

REGULAR TOWN BOARD MEETING, March 16, 2022

The regular meeting of the Town Board of the Town of St. Croix Falls was called to order by Supervisor/Vice President Sharon Kelly at 6:00 p.m. on Wednesday, March 16, 2022, at the Town Hall. Proper notice was given as the agenda was posted at the town hall and on the town's website March 11, 2022. The Pledge of Allegiance was said. Present by roll call were supervisors Will Bergmann, Jeremy Hall and Sharon Kelly. Mike Dorsey and Katie Appel were absent. Also present were town clerk Janet Krueger, public works employee Steve Jacobs and legal counsel Adam Jarchow. Others in attendance for portions of the meeting were Jeremy Appel, Frank Behning, Josh Hansen and Joel West. Bergmann/Hall **moved** to approve the agenda; **motion carried**. Bergmann/Hall **moved** to approve the minutes as printed for the February 16, 2022, regular town board meeting; **motion carried**.

Public comment: Mr. Behning stated there is zero benefit to the town for the proposed Kwik Trip frontage road and asked the board members to review the town's road plan for back age roads and hopes the town does not create the same issue that exists in the City at Glacier and US Highway 8.

Committee, Commission and Employee Reports: The treasurer's report was reviewed. Receipts for the period ending February 28, 2022, amounted to \$323,201.70, cash balance on February 28, 2022, was \$393,688.67. Mr. Jacobs gave the highway report. Ms. Krueger presented the clerks report. Bergmann/Hall **moved** to adopt Resolution 22-05 amending the 2022 budget; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 22-05

A RESOLUTION TO AMEND THE 2022 BUDGET
FOR THE TOWN OF ST. CROIX FALLS

WHEREAS the Town Board approved the purchase of a grader and the purchase of a plow for the one ton which will exceed the budgeted amount in the Highway Equipment Capital Outlay; and

WHEREAS the Town of St. Croix Falls has fifty-five thousand, eight hundred, twenty dollars and three cents (55,820.03) left of American Rescue Plan Act (ARPA) funds and nine thousand, seven hundred, forty-eight dollars and forty-four cents (\$9,748.44) left of designated equipment funds in the Town's General Operations Fund.

THEREFORE BE IT RESOLVED by the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, that the sum of fifty-nine thousand dollars (\$59,000.00) is hereby transferred from the General Operations Fund to be designated to the General Building Capital Outlay expense account.

Hall/Bergmann **moved** to approve payment of vouchers #22-048 through 22-074 amounting to \$85,208.45; **motion carried** on a unanimous roll-call vote, 3-0. The 2022 year to date budget summaries were reviewed. The zoning administration logs were reviewed. There were no supervisor or chairman reports.

New Business: The clerk presented the special exception request from Big Rock Creek to amend their campground special exception to include an additional forty-six campsites. Discussion was had. Hall/Bergmann **moved** to adopt the amended Resolution 22-06 amending the special exception for a campground at 1674 State Road 87 to include an additional forty-six sites; **motion carried** on a unanimous roll call vote, 3-0.

Resolution 22-06

A RESOLUTION AMENDING A SPECIAL EXCEPTION TO BIG ROCK CREEK LLC TO OPERATE A CAMPGROUND IN THE TRANSITIONAL DISTRICT

WHEREAS Josh Hansen, Big Rock Creek LLC filed an application with the Town of St. Croix Falls Zoning Office to operate a campground located at 1674 State Road 87, to be placed on parcel 044-00140-0000 located in the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 6; and parcel 044-00144-0000 located in the NW $\frac{1}{4}$ of NE $\frac{1}{4}$ of Section 7, T34N, R18W; and

WHEREAS a special exception was granted on May 19, 2021, to operate a campground at 1674 State Road 87 on parcel 044-00140-0000 located in the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 6; and parcel 044-00144-0000 located in the NW $\frac{1}{4}$ of NE $\frac{1}{4}$ of Section 7, T34N, R18W with conditions by Resolution 21-15; and

WHEREAS Josh Hansen, Big Rock Creek LLC has filed an application to amend the number of campsites to include an additional 46 to be placed on parcel 044-00140-0000 located in the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 6, T34N, R18W; and

WHEREAS the Plan Commission did conduct a public hearing on the matter and did recommend approval on March 7, 2022, of the additional 46 campsites to be located on parcel 044-00140-0000 in the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 6.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, does hereby concur with the Town Plan Commission to grant an additional 46 campsites on parcel 044-00140-0000 in the SW $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 6, T34N, R18W subject to the following conditions:

1. Quiet time hours 10:00 pm to 7:00 am
2. No permanent structures are to be placed on campsites (example but not limited to: porches, gazebos, decks) provided however, a deck that is twenty-five feet by twenty-five feet (25' X 25') and no more than two feet (2") off the ground may be placed on a total of five campsites of the new forty six sites identified in Phase Three area shown on the attached map;
3. Screening along State Road 87 consisting of a five foot berm with four foot pine or spruce trees by September 30, 2022 (a six month extension from Resolution 21-15 deadline);
4. Two year probationary period for Phase Three during which any complaint will lead to an automatic review of the special exception and/or conditions by the Plan Commission and/or Town Board;
5. Two year probationary period for Phases One and Two originally approved on May 19, 2021, shall start over upon the commencement of Phases One and Two;
6. The campground special exception shall terminate upon the sale or transfer of the ownership of either the parcel of land or the business itself; and
7. The business must obtain and maintain all proper permits by November 30, 2022 (a six month extension from Resolution 21-15 deadline).

And including without limitation the conditions set forth in the zoning ordinance:

1. Minimum camp site of 40 feet by 80 feet;
2. At least two off street parking spaces per camp site(located in the 40' X 80' camp site);
3. Minimum setback of 50 feet from any site to a property line; and

BE IT FURTHER RESOLVED that this special exception is conditioned on the applicants obtaining the necessary and required permits, if any, from Polk County and various agencies of the State of Wisconsin by November 30, 2022; and

BE IT FURTHER RESOLVED that this special exception must be exercised by application for the necessary permits within twelve (12) months of the date of this Resolution.

The clerk presented the commercial design site plan for a commercial building at Sign Xpress. Discussion was had. Bergmann/Hall **moved** to adopt Resolution 22-07 approving the commercial design site plan for the new structure at 1991 US Highway 8; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 22-07

A RESOLUTION APPROVING COMMERCIAL DESIGN SITE PLAN FOR
1991 US HIGHWAY 8, TAX PARCEL #044-00708-0000, SEC. 26

WHEREAS Jeremy Appel, agent, Sign Xpress, submitted a commercial design site plan for the property located at 1991 US Highway 8, located in the SW ¼ of SW ¼ of Section 26, T34N, R18W, and identified as Tax Parcel No. 044-00708-0000, and

WHEREAS Chapter III, Section C, 3. Commercial District, a. All new commercial development and commercial development involving a structural alteration, addition, or repair to a structure that exceeds fifty (50%) percent of the equalized assessed value of the structure over the lifetime of the structure and those that include a significant change of use except when the change of use is in an existing structure, shall be subject to the Town Commercial Design Guidelines including site plan review and shall not be allowed unless approved by the Plan Commission and by the Town Board; and

WHEREAS the Plan Commission did conduct a public hearing on the matter and did recommend approval of the site plan as proposed on March 7, 2022.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, does hereby concur with the Town Plan Commission and approves the commercial design site plan as proposed for the property located at 1991 US Highway 8, located in the SW ¼ Section of 26, T34N, R18W and identified as Tax Parcel No. 044-00708-0000.

Ordinance 22-01 amending the town's zoning ordinance was presented for the second reading. Hall/Bergmann **moved** to approve Resolution 22-08 adopting ordinance 22-01 amending the town's zoning ordinance; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 22-08

A RESOLUTION ADOPTING ORDINANCE 22-01
AMENDING ZONING ORDINANCE No. 1

WHEREAS the Town Board of the Town of St. Croix Falls has village powers under Section 60.10(2)(c), Stats., that grants police powers as set forth in Section 61.34(1), Stats., to act for the good order of the Town, for its commercial benefit and for the health, safety, and welfare of the public; and

WHEREAS the Town of St. Croix Falls adopted Zoning Ordinance No. 1 on August 5, 1965, amended in its entirety on May 12, 1994 and subsequent

amendments including the amendments on March 20, 2001; January 16, 2008; February 18, 2009; May 20, 2009; October 21, 2009; March 17, 2010; April 21, 2010; August 18, 2010; March 16, 2011; April 20, 2011; October 19, 2011; November 16, 2011; August 21, 2013; March 18, 2015; March 15, 2017; June 20, 2018; October 17, 2018; January 16, 2019; March 20, 2019; October 16, 2019; December 16, 2020; July 21, 2021; and

WHEREAS the Town Board of the Town of St. Croix Falls deems it advisable and necessary to amend Zoning Ordinance No. 1, Chapter I – Administration & Enforcement with removal of remove the language for Commercial Design Guidelines for commercial type project in any district; Chapter II – Definitions with the addition of “travel trailers/recreational vehicles; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District changing the 50% trigger of assessed value for the commercial design guidelines to 75% over a two year period instead of the lifetime of the structure with recommended approval by plan commission and approval by town board and eliminating the commercial design guidelines for a change of use in the structure; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, b – Permitted Uses to include “mini golf/go-karts/arcades” and “wildlife educational park”; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, Section I – Commercial Design Guidelines changing the 50% trigger of assessed value for the commercial design guidelines to 75% over a two year period instead of the lifetime of the structure and eliminating commercial design guidelines for a change of use in the structure; Chapter III – General Zoning with the addition of Section F – Commercial Design Guidelines, addition of Section G – Boathouse Regulation and Section H – Travel Trailer/Recreational Vehicle Use; and Chapter V – Sign Regulations, Section L – District Regulations to set size dimensions of signs in the industrial, agricultural and transitional districts; and

WHEREAS the Plan Commission of the Town of St. Croix Falls held a public hearing on the proposed amendments on March 7, 2022, the first reading of the proposed amendments was held on February 16, 2022, and a second reading was held on March 16, 2022.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, does approve Ordinance 22-01 amending Zoning Ordinance No. 1; Chapter I – Administration & Enforcement with removal of remove the language for Commercial Design Guidelines for commercial type project in any district; Chapter II – Definitions with the addition of “travel trailers/recreational vehicles; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District changing the 50% trigger of assessed value for the commercial design guidelines to 75% over a two year period instead of the lifetime of the structure with recommended approval by plan commission and approval by town board and eliminating the commercial design guidelines for a change of use in the structure; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, b – Permitted Uses to include “mini golf/go-karts/arcades” and “wildlife educational park”; Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, Section I – Commercial Design Guidelines changing the 50% trigger of assessed value for the commercial design guidelines to 75% over a two year period instead of the lifetime of the structure and eliminating commercial design guidelines for a change of use in the structure; Chapter III – General Zoning with the addition of Section F – Commercial Design Guidelines, addition of Section G – Boathouse Regulation and Section H – Travel Trailer/Recreational Vehicle Use; and Chapter V – Sign Regulations, Section L – District Regulations to set size dimensions of signs in the industrial, agricultural and transitional districts; and

BE IT FURTHER RESOLVED that the Town Board of the Town of St. Croix Falls hereby petitions the Polk County Board of Supervisors to concur and ratify the amendments; and

BE IT FURTHER RESOLVED that Ordinance 22-01 become effective upon passage and publication and/or posting according to Wisconsin State Statute and approval of Polk County Board of Supervisors.

Ordinance 22-01
**AMENDING ZONING ORDINANCE No. 1 ENTITLED "TOWN ZONING
ORDINANCE"
ORDINANCE 22-01**

Section 1: Purpose

The purpose of this ordinance to amend Chapter I – Administration & Enforcement, Section I – Special Exception, 6 – Conditions to delete n.

~~n. Commercial Design Guidelines may be required for a Commercial type project in any district.~~

And amend Chapter II – Definitions with the addition of:

Travel Trailer/Recreational Vehicle – A portable vehicle designed and used for temporary sleeping purposes while its occupants are engaged in the pastime of camping.

And amend Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, a to read as follows:

- a. All new commercial development and commercial development involving a structural alteration, addition or repair to a structure that exceeds **seventy-five (75%)** ~~fifty (50%)~~ percent of the equalized assessed value of the structure **over a two year period** ~~the lifetime of the structure~~ and those that include a significant change of use ~~except when the change of use is in an existing structure,~~ shall be subject to the Town Commercial Design Guidelines **as set forth in Section F of this Chapter III** including site plan review and shall not be allowed unless **recommended** ~~approved~~ by the Plan Commission and **approved** by the Town Board.

And amend Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, b – Permitted Uses to include the following:

**Mini Golf/Go-Karts/Arcades
Wildlife Educational Park**

And amend Chapter III – General Zoning, Section C – Districts, 3 – Commercial District, i – Town Commercial Design Guidelines to read as follows:

Town Commercial Design guidelines shall be applied to all new commercial development and commercial development involving a structural alteration, addition, or repair to a structure that exceeds **seventy-five (75%)** ~~fifty (50%)~~ percent the equalized assessed value of the structure **in a two year period** ~~over the lifetime of the structure~~ and those that include a significant change of use, ~~except when the change of use is in an existing structure.~~ The Town Zoning Administrator shall have the ability to administer the Town Commercial Design Guidelines for permitted uses. In cases where the Town Commercial Guidelines are either impractical or not feasible to implement due to the proposed use, the applicant may ask for a waiver from the Town Board after a recommendation

from the Town Plan Commission. Potential cost is not a factor the Town will consider.

And amend Chapter III – General Zoning, with the addition of:

Section F. Commercial Design Guidelines

I. INTRODUCTION

The Town of St. Croix Falls, located in western Polk County, Wisconsin, is in a rural setting with some major thoroughfares including both Federal and State Highways. These major thoroughfares provide easy access to the Twin Cities metropolitan area and also provide a location for compatible commercial uses to be located. To integrate such uses along these highways, lands are zoned commercial and the Comprehensive Plan designates these areas for commercial uses.

II. PURPOSE AND INTENT

The Commercial Design Guidelines (“CDG”) have been prepared to provide the minimum design criteria for commercial development within the Town of Saint Croix Falls. These guidelines are intended to result in the enhancement of community appearance as well as further the establishment of a sense of place by the following:

- The use of specified high quality building materials.
- Identification and consistent use of design elements which contribute to quality and good design in site planning, architecture, landscaping and signage.
- Creating a consistent, cohesive character within a development that is also compatible to its surroundings.
- Encouraging development that is not dictated by franchise architecture and is punctuated by unique, individualized building design decisions.
- Promoting orderly and logical patterns of commercial development.

High quality design solutions deviating from strict interpretation of guidelines noted herein may be considered for approval by the Town only when the resulting design is one which is determined to be desirable by the Town and enhancing of the community. The Town will encourage the implementation of alternative or innovative practices and may modify these Design Guidelines if equivalent public benefits are provided without adverse impact on the community.

III. APPLICABILITY

The Town Commercial Design Guidelines will be applied to the Commercial Zoning District. Pursuant to Town Zoning Ordinance Chapter III, 3:

All new commercial development and commercial development involving a structural alteration, addition or repair to a structure that exceeds seventy-five (75%) percent of the equalized assessed value of the structure over a two year period shall be subject to Town Commercial Design Guidelines including site plan review and shall not be allowed unless reviewed by the Plan Commission and reviewed and approved by the Town Board.

Development involving aggregate structure area includes any additions plus an existing structure. The value of alterations, additions and repair work shall include the value of all labor and materials.

All structural alterations, additions or repairs must comply with the current State of Wisconsin, Department of Commerce Uniform Dwelling Code for residential buildings and the State of Wisconsin, Department of Commerce Building Code for commercial buildings.

All structural alterations, additions or repairs must comply with any current applicable Polk County Ordinances.

A site plan and facility plan ("Site Plan") shall be submitted for each new request to which the ordinances apply. The Site Plan shall be a professionally drawn plan, to scale, showing the minimum elements required by these CDG. The Plan Commission will consider the architecture and design of a building, its arrangements on the lot, landscaping, parking, pedestrian amenities, signage, lighting and other design elements. These standards are intended as a guideline for development of commercial properties. These guidelines shall serve as guidepost for developers in understanding the type of development that is encouraged and what shall be reviewed by the Plan Commission and the Town Board in considering site plan approval. Non-compliance to these guidelines may be grounds for denial of a project. Compliance with these guidelines does not assure or guarantee approval of a project, and does not create any entitlement or right to approval.

Development of commercial properties is subject to Town Commercial Design Guidelines and should expect a 120 day minimum approval process to allow for community input and review into the design process.

The Site Plan shall be submitted for review contemporaneously with any proposed or required applications for land use or other zoning approvals.

IV. IMPLEMENTATION PROCEDURES

These guidelines and standards are intended to encourage an orderly and logical pattern of commercial development that is easily recognized by local residents and that enhances the Town of St. Croix Falls.

The design issues inherent in commercial development are generally easier to resolve if the full extent of commercial development at a particular location is dealt with as one unified project, rather than split into a number of isolated projects. Although ownership patterns may limit the degree to which large parcels can be assembled, preliminary development plans should contain all contiguous land under the developer's control, including land that's use or zoning is not commercial. Cooperative planning between adjacent property owners is encouraged and may, in some cases, be required.

In the event of a conflict or discrepancy between this document and any other Town document, the most restrictive shall apply. Large retail development over ten thousand (10,000) square feet may require increased setbacks and other additional development criteria in addition to the development criteria herein, specific to each development as may be conditioned in site plan approval. In addition, during site plan review, the Town may require certain elements for these standards to be imposed for existing commercial uses when a significant change occurs.

V. APPROVAL PROCESS

The procedure for concept, preliminary and final site plan review shall occur as follows:

- (1) Meet with town staff to review requirements and the concept plan.
- (2) Applicant shall complete and submit a Site Plan along with the Town's completed CDG application and any supplementary materials necessary.
- (3) Town staff, applicant and owner, if not the same, shall present the plan to the Plan Commission for concept review, comment, and recommendation for approval or denial.
- (4) The Plan Commission will hold a public hearing for site plan review and compliance with these CDG.

The Plan Commission may recommend approval.
- (b) The Plan Commission may recommend denial of the site plan and provide to the applicant findings of fact for why the site plan was rejected.
- (c) The Plan Commission may table the action and request additional information and/or changes.
- (5) Town Board approval is required for the site plan and compliance with CDG.
- (6) The applicant must take action on the approved application within one (1) year of approval by the Town Board and hold a certificate of occupancy within two (2) years of holding a building permit or the application is null and void.

VI. SPECIFIC DESIGN GUIDELINES

Site Design

- a. Preservation of Natural Features

Preserving natural features enhances the local character as well as protects natural functions, including storm water management, air purification, and provision of shade. New development shall work with the natural environment by preserving and integrating natural features, including mature trees, where feasible.
- i. Development should integrate existing natural features into the overall design and layout of the development. Existing natural features should be used to create site amenities and provide physical separators and buffers from adjacent development where needed.
- ii. Preservation of existing trees and vegetation should be preserved whenever possible to act as buffers between adjoining developments and as site amenities within the development.
- b. Landscaping. A detailed landscape plan is a required element of site plan approval.

- i. The Site Plan shall show berms or other screening desirable to shield the adjacent property as the Board may require noise, light and dust mitigation measures.
- ii. Trees or vegetation designed to beautify and enhance the visual appeal of the project.
- iii. Sites that contain significant stands of native trees, springs or creeks shall, when possible, incorporate the preservation of such into the site plan.
- iv. All main entrances to the development site shall be extensively landscaped with entrance islands.
- v. All utilities, including cable television, telephone, gas, water, storm and sanitary sewers, shall be underground except electric power lines exceeding 1,200 volts.

2. Parking Lots and Access

- a. Parking lots shall be landscaped to include trees and pedestrian walkways.
- b. At least ten (10) percent of the interior space of all interior parking lots shall be landscaped areas.
- c. Parking lot lights shall be total cut-off luminaries with angles of less than ninety degrees to ensure no fugitive up lighting. Exterior lighting shall not exceed more than 0.5 foot-candles above ambient levels along all property lines and shall not exceed an average illumination level of 1.0 foot-candles in public parking and pedestrian areas.
- d. Poles in parking lots shall have a maximum height of twenty four (24) feet measured from finished grade.
- e. Asphalt and concrete are acceptable paving materials for parking areas. Additional materials, such as tile, brick, and exposed aggregate may be introduced where appropriate. The use of recycled material is encouraged.
- f. Parking lots shall be graded so that storm water draining from the site will not cross public sidewalks.
- g. All roads, walkways, driveways, parking lots and loading areas shall be constructed of materials that are approved by the Town Board.
- m. The Plan Commission and the Town Board may require cross easements where commercial lots are side-by-side to allow linking of parking areas.
- n. Minimum road right-of-way shall be sixty-six (66) feet unless the right-of-way pre-exists adoption of the ordinance.
- o. Minimum access point width shall be twenty-four (24) feet.
- p. The Town may require, at the developer's expense, the construction or easement of right-of-way for frontage or backage roads to ensure continuous movement of vehicles between various and adjacent land uses and to alleviate traffic volume on Highway 8 and Highway 35, thus improving public health and safety.

- q. Road standards for commercial development may be increased by the Plan Commission and the Town Board. An increase of these standards will be on relevant information such as Town plans, driveway widths, speed limit, number and types of vehicles using the road parking availability, sound engineering judgment and other pertinent information.

3. Pedestrian Circulation

- a. Sidewalks at least five (5) feet in width shall be provided where pedestrian traffic will occur.
- b. Sidewalks at least ten (10) feet in width shall be provided along the full length of the building façade featuring a customer entrance and along any façade abutting public parking areas.
- c. Provisions shall be made for handicap, bicycle and motorcycle parking.

4. Materials and Colors

The following applies to facades that are visible from a public street or adjacent property:

- a. Predominant exterior building materials shall be high quality materials, including but not limited to brick; wood; hardie plank; stone; tinted and textured concrete masonry units; and exterior insulation and finish systems (EIFS).
- b. Façade colors shall be low-reflectance subtle, neutral or earth-tone colors. The use of high intensity colors, metallic colors, black or fluorescent colors is prohibited.
- c. Building trim and accent areas may feature brighter colors, including primary colors.

5. Facades and Exterior Walls

The following guidelines apply to facades that are visible from public streets or adjacent properties:

- a. Facades greater than seventy five (75) feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least three percent (3%) of the length of the façade and extending at least 20 percent (20%) of the length of the façade. No uninterrupted length of any façade shall exceed seventy-five (75) horizontal feet.
- b. Ground floor facades that face public streets shall have arches and columns, display windows, entry areas, awnings, or other such features shall attempt when reasonably possible to cover at least 60% of the horizontal length of the building.

6. Customer Entrances

A sense of entry or arrival must be created at primary entryways into the development. Building placement, landscaping, gates, entry monuments, specialty lighting and other design elements can be used to create this design effect.

7. Roofs

1. When reasonably feasible roofs shall have no less than two (2) of the following features:
 - i. Parapets, mansard roofs, gable roofs, hip roofs, or dormers shall be used to conceal flat roofs and roof top equipment from public view. The average height of parapets shall not exceed fifteen percent (15%) of the height of the supporting wall, and parapets shall not at any point exceed one third (1/3) of the supporting wall.
 - ii. Overhanging eaves, extending no less than three (3) feet past the supporting walls. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one (1) foot of horizontal run.
 - iii. Three (3) or more roof slope planes, with varying lengths and design.

8. Central Features and Community Spaces

This section is applicable to all developments exceeding 50,000 square feet in total gross floor area.

- a. At least (1) of the following community and public spaces shall be provided:
 - i. Patio/seating area
 - ii. Pedestrian plaza with benches
 - iii. Window shopping walkway
 - iv. Outdoor play area
 - v. Kiosk area
- b. All central features and community spaces shall have direct access to the public sidewalk network and shall not be constructed of materials that are inferior to the principal materials of the building and landscape.

9. Outdoor Storage

- a. Areas for truck parking, trash collection/compaction loading or other such uses shall not be visible from public or private abutting rights-of-ways and to the greatest extent possible, shall be located in the back of buildings.
- b. No areas of trash collection or compaction, loading, or other such uses shall be located within fifty (50) feet of any public or private street, public sidewalk or internal pedestrian way.
- c. Loading dock, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection (i.e. dumpsters), trash compaction and other such services shall be incorporated into the overall design of the building and the use of screening landscaping so that the visual and acoustic impact of these functions are fully contained and out of view from adjacent properties and public streets. Screening materials shall not be inferior to the principal materials of the building and landscaping.

10. Storm Water Detention Ponds

- a. Submit to the Town, copies of approved storm water plan.
- b. All storm water detention ponds on site shall be landscaped in an aesthetically pleasing manner. The Town shall work with the developer in reviewing landscape plans for storm water detention and such landscape plans shall be submitted with the Site Plan. The Town may require the developer to construct a four (4) foot

high black decorative fence around storm ponds where such are designed or placed in such a manner that left unimpeded pose a risk to the public health and safety.

- c. The maximum side slope shall be 5:1.
- d. Irregular configuration is encouraged.

11. Park and Recreation Dedication

The Town's Parkland Dedication Fee shall be applied per Resolution regarding subdivision plat review fees and other land-use and zoning fees for the Town of St. Croix Falls.

12. Developer's Agreement

The Town may require site plan approval to be accompanied by a Developer's Agreement which shall incorporate certain understandings or agreements in interpreting these guidelines and other agreed upon standards or conditions of site plan approval.

The Town may employ, on behalf of the Town, an independent technical expert to review technical materials or design proposals submitted by the applicant or to prepare any technical materials or design evaluations required but not submitted by the applicant. The applicant shall pay the costs of such review and/or independent analysis. In addition, the Developer is required to pay all engineering review and building inspection fees associated with both plan review and construction of the project.

And amend Chapter III – General Zoning, with the addition of:

Section G. Boathouse Regulations

The roof of a boathouse may be used as a deck if the boathouse has a flat roof with no side walls or screens. A boathouse may be constructed within the shoreland areas if it meets the following conditions:

- (1) The maximum dimension is 14 feet in width by 26 feet in depth. The width dimension runs parallel to the water.
- (2) Open handrails under 3½ feet tall that meet the department of safety and professional services standards may be constructed on the roof of the boathouse.
- (3) The roof must pitch away from the lake.
- (4) Designed solely for boat storage and storage of related marine equipment and not used by humans as a place of settled residence or habitat.
- (5) Shall not extend below the ordinary high water mark (OHWM).
- (6) Structure cannot contain any plumbing.
- (7) Must be at least ten feet landward of the ordinary high water mark (OHWM).
- (8) Must be located within the allowed access and viewing corridor.
- (9) Boathouses shall be a single story with a 14-foot maximum sidewall height.

And amend Chapter III – General Zoning with the addition of:

Section H. Travel Trailer/Recreational Vehicle Use

Travel trailers and recreational vehicles are considered camping units for the purpose of this section.

Use and storage of travel trailers and recreational vehicles.

- a. The zoning district must allow a single-family residence on that lot or parcel of land as an allowable use.
- b. The subject lot or parcel of land has a dwelling or principal structure.
- c. One travel trailer is allowed to be used on a lot 14 out of 60 days without a permit, unless subsection (d) or (e) of this section apply.
- d. An annual, seasonal permit may be obtained from the town clerk's office which would allow for the utilization of the travel trailer or recreational vehicle on the subject property from May 1 through December 1 annually. From December 2 to April 30 may only be used a total of 14 days. To obtain the above seasonal permit, the following requirements apply.
 1. A non-plumbing sanitary system is installed. If there is a well, a state sanitary system must be installed in compliance with the county private onsite wastewater (POWTS) regulations.
 2. Must meet all setbacks on property for an accessory structure.
 3. May not be used as a primary residence.
 4. Can remain on the property for storage December 2 through April 30.
- e. One travel trailer or recreational vehicle may be placed on a property for more than 14 days in any 60 consecutive days if a seasonal permit is obtained and all the following criteria are met:
 1. The property owner has at least 10 acres in one lot or parcel or parcels adjacent to each other with common ownership.
 2. The travel trailer will not be used as a permanent residence.
 3. The setbacks required for an accessory building are met.
 4. A non-plumbing sanitary system is installed. If there is a well, a state sanitary system must be installed in compliance with the county private onsite wastewater (POWTS) regulations.

And amend Chapter V – Sign Regulation and Restrictions, Section L – District Regulations, 2 to read as follows:

COMMERCIAL, *INDUSTRIAL, AGRICULTURAL AND TRANSITIONAL DISTRICTS.*

In the commercial, *industrial, agricultural and transitional* districts, signs shall be regulated as follows:

- a. Permitted signs. Wall, window, ground and directional signs. Each parcel shall be allowed one (1) wall sign and one (1) window sign.
- b. Ground Signs. The area of a ground sign shall not exceed one hundred (100) square feet per facing, with a maximum of two (2) facings. Only one on- premise ground sign shall be permitted for each parcel. No ground sign shall project higher than twenty-five (25) feet above grade. No sign shall be closer than twenty (20) feet to a property line unless the adjacent property is a residential, transition, agricultural or conservancy district in which case the sign shall be set back five hundred (500) feet and no sign shall be placed between the highway and the frontage road.
- c. Off-premise Signs. Off-premise signs shall be permitted in conformance with Section J. 4 of this chapter.

Section 2: Effective Date

This ordinance shall take effect from and after its passage, Polk County Board of Supervisors approval and legal publication.

Legal Counsel Adam Jarchow updated the board on the progress of an agreement with the City of St. Croix Falls and Kwik Trip for a proposed frontage road from Kwik Trip to Cabin Watch and a Cooperative Boundary Agreement. The clerk presented applications for a cigarette/tobacco license and an operator license. Bergmann/Hall **moved** to adopt Resolutions 22-09 and 22-10 approving the issuance of a cigarette/tobacco license and issuance of an operator license; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 22-09

**A RESOLUTION APPROVING AN ADDITIONAL
CIGARETTE AND TOBACCO LICENSES
FOR THE YEAR ENDING JUNE 30, 2022**

WHEREAS the individual listed below has made application to the Town Clerk requesting a cigarette and tobacco license pursuant to Section 134.65 of the Wisconsin Statutes for the year ending June 30, 2022; and

WHEREAS the application appears to be complete and the required fee has been paid;

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls does approve and grant a cigarette and tobacco license to the named individual as follows:

BRYAN BENNETT, AGENT, 2048 US HWY 8, ST. CROIX FALLS WI 54024, 715-327-3753, 456-1030871914-04, 87-1014370, 2022-06, Bar NO

BE IT FURTHER RESOLVED that the Town Clerk be authorized to issue the licenses as the case may be.

Resolution 22-10

**A RESOLUTION APPROVING ADDITIONAL OPERATOR LICENSES
FOR THE YEAR ENDING JUNE 30, 2022**

WHEREAS the individual listed below has made application to the Town Clerk requesting an operator's license pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes for the year ending June 30, 2022, and

WHEREAS the application appears to be complete and the required fee has been paid;

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls does approve and grant operator's licenses to:

Stoeklen, Jessica Marie – 1619 60th Avenue, Amery, WI 54001, 2022-61

BE IT FURTHER RESOLVED that the Town Clerk be authorized to issue the licenses as the case may be.

Hall/Bergmann **moved** to adopt Resolution 22-11 appointing Jeremy Appel to the Town's Plan Commission; **motion carried** on a unanimous roll-call vote, 3-0.

Resolution 22-11

**A RESOLUTION APPOINTING JEREMY APPEL
AS AN ALTERNATE PLAN COMMISSION MEMBER
TO THE TOWN OF ST. CROIX FALLS PLAN COMMISSION**

WHEREAS alternate position on the plan commission is currently vacant; and

WHEREAS the Town Chairperson has nominated Jeremy Appel as an "alternate member" with a term expiring June 30, 2025; and

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, appoints to the Town of St. Croix Falls Plan Commission Jeremy Appel as an alternate member with a term ending June 30, 2025.

Hall/Bergmann **moved** to approve the purchase and installation of an additional TV in the amount of twelve hundred dollars; **motion carried** on a unanimous roll-call vote, 3-0. Bergmann/Hall **moved** to amend the Local Road Improvement Program Application and request a substitution from 125th Avenue to 208th Street; **motion carried** on a unanimous roll-call vote, 3-0.

There was no closing public comment.

The next regular town board meeting is scheduled for April 20, 2022, at 6:00 p.m. with the Annual Town Meeting at 7:00 p.m. Future agenda items are review survey results and consider next steps for updating the comprehensive plan; decision on what to do with the old grader; and presentation from Fahrner Asphalt Sealers on road maintenance options.

There being no further business, Hall/Bergmann **moved** to adjourn the meeting; **motion carried** and the meeting was adjourned at 7:26 p.m.

Minutes prepared by Janet Krueger, town clerk.