s designated representative, and attested by the City Clerk or Village Clerk.

(iv) The decision of the City or Village may be considered by, but is not binding upon, the Zoning Committee in granting or denying the request set forth in the Application.
SECTION 7.0 PROCEEDINGS OF PUBLIC HEARINGS AND MEETINGS

7.1 **Appearances, Adjournments.** At the time of the public hearing and meeting, the Applicant may appear on the Applicant’s own behalf or be represented by a representative or agent. A motion passed to postpone, recess or adjourn until a date certain that is made at a noticed meeting date, to a future time and place certain, is adequate notice to the Zoning Committee members, the Applicant and the public of a new meeting date.

7.2 **Witnesses.** The 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 Zoning Committee. Testimony may be taken under oath administered by the Chairperson.

7.3 **Order of Public Hearings.**

(1) A public hearing conducted at the same Zoning Committee meeting at the discussion or decision on that Application shall occur immediately prior to that decision or discussion on the agenda.

(2) Public hearings shall proceed as follows:

(a) Reading of the Application or a summary of the Application by the Zoning Administrator or Chairperson, as the Chairperson may determine.

(b) Determination of jurisdiction, if requested.

(c) Submission of the file to the Zoning Committee, which may include, but is not limited to information such as:

   (i) The Town Board decision, Findings of Facts or other information from the Town.

   (ii) Any City Council decision, Findings of Facts or other information from the City.

   (iii) Any Village Board decision; Findings of Facts or other information from the Village.

   (iv) Maps or surveys.

   (v) Inspection reports or other expert reports such as engineering reports, traffic studies, environmental report, soil test or other test results, and surveyor information.

   (vi) Opinion letters and other letters of correspondence.

   (vii) Plots, plans or sketches.

   (viii) Photographs.
(ix) Any other information that the Zoning Administrator deems relevant for the Zoning Committee to consider.

(d) Applicant’s statements and presentation of evidence, including but not limited to, further comments or presentation of additional evidence presented to the Zoning Committee.

(i) An Applicant has the burden of proof to present evidence to support the Applicant’s request. Such proof may include, but is not limited to, the following:

a. Letters from real estate professionals attesting to a positive impact of the proposal set forth in the Application on surrounding property values.

b. Data supporting positive economic impact on the surrounding community and the County.

c. Data supporting the Applicant’s statements regarding impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.

d. Professional test results or reports such as traffic studies, environmental reports or soil testing.

e. Information regarding future development or plans should the Application be approved.

(ii) Members of the public in support of Application may make statements and present evidence.

(iii) Members of the public in objection to the Application may make statements and presentation of evidence.

(iv) Members of the public are encouraged to supply statements and data to substantiate the opinions of support or objection to the Application. This information may include, but is not limited to, the following:

a. Letters from real estate professionals attesting to a support an argued increase or decrease in property values should the Application be approved.

b. Data supporting the potential impact of such things as noise, increased light pollution, potential impacts on ground water or other environmental impacts.
c. Professional test results or reports such as traffic studies, environmental reports or soil testing.

d. Public comments may be limited by the provisions set forth herein, or as otherwise permitted by any applicable law, ordinance or regulation, within the discretion of the Chairperson.

(e) Staff recommendations.

(f) Questions by Zoning Committee members.

(g) Rebuttals as permitted by the Zoning Committee Chairperson.

7.4 Preliminary Matters. Following the reading of the application or petition, the Zoning Committee may hear arguments on the question of jurisdiction and request that briefs be filed on the point. The Zoning Committee 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 Zoning Committee may make an immediate determination and close the hearing upon finding that it lacks jurisdiction. If the Zoning Committee determines by motion that it lacks jurisdiction, the Secretary shall record the decision as a vote to deny the request.

7.5 Interruption; Decorum.

(1) Orderly procedure requires that all individuals proceed without interruption and all discussion be directed to the Zoning Committee.

(2) Members of the public, an Applicant’s or an Applicant’s representatives shall not engage in questioning or arguments during a public hearing or otherwise when the Zoning Committee is in session.

(3) The Chairperson may order any individual to leave the Zoning Committee meeting if the person does not engage in respectful and proper decorum, as determined within the Chairperson’s reasonable discretion.

7.6 Questions and Debate. During the public hearing, the Chairperson, Zoning Committee 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 Zoning Committee 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.
7.7 **Presentation of Evidence.** All supporting evidence for and against each case shall be presented to the assembled Zoning Committee. The Applicant shall be responsible for the presentation of all information supporting his/her case.

7.8 **Additional Evidence.** The Zoning Committee may take a case under advisement for later consideration and determination, or may postpone additional action whenever it concludes that additional evidence is needed or future study is required.

7.9 **Rules of Evidence.**

(1) The Zoning Committee shall not be bound by rules of evidence set forth in Wis. Stats. Chs. 901, 904 and 910.

(2) The Zoning Committee shall be bound by applicable state laws, including but not limited to the presentation of Substantial Evidence in the request for a conditional use permit and rendering its determination based on Substantial Evidence, as set forth in Wis. Stat. § 59.69(5e).

(3) The Zoning Committee may exclude irrelevant, immaterial, incompetent, unduly argumentative or repetitious testimony, or evidence. For Applications requesting a conditional use permit, the Zoning Committee may exclude testimony or evidence that it does not deem to be substantial evidence.

7.10 **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 Zoning Committee present.

7.11 **Record of Hearing and Meeting.** All proceedings at a hearing and meeting shall be recorded by audio recording. The Secretary shall prepare a summary of motions, witnesses, appearances, roll call, votes, and all other matters constituting the substance of the proceedings. Verbatim transcripts of recorded proceedings shall not be prepared unless ordered by the circuit court by a writ of certiorari. The proceedings shall become part of the written record filed in the office of the Zoning Committee and open to the public.

7.12 **Adjournments.** When all Applications cannot be disposed of on the day set, the Zoning Committee 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 Zoning Committee.

7.13 **Withdrawal of Applications.** An Applicant may withdraw an Application at any time prior to the Zoning Committee’s decision, but a pending motion to grant or deny the application shall have precedence over withdrawal. Withdrawal of the Application shall not entitle the Applicant to reimbursement of any Application fees paid by the Applicant to the County.
SECTION 8.0 DECISIONS OF THE ZONING COMMITTEE

8.1 **Majority Vote Required.** The concurring vote of a majority of the quorum of the Zoning Committee members present shall be necessary to approve, deny, or postpone any Application or other matter upon which it is required to under any Zoning Ordinance.

8.2 **Decisions to be Written.** All decisions shall be in writing and contain the facts upon which the decision is based.

8.3 **Decisions to be Mailed.**

1. Within 30 days of the close of the hearing or meeting to which the Zoning Committee’s decision relates, written copies of such decision shall be mailed to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

2. The approval or granting by the Zoning Committee is deemed to constitute an order to the zoning official to issue a permit. A denial of the application or petition by the Zoning Committee is deemed to be an order to deny the permit.

3. On matters in which the Zoning Committee is a recommending body for final decision by the County Board, the decision shall be mailed within 30 days after the County Board’s decision on the application to the Applicant, the local municipality, and when applicable, any other governmental body or state agency.

8.4 **Findings.** In acting on any matters before it, the Zoning Committee shall make Findings of Fact supporting its action. The Zoning Committee may rely upon recommended Findings of Fact set forth by the Zoning Administrator or legal counsel in rendering its findings.

8.5 **Conflict of Interest; Disqualification; Abstention.** The Zoning Committee shall adhere to the Sawyer County Board of Supervisors Policy and Procedures Manual’s provisions regarding conflicts of interest, disqualification and abstention.

8.6 **Decision to Relate to Specific Property.**

1. The decision of the Zoning Committee shall be deemed as applying to the property that is the subject of the Application, rather than to the Applicant or owner of the property.

2. Notwithstanding the foregoing, the Zoning Committee may determine and require that a conditional use permit be issued only to an individual Applicant or property owner for operation on a specific property that is included in the Application.

3. The Zoning Committee may determine and require that any conditional use permit issued may not be transferrable or otherwise conveyed to any successor or assign.
8.7 **Informal Advice or Statements Not Binding.** Any advice, opinion or information given by any Zoning Committee member, the Zoning Administrator, or any other official or employee of the County, shall not be binding on the Zoning Committee.

8.8 **Cases to be Determined Individually.** No action of the Zoning Committee shall set a binding precedent. Each Application shall be decided upon its merits, upon the attendant circumstances, based on the evidence or information presented. The Zoning Committee shall not act arbitrarily or capriciously.

8.9 **Order for Permit Valid for One Year.** An order or approval by the Zoning Committee requiring a zoning official to issue a permit shall become void after one (1) year unless the Applicant shall have obtained such permit from the zoning official within such time, provided that the time may be extended when so specified by the Zoning Committee.

8.10 **Decisions to be Filed with State.** Copies of decisions on conditional uses and map or text amendments within the shorlands or affecting the Wetland/Shoreland District shall be sent to the appropriate district office of the Department of Natural Resources or as otherwise required by law. When required by applicable law, copies of decisions shall be provided to or filed with other governmental bodies or state agencies.

8.11 **Appeals of Zoning Committee Decision.** Any Applicant or other Aggrieved Person aggrieved by a conditional use, special use or any other decision in which the Zoning Committee is the decision-making authority may commence an action with the Sawyer County Board of Appeals to review the Zoning Committee’s decision, in whole or in part, within 30 days of the date following the date of the signing of the Zoning Committee’s decision letter. The date following the date of the signing of the Zoning Committee’s decision letter is the first day of the 30-day appeal filing period.

**SECTION 9.0 REFILING AND REHEARINGS**

9.1 **One-Year Refiling Rule.** No matter which has been acted upon by the Zoning Committee concerning the same or part of the same property shall be considered again within one (1) year from the date of the action, except as hereinafter provided.

9.2 **Reopenings and Rehearings Limited.** The Zoning Committee may not reopen any case upon which a previous hearing has been held, except to correct a manifest error.

9.3 **Closure of Case.** A case will be considered as heard and closed at such time as the Zoning Committee approves or rejects an Application or when it is considered closed by operation of these Bylaws.

9.4 **Reconsideration on Zoning Committee Decision.** A decision of the Zoning Committee may be reconsidered: (1) by motion to reconsider made at the same Zoning Committee meeting, which may be immediately disposed of without further notice, or (2) upon direction of the County Board of Supervisors, in which event the matter shall be placed
on the Zoning Committee calendar for a subsequent public hearing and a new notice given without additional fee.

9.5 **Reconsideration Tolls Appeal Period.** The filing of a motion for reconsideration shall stop the running of the 30-day period in which a petition to the County Board of Appeals must be made. The 30-day period will run in such event from the date a decision not to reconsider is made by the Zoning Committee, or if the matter is reconsidered, from the date the decision on the reconsidered matter is filed in the Zoning Committee’s office.

9.6 **Procedures for Reconsideration.** A simple majority vote shall be sufficient to reconsider a previous decision. If reconsideration is refused to an Applicant or Aggrieved Party who has requested reconsideration, the Zoning Committee shall enter on the minutes the basis of the request, the reason why it was refused, and the vote of the Zoning Committee members thereon.

9.7 **Waiver of Requirements.** The provisions of this Section 9.0 may be waived by the Zoning Committee upon a majority vote of the Zoning Committee members present.

**SECTION 10.0 STAFF**

10.1 **Zoning and Conservation Department Administrator and Staff.**

(1) The Zoning Committee may utilize the advice and assistance of the Zoning and Conservation Department Administrator and staff for delegation of administrative tasks or to otherwise assist with the work of the Zoning Committee.

(2) **Staff Reports.**

(a) The Zoning Administrator shall prepare staff reports and may make recommendations to the Zoning Committee on Applications and other matters coming before the Zoning Committee.

(b) Staff Reports shall be prepared with the information necessary for the Zoning Committee members to review an Application prior to a Zoning Committee meeting.

(c) The Zoning Committee may direct the Zoning Administrator what form and content should be included in a Staff Report or what information is to be included in a specific Application or a specific type of Application.

(3) The Zoning Committee may rely on the expertise of the Zoning Administrator in rendering determinations on any Application or matter before it.

10.2 **Other County Staff.** The Zoning Committee may utilize the advice and assistance of County employees and may delegate administrative tasks to such employees.
10.3 **Legal Counsel.**

(1) The County Administrator shall appoint legal counsel for the Zoning Committee. The County Administrator may appoint different legal counsel for different Applications or issues coming before the Zoning Committee.

(2) Legal counsel may attend Zoning Committee meetings as determined by the County Administrator.

(3) Legal Counsel shall perform the requested legal tasks for the Zoning Committee prior to or at a Zoning Committee meeting upon the request of the County Administrator:

(a) Conduct legal research.

(b) Advise on potential risks, benefits or implications or decisions or actions rendered by the Zoning Committee.

(c) Confer with parties deemed necessary to assist the Zoning Committee complete its work, such as discussions with an Applicant’s legal counsel to resolve legal questions.

(d) Confer with staff or other County employees or officials as directed to advise on legal issues within the Zoning Committee’s jurisdiction or within the powers and duties of the Zoning Committee.

(e) Advice of legal counsel shall be received and entered in the minutes of a given Zoning Committee meeting before disposition of any question of law or matter requiring legal interpretation or advice.

(f) Advice of legal counsel is not binding upon the Zoning Committee.

10.4 **Zoning Committee’s Office.** The office of the Zoning Committee shall be located at the Office of the Zoning Administrator. All records of the Zoning Committee shall be available for public inspection during office hours, 8:00 AM to 4:00 PM, Monday through Friday, except for legal holidays.
WHEREAS, Wisconsin law permits Sawyer County (the “County”) Board of Supervisors (“County Board”) to adopt certain rules, including the adoption of rules and bylaws pertaining to the operations of its standing committees, including the County Zoning Committee;

WHEREAS, Wis. Stat. § 59.69(2)(c) authorizes the County Zoning Committee (as the statutory county zoning agency) to adopt such rules and regulations governing its procedure as it considers necessary or advisable, and such rules and regulations are subject to change by the County Board;

WHEREAS, the County Zoning Committee wishes to revise the existing “Rules and By-Laws,” which was last updated in June 2013, due to various provisions therein being outdated, and to adopt new rules that are applicable to current County Zoning Committee procedures and operations;

WHEREAS, the County Zoning Committee discussed the appropriate provisions to be included in updated rules and regulations governing the County Zoning Committee’s procedures and operations;

WHEREAS, on August 21, 2020, the County Zoning Committee met and reviewed a final draft of the Rules and Bylaws of the Sawyer County Zoning Committee (the “Final Draft Rules”), a copy of which is attached hereto and incorporated herein as Exhibit A; and

WHEREAS, after discussion, the County Zoning Committee determined that adoption of the Final Draft Rules is in the best interest of the health, welfare and safety of the County and its residents, and thereafter voted to adopt the Final Draft Rules and voted to recommend that the County Board confirm the adoption of the Final Draft Rules at the County Board meeting to be held on September 17, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Sawyer County Board of Supervisors approves and does ordain as follows:

1. Recitals. The Recitals set forth above are true and accurate, and are therefore incorporated herein.

2. Adoption of Rules and Bylaws of the Sawyer County Zoning Committee. The Sawyer County Board of Supervisors hereby confirms the adoption of the Rules and Bylaws of the Sawyer County Zoning Committee, a copy of which is attached hereto as Exhibit A. All previous rules or bylaws pertaining to the operations of the Sawyer County Zoning Committee are hereby terminated and shall be superseded in part and whole by the Rules and Bylaws of the Sawyer County Zoning Committee being adopted herein.

(Signatures Appear on the Following Page)
This Resolution is recommended for adoption by the Sawyer County Board of Supervisors at its meeting on September 17, 2020 by this Sawyer County Zoning Committee on this August 21, 2020.

Ron Buckholtz, Chair  Bruce Paulsen, Vice-Chair

Jesse Boettcher, Member  Troy Morgan, Member

Dawn Petit, Member  Tweed Shuman, Alternate Member

This Resolution is hereby adopted by the Sawyer County Board of Supervisors this 17th day of September, 2020.

Tweed Shuman,  Carol Williamson,
Sawyer County Board of Supervisors Chair  Sawyer County Clerk
EXHIBIT A

Rules and Bylaws of the Sawyer County Zoning Committee (attached)
6.611 Construction of additions, decks, patios and similar structures.

1) The construction or placement of any structure shall meet all minimum requirements specified in this ordinance.

2) Non-conforming campites are "grandfathered" for the placement only of "camping equipment." Structures, other than a small platform not exceeding 4' x 4' that is absolutely essential at a doorway for safe ingress and egress, are not allowed.

3) The construction of walled structures, including screened enclosures, on individual sites that impart the impression that they are attached to "camping equipment" is prohibited.

4) Replacement roofs:
   a) Roofs supported solely by the "camping equipment" are allowed provided that:
      1) A Land Use Permit is issued in accordance with Section 9.2 LAND USE PERMITS.
      2) The roof eave line shall not extend more than 12 inches beyond the perimeter of the walls of the "camping equipment."
   b) Roofs supported by other means (i.e., poles, posts etc.) are prohibited.

5) Open detached structures (i.e., decks, patios etc.) may be constructed on an individual camp site provided that:
   a) A Land Use Permit is issued in accordance with Section 9.2 LAND USE PERMITS.
   b) All minimum setback requirements are met, including a minimum 10' setback from another camp site.
   c) If covered, the cover must be fabric and removed when the campground is closed.
   d) The length shall not extend beyond the enclosed body of the "camping equipment."
   e) Open detached structures shall not exceed a total of 200 sq ft in size.

6) Existing walled structures are allowed ordinary maintenance and repair, but shall not be replaced.
SECTION 2.0 DEFINITIONS:

2.1 INTERPRETATION

(13) BUNKHOUSE: An independent stand-alone residential accessory structure without plumbing which is used as temporary guest area only; no Cooking and Food Preparation Facilities; and no greater than 250 square feet of open temporary guest space. See Sections 4.26 4) (a) and 4.26 4) (c).

(21) COOKING AND FOOD PREPARATION FACILITIES: Shall mean any area containing any or all of the following equipment: kitchen sink and/or other device for dishwashing, stove or other device for cooking, cabinets and/or shelves for storage of equipment and utensils, and counter or table for food preparation.

(100) TEMPORARY GUEST QUARTERS: Temporary Guest Quarters are the portion of a residential accessory structure which is used as a temporary guest area only; no Cooking and Food Preparation Facilities; and no greater than 499 square feet of temporary guest space. Plumbing may be permitted in an Accessory Structure containing Temporary Guest Quarters. See Sections 4.26 4) (a) and 4.26 4) (b).

4.26 ACCESSORY USES AND STRUCTURES

4) Bunkhouse or Temporary Guest Quarters: A single (one per lot/parcel) Bunkhouse or Temporary Guest Quarters will be permitted by Land Use Permit only in Zoning Districts which allow it, subject to the following conditions:

- For a Temporary Guest Quarters Sections 4.26 4) (a) and 4.26 4) (b) apply;
- For a Bunkhouse Sections 4.26 4) (a) and 4.26 4) (c) apply.

(a) Bunkhouse or Temporary Guest Quarters Accessory Structure shall conform to the setback and other dimensional requirements of the Zoning District within which it is located, to include all the conditions:

(1) All of the setback requirements are met including shoreland, road, property line and wetland:
   a. Bunkhouse or Temporary Guest Quarters are not eligible for reduced road setbacks in Section 4.211 ACCESSORY STRUCTURE EXEMPTIONS in Sawyer County Zoning Ordinance.
   b. Bunkhouse or Temporary Guest Quarters are not eligible for a Conditional Use Permit under Section 4.26 ACCESSORY USES AND STRUCTURES in Sawyer County Zoning Ordinance.

(2) Bunkhouse or Temporary Guest Quarters Accessory Structure cannot be the first building on the Lot/Parcel, a Principal Dwelling must exist.

(3) Bunkhouse or Temporary Guest Quarters Accessory Structure cannot be built on an out-lot.

(4) Bunkhouse or Temporary Guest Quarters Accessory Structure cannot be split from original property if the result makes a non-conforming parcel.

(5) New or existing Boathouses cannot become a Bunkhouse or Temporary Guest Quarters.

(6) A Lot/Parcel may only contain either a Bunkhouse or a Temporary Guest Quarters, NOT both. A Lot/Parcel may contain additional Accessory Structures, but additional Accessory Structures may not be a Bunkhouse or contain Temporary Guest Quarters.

(7) Must apply for a “Bunkhouse Sign” if lot contains a Bunkhouse or Temporary Guest Quarters. The separate Yellow “Bunkhouse Sign” is to be placed directly below Residence Fire Number sign on the property and affixed to Bunkhouse or Temporary Guest Quarters structure.

(b) TEMPORARY GUEST QUARTERS: Temporary Guest Quarters which are located within or as part of an Accessory Structure are subject to all the following conditions:

(1) Temporary Guest Quarters shall not exceed 50 percent of the gross floor area of the accessory structure with a maximum of 499 square feet of temporary guest area. Square footage is measured as all area within the exterior walls of the guest area and all area within the exterior walls of the entire area of the structure. Enclosed porches will be included in these amounts; decks will not be included in these amounts. Guest
areas including bathrooms, utility rooms, entryways, and closets will be included in the square footage not to exceed 499. The creation of walled off bedroom areas are prohibited. Storage area must be separate and segregated from any guest area (can have a door from the guest area to the storage area).

2. Maximum height of Temporary Guest Quarters Accessory Structure is limited to 35 feet from lowest grade to highest peak.

3. Plumbing, if installed, in the Temporary Guest Quarters Accessory Structure shall conform to the State & Sawyer County Sanitary Codes. If there is an existing Private Onsite Wastewater Treatment System (POWTS) on the lot it must be sized to handle the number of occupants in the Temporary Guest Quarters.

4. Cooking and Food Preparation facilities are prohibited.

5. A Temporary Guest Quarters Accessory Structure shall require a Uniform Dwelling Code (UDC) Inspection.

6. Leasing, rental or use as a residence is strictly prohibited.

7. A “Bunkhouse/Temporary Guest Quarters Agreement” document is recorded with the Register of Deeds outlining use restrictions prior to issuance of Land Use Permit.

8. Temporary Guest Quarters Accessory Structures are subject to internal inspection by the Zoning Department.

(c) Bunkhouse: Independent stand-alone Bunkhouse Accessory Structures (i.e. traditional bunkhouse) are subject to all the following conditions:

1. The Bunkhouse Accessory Structure does not exceed 250 square feet of footprint. Square footage is measured as the exterior wall area of the structure. The creation of walled off bedroom areas are prohibited. Enclosed porches and entryways will be included in the square footage not to exceed 250; decks will not be included in these amounts. NO other Accessory Structure components allowed as part of this structure (i.e. no garage portion, no bathroom portion, etc.).

2. Plumbing of the Bunkhouse Accessory Structure is prohibited.

3. Cooking and Food Preparation facilities are prohibited.


5. The height limit of the Bunkhouse Accessory Structure shall not exceed sixteen (16) feet from lowest grade to highest peak.

6. Leasing, rental or use as a residence is strictly prohibited.

7. A “Bunkhouse/Temporary Guest Quarters Agreement” document is recorded with the Register of Deeds outlining use restrictions prior to issuance of Land Use Permit.

8. Bunkhouse Accessory Structures are subject to internal inspection by the Zoning Department.
Permits
The following is quoted from the Sawyer County Zoning Ordinance:

9.2 Land Use Permits

9.21
1. Except where another section of this ordinance specifically exempts certain types of development from this requirement, a permit shall be obtained from the Zoning Administrator before any new development is initiated or the placement of, construction of, or alteration of, or addition to any structure is initiated.
2. No land use permit shall be issued for a structure designed or intended for human use or occupancy before a Fire number, Certified Soil Test and Sanitary application is filed in the office of the Zoning Administrator. If applicable, a separate “Bunkhouse Sign” (yellow sign) will be required (sign to be placed directly below Residence Fire Number and affixed to Bunkhouse or Temporary Guest Quarters structure.) If lot contains a Bunkhouse or Temporary Guest Quarters as listed under 4.26 (4) in the Sawyer County Zoning Ordinance.
3. The Zoning Administrator shall not issue a permit for a structure or a use not in conformity with the requirements of this ordinance.
4. The fee for filing applications for land use permits shall be established by the County Zoning Committee. A copy of the current fee schedule shall be posted in the office of the Zoning Administrator.
5. A permit fee shall be waived for the placement of, or construction of, or alteration of, or addition to any structure whereby the placement contains 100 square feet or less; the structure to be constructed contains 100 square feet or less; or an alteration or addition results in an increase of 100 square feet or less. An application must still be filed with the Zoning Department.
6. No land use permit shall be issued for any structure moved or placed that does not have an approximate assessed value of surrounding structures within 500 feet. Determination of assessed value shall be established by the Town Assessor.
7. Within 12 months after the land use permit issue date, all buildings or structures indicated on the permit that are intended for human use or occupancy shall be completely enclosed.

Note: The following comment is not a part of the ordinance requirements, but rather reflects usual office practice. Typically up to a 6 month extension is granted to the expiration date of a land use permit if the property owner can demonstrate a need for the extension before the expiration date of issued permit.

General Requirements for Obtaining a Land Use Permit
1) Apply for a Fire Number.
2) If applicable, a separate “Bunkhouse Sign” (yellow sign) will be required (sign to be placed directly below Residence Fire Number and affixed to Bunkhouse or Temporary Guest Quarters structure.) If lot contains a Bunkhouse or Temporary Guest Quarters as listed under 4.26 (4) in the Sawyer County Zoning Ordinance.
3) Have a Certified Soil Test done.
4) Have a Wisconsin licensed plumber apply for a Sanitary Permit.
5) Contact the Zoning Office for a Land Use Application or print one from our website.
4) Apply for and pay the fee for the Land Use Permit prior to beginning construction. Citations and orders for removal may apply in those instances where construction begins without the issue of the proper permits.
5) Town permits may also be required. Contact the respective Town Clerk.
6) Contact the Uniform Dwelling Code Inspector for inspections that are needed.
7) A Major Grading Permit is needed for excavating over 10,000 square feet and a Minor Grading Permit may be needed on shoreland property under other circumstances. (see Sawyer County Shoreland-Wetland Protection Ordinance Section 8.2)
8) Check Flood Plain requirements.

Wisconsin Uniform Dwelling Code (UDC)
The UDC is a statewide uniform standard for the construction and inspection of all 1 and 2 family dwellings of which the original construction began after June 1, 1980. Some Towns require inspection on other structures. Contact the Town you are located in.

The City of Hayward, and all Towns and Villages are enforcing the UDC as required by the State of Wisconsin. Contact your local UDC inspector for information about inspections in your township or municipality. Click in the links for a list of UDC inspectors and their respective inspection localities. These permits are in addition to any permits required by the Zoning Office.