

OFFICIAL PROCEEDINGS
Dunn County Board of Supervisors
July 31, 2024 SESSION

The County Board of Supervisors of Dunn County met in person and via teleconference on Wednesday, July 31, 2024 at 7:00 p.m. The Board was called to order by Chair Kelly McCullough. The Board recited the Pledge of Allegiance to the Flag. The County Clerk called the roll. All supervisors were present in person or virtually.

APPROVAL OF THE MINUTES

Supervisor Morehouse moved to approve the minutes of the June 19, 2024 County Board meetings, seconded by Supervisor Stene. Motion carried by a voice vote.

COMMUNICATIONS

Retirement of LuAnn Dohm (Information Technology-25 years).

PUBLIC COMMENT

Supervisor Quinn moved to suspend the board rules to allow for public comment on the Accessory Dwelling Unit ordinance, second by Supervisor Stene. Motion carried by a voice vote. Members of the public spoke on the Accessory Dwelling Units (ADUs) ordinance, refugee resettlement petition, and election related topics.

APPOINTMENTS

Above Chair Appointments need Board Confirmation

Above Chair Appointment are the Chairs

Supervisor Stene moved to approve the appointments, seconded by Supervisor Calabrese. Motion carried by a voice vote.

REPORT OF COUNTY MANAGER

- A. West Central Wisconsin Regional Planning Annual Report
- B. Purchase Orders Over \$40,000. There was 1 for a total of \$45,322.37.
- C. Results of 2025 Budget Consideration Discussions
- D. Elk Creek Solar Update
- E. Where to Find Budget Documents – Beata Haug

REPORTS OF DEPARTMENTS

The Environmental Services and Health Departments presented their annual reports. Questions were asked from the floor and responded to by each department head.

REPORT NO. 36

Supervisor Morehouse moved to approve report No. 36, 2024 Budget Adjustments, seconded by Supervisor Bauer. Chair McCullough asked if there were any questions. There were none. Motion carried by a roll call vote.

**REPORT NO. 36
2024 BUDGET ADJUSTMENTS**

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Dunn, Wisconsin that, effective with the publication of the notices required by law, the budget of the County of Dunn for the year beginning January 1, 2024 is amended by the following amounts to the line item account numbers shown:

<i>Human Services</i>			<i>Expense</i>	<i>Revenue</i>
Behavioral Health				
3120020010	539075	Misc Donations-Expense	\$50,000	
3120020010	485000	Misc-Donations & Contributions		\$50,000
Birth to Three				
3120070900	534330	Operating Supplies	\$500	
3120070900	437000	Local-Grants		\$500
ADRC				
3120050900	511000	Salaries & Wages	\$521	
3120050900	435000	State Grants G312000042.2324		\$521
3120050900	525025	Respite	\$2,990	
3120050900	435000	State Grants G312000116.2224		\$2,990
Family & Children				
3120030900	526040	Kinship	\$47,250	
3120030900	435000	State Grants G312000011.2424		\$47,250
3120030900	511005	Attendance Hours	\$4,725	
3120030900	435000	State Grants G312000012.2424		\$4,725
3120030900	525025	Respite	\$22,043	
3120030900	435000	State Grants G312000126.2424		\$22,043
3120030900	534330	Operating Supplies	\$5,378	
3120030900	435000	State Grants G312000094.2424		\$5,378
<i>Veteran Services Office</i>			<i>Expense</i>	<i>Revenue</i>
1520010020	539075	Donations-Expense	\$2,850.60	
1520010020	485010	MISC-Donations-Cash		\$2,850.60
1520010900	511000	Salaries & Wages	\$2,750.00	
1520010900	435000	State Grants G152000003.2424		\$2,750.00
Health Insurance			Expense	Revenue
1910010010 – 551090 – Wellness Initiatives			\$1,000	
1910010010				\$1,000

BE IT FURTHER RESOLVED that the County Board authorizes the Department of Administration to enter and maintain the information contained herein in a manner based upon generally accepted accounting standards and that, effective with the publication of the proceedings of this meeting, the following changes are hereby adopted.

Dated the 31st day of July 2024, at Menomonie, Wisconsin.

Adopted on: July 31, 2024

OFFERED BY THE EXECUTIVE COMMITTEE:
Kelly McCullough, Chair

ATTEST:

Andrew Mercil, County Clerk

Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

Budget Impact: Adoption of the Dept of Human Services portion of this resolution increases the 2024 adopted budget by a net amount of \$83,907. Adoption of the Veteran Services portion of this budget adjustment increases the 2024 adopted budget by a net amount of \$5600.60. Adoption of the HR portion of this budget adjustment increases the 2024 adopted budget by a net amount of \$1000. Adoption of this resolution has no impact upon the current year tax levy.

Background Information:

The Executive Committee has considered the justifications for the proposed 2024 budget adjustments and recommends that the Board adopt the adjustments as being in the best interest of the County.

The following information was provided by departments requesting action in support of this resolution.

Human Services

The Human Services Department received positive adjustments to grants since the 2024 budget was passed. With these adjustments, Human Services may have more resources available to allocate towards supporting and serving the community.

Dept of Administration

Each year, the County plans and hosts an employee appreciation picnic which serves as a social gathering for employees and their family members to come together and celebrate the hard work that is accomplished by the esteemed employees of Dunn County. The 2024 event will be supported by donated funds that were provided by a previous health benefits vendor and exist within the wellness initiatives account. In addition to the existing donated funds, our current Benefits Consultant, The Insurance Center, has agreed to donate \$1,000 towards this event as it in the interest of employee engagement and wellness. This donation is requested to be placed into the employee wellness initiatives fund to allow use in funding the employee picnic event which will take place on August 1, 2024.

Veteran Services

The department is requesting a budget adjustment to the 2024 WDVA CVSO Grant from \$11,000 to \$13,750 due to an increase in allowed grant amount that was approved at the state

level after the 2024 adopted budget. The department is requesting a budget adjustment to the 2024 Veterans Relief Fund due to a reimbursement of expenses from donations to the VFW 1039 for the April Veteran Outreach Event. The adjustment from \$20,506 to \$23,356.60 due to a reimbursement of \$2,850.60 for expenses incurred for the Veteran Outreach Event.

REPORT & ORDINANCE NO. 35

Supervisor Quinn moved to approve ordinance No. 35, Chapter 13 of the Dunn County Code of Ordinances to Include Provisions Allowing for the Construction of Accessory Dwelling Units in Certain Zoning Districts, seconded by Supervisor Morehouse. Chair McCullough asked if there were any questions. Questions were asked from the floor and responded to by County Administration. Motion carried by a roll call vote.

ORDINANCE NO. 35

AMENDING CHAPTER 13 OF THE DUNN COUNTY CODE OF ORDINANCES TO INCLUDE PROVISIONS ALLOWING FOR THE CONSTRUCTION OF ACCESSORY DWELLING UNITS IN CERTAIN ZONING DISTRICTS

The Board of Supervisors of the County of Dunn does hereby ordain as follows:

Section 1. The following amendments to the Dunn County Comprehensive Zoning Ordinance, Chapter 13 of the Dunn County Code of Ordinances are hereby adopted:

Section 13.2.3.02(a) is amended to read as follows:

- (a) ~~Single family housing~~ Single-family dwelling.

Section 13.2.3.05 is amended to read as follows:

13.2.3.05 Permitted Accessory Structures: Those structures necessary to house the accessory uses. Permits must be issued for a permitted principal structure (13.2.3.03) before permits will be issued for accessory structures. Accessory structures shall not be designed or used in part or whole for human habitation or any unauthorized accessory use- unless properly permitted.

Section 13.2.4.02(c) is created to read as follows:

- (c) Attached Accessory Dwelling Unit pursuant to Section 13.3.17

Section 13.2.4.04 is amended to read as follows:

13.2.4.04 Permitted Accessory Uses: ~~Those permitted accessory uses found in the Residential (R-1) district~~

- (a) Home occupations and professional offices as per Section 13.3.3
(b) Private recreational uses including but not limited to swimming, tennis, horticulture and playground activities.
(c) Bed and breakfast establishments pursuant to Chapter 254.61 Wis. Stats
(d) Crop farming on un-improved lots.
(e) Detached Accessory Dwelling Unit pursuant to Section 13.3.17

Section 13.2.4.05 is amended to read as follows:

13.2.4.05 Permitted Accessory Structures: Those structures necessary to house the accessory uses. Permits must be issued for a permitted principal structure (13.2.4.03) before permits will be issued for accessory structures. Accessory structures shall not be designed or used in part or whole for human habitation or any unauthorized accessory use- unless properly permitted.

Section 13.2.5.05 is amended to read as follows:

13.2.5.05 Permitted Accessory Structures: Those structures necessary to house the permitted accessory uses. Permits must be issued for a permitted principal structure before permits will be issued for an accessory structure. Accessory structures shall not be designed or used in part or whole for human habitation or any unauthorized accessory use-unless properly permitted.

13.2.8.02(h) is amended to read as follows:

(h) ~~Single family housing~~ Single-family dwelling (02/18/2015)

13.2.8.02(k) is created to read as follows:

(k) Attached Accessory Dwelling Unit (AADU) pursuant to Section 13.3.17

13.2.8.04(e) is created to read as follows:

(e) Detached Accessory Dwelling Unit (ADU) pursuant to Section 13.3.17

13.2.8.05 is amended to read as follows:

13.2.8.05 Permitted Accessory Structures: Those structures necessary to house the accessory uses. Permits must be issued for a permitted principal structure (13.2.8.03) before permits will be issued for accessory structures. Accessory structures shall not be designed or used in part or whole for human habitation or any unauthorized accessory use unless properly permitted.

13.3.17 is created to read as follows:

13.3.17 Supplementary Use Regulations: Accessory Dwelling Units

13.3.17.01 Purpose and Intent. To allow more efficient use of existing housing stock and infrastructure; providing a broader range of housing opportunities that responds to changing family needs; and offering a means for residents to remain in their homes and neighborhoods and obtain security, services, and companionship.

13.3.17.02 Applicability. No more than one ADU is permitted per lot or parcel.

13.3.17.03 Definitions. As used in this section, the following terms have the meanings as defined in 13.7.0 and repeated here for reference:

(a) Accessory Dwelling Unit (ADU): An additional single-family dwelling unit that is subordinate in size to a single-family dwelling, and located on the same parcel as a single-family dwelling. It provides independent living facilities for one or more

persons. For the purposes of this ordinance, the terms “Accessory Dwelling Unit” or “ADU” encompass all subtypes. The subtypes are as follows:

1. Attached (AADU): Physically connected to the principal single-family dwelling, sharing at least one common wall and being structurally interdependent.

2. Detached (DADU): A standalone residential unit located on the same parcel or lot but separate from the principal single-family dwelling, serving as an accessory structure to the primary dwelling.

(b) Addition: New construction performed on a dwelling which increases the outside dimensions of the dwelling.

(c) Detached Building: Any building which is not physically connected to the dwelling.

(d) Primary Dwelling: The principal single-family dwelling on a lot or parcel, serving as the primary and dominant residence. The primary dwelling is larger in size compared to any accessory dwelling units (ADUs) on the same lot or parcel. It is the main residential structure where the property owner or primary resident resides.

(e) Secondary Dwelling: A residential structure on a property that is subordinate in size to the primary dwelling. A secondary dwelling may include accessory dwelling units (ADUs) or other additional residential structures permitted by local zoning regulations. The secondary dwelling is characterized by its supportive role to the primary dwelling and may house additional occupants while conforming to the zoning standards applicable to such structures.

13.3.17.04 Permits. Zoning permits are required for Accessory Dwelling Units subject to the provisions of the Ch. 13 Comprehensive Zoning Ordinance and approval by the Zoning Administrator.

(a) Approval Process. No more than one ADU is permitted per lot or parcel, provided the Zoning Administrator first approves the proposed ADU as complying with the standards of Section 13.3.17.

(b) Application Fees. Fees required for ADUs shall be equivalent to those required to construct a single-family dwelling unit in the zoning district in which they are located.

13.3.17.05 Standards. The following standards must be met in order to establish an accessory dwelling unit:

(a) Development. ADUs must adhere to the development standards applicable to principal structures in the respective zoning district. This includes setbacks, setback reduction, lot coverage, and height regulations.

(b) Construction Timing and Design. ADUs may be constructed concurrently with, before, or after a principal single-family dwelling. The design and placement of the ADU should not hinder the construction of the primary single-family dwelling in accordance with established regulations.

(c) Prohibition on Two-Family or Multi-Family Dwellings. ADUs may not be constructed on the same lot or parcel as a two-family dwelling or multi-family dwelling.

(d) Square Footage Measurements. For the purpose of determining the total square footage of the primary and secondary dwelling shall be made along the exterior walls of the structures, encompassing all habitable areas within the exterior perimeter of each dwelling unit, including any attached enclosed spaces such as porches or sunrooms. Measurements shall be taken from the exterior surface of the outermost walls, excluding any projections beyond the exterior wall surface such as eaves or bay windows.

(e) Size Limitations. ADUs must be of a size subordinate to the primary single-family dwelling in all cases. In no case shall the ADU be greater than twelve-hundred (1200) square feet.

(f) Distance Requirement. The distance between the primary single-family dwelling and the ADU must not exceed 300 linear feet.

(g) Wastewater Disposal. Domestic wastewater disposal must comply with sewage system requirements, unless exempted by the State or Dunn County's Sanitation Ordinance. The zoning administrator may require the applicant to demonstrate the adequacy of the system for the proposed structure and anticipated number of bedrooms.

(h) Lot Area. For lots with an area less than 1 acre, the applicant may be required to demonstrate to the satisfaction of the Environmental Services Department that the lot has sufficient area for accommodating the proposed ADU while maintaining compliance with setback regulations and facilitating the installation or modification of the entire onsite wastewater treatment system, including provisions for potential replacement. The Environmental Services Department reserves the authority to request a comprehensive report inclusive of soil borings and percolation tests as stipulated by Wisconsin Administrative Code, as part of the application review process.

(i) Building Code Compliance. ADUs must comply with all relevant building codes and safety regulations applicable to habitable structures.

(j) Sale Restrictions. The separate sale of the ADU shall not occur unless that portion of the subject property is legally subdivided in accordance with Dunn County's Chapter 16 Land Division, Condominium, and Surveying Regulations.

(k) Deed Restriction. Prior to zoning permit issuance, the property owner must record a deed restriction that:

1. Prohibits the separate sale of the ADU unless the subject property is legally subdivided according to Dunn County's Chapter 16 Land Division, Condominium, and Surveying Regulations.
2. Prohibits the conversion of the property to a condominium.

(l) Compatibility With Other Ordinance Sections. Where identified as a Permitted Principal Use, Accessory Dwelling Units may be constructed on parcels in addition to other Principal Uses and Structures without violating 13.2.2(b).

13.7.0 (“Definitions”) is amended to include the following terms and their definitions. These will be incorporated into the ordinance consistent with the now-existing alphabetical order:

Accessory Dwelling Unit (ADU): An additional single-family dwelling unit that is subordinate in size to a single-family dwelling, and located on the same parcel as a single-family dwelling. It provides independent living facilities for one or more persons. For the purposes of this ordinance, the terms “Accessory Dwelling Unit” or “ADU” encompass all subtypes. The subtypes are as follows:

- (a) **Attached (AADU):** Physically connected to the principal single-family dwelling, sharing at least one common wall and being structurally interdependent.
- (b) **Detached (DADU):** A standalone residential unit located on the same parcel or lot but separate from the principal single-family dwelling, serving as an accessory structure to the primary dwelling.

Addition: New construction performed on a dwelling which increases the outside dimensions of the dwelling.

Detached Building: Any building which is not physically connected to the dwelling.

Primary Dwelling: The principal single-family dwelling on a lot or parcel, serving as the primary and dominant residence. The primary dwelling is larger in size compared to any accessory dwelling units (ADUs) on the same lot or parcel. It is the main residential structure where the property owner or primary resident resides.

Secondary Dwelling: A residential structure on a property that is subordinate in size to the primary dwelling. A secondary dwelling may include accessory dwelling units (ADUs) or other additional residential structures permitted by local zoning regulations. The secondary dwelling is characterized by its supportive role to the primary dwelling and may house additional occupants while conforming to the zoning standards applicable to such structures.

Section 2. This Ordinance shall become effective upon adoption and publication as required by law. (This section shall not be codified.)

Dated this 19th day of June 2024, at Menomonie, Wisconsin.

Adopted on: July 31, 2024
Published on: August 7, 2024

ATTEST:
Andrew Mercil, County Clerk
Approved as to Form and Execution:
Nicholas P. Lange, Corporation Counsel

OFFERED BY THE PLANNING RESOURCES
AND DEVELOPMENT COMMITTEE:
Tom Quinn, Chair

COUNTERSIGNED:
Kelly McCullough, Chair
Dunn County Board of Supervisors

ANNOUNCEMENTS

Announcements were made from the floor. The Chair declared the meeting adjourned at 9:35p.m.

Respectfully submitted,
ANDREW MERCIL,
DUNN COUNTY CLERK