

CHIPPEWA COUNTY
PLANNING & ZONING COMMITTEE
REGULAR MEETING
JUNE 19, 2025
CHIPPEWA COUNTY COURTHOUSE, RM 302
5:00 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Jason Bergeron	Chippewa County	District 7, Chair	Present	
Duane Shoebridge	Chippewa County	District 3, Vice-Chair	Present	
David Kelly	Chippewa County	District 14	Present	
Rocky Kempe	Chippewa County	District 16	Present	
Chuck Hull	Chippewa County	District 19	Present	

Doug Clary, Director of Planning & Zoning
Fred Hankel, UDC Building Inspector
Mary Rudd, Wheaton Town Plan Commission

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None.

4. CONSENT AGENDA

Motion to approve.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	David Kelly, District 14
SECONDER:	Rocky Kempe, District 16
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull

1. Approve the Agenda

2. Approve the Minutes

Planning & Zoning Committee - Special Meeting - May 21, 2025 5:00 PM

Planning & Zoning Committee - Regular Meeting - May 22, 2025 5:00 PM

3. Schedule Next Meeting Date - July 24, 2025 @ 5:00PM

5. REPORTS

- Preliminary Review: Solar Energy Systems (Zoning Ordinance Amendment)
General discussion on the preliminary draft: 2025-05-29 occurred.
 - 70-193(1): Keep the setbacks of the underlying zoning districts.
 - 70-193(2): Keep height at a maximum of 35'

Planning & Zoning Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

June 19, 2025
5:00 PM

3. 70-194(2): All districts
4. 70-194(f)(2): Only those structures within 100' from the boundary of the SES Project.
5. 70-194(f)(3): A decommission plan and site restoration plan between the property owner and company.
6. 70-194(g): Keep: (3) Vegetation Plan, (5) Glare Analysis Study, (6) Visual Analysis Study, (7) Pre-construction Sound Report, (8) Wetland and Waterway Report/Navigability Determination, (11) Electric and Magnetic Field (EMF) Study, and add in Soil Borings (before and after) to establish a baseline.
7. Add in no battery storage onsite.
8. Title of Section will be Renewable Energy, with Solar Energy Systems being a subsection.

Clary will make the modifications and have Corporation Counsel review prior to setting up a public hearing. Most likely, the public hearing will occur in August.

RESULT:	DISCUSSED
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2. 70-116 Tourist Rooming House Regulations

Clary will review the existing ordinance in relation to the proposed amendments (Ord. 05-25) and how they will interact with 70-72(a)(1).

RESULT:	DISCUSSED
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6. RESOLUTIONS

1. Res. 25-25: Resolution To Approve A Revised Schedule Of Fees in the Department of Planning & Zoning - Doug Clary

Clary reviewed the proposed fees with the Committee. Kelly recommended moving the sanitary permit fees for conventional, at-grade, mound, holding tank and privy up by \$50 from their current rate. Motion to recommend approval of proposed fee schedule with increasing sanitary permit fees for conventional, at-grade, mound, holding tank and privy up by \$50 from their current rate.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]	Next: 7/8/2025 6:00 PM
MOVER:	Chuck Hull, District 19	
SECONDER:	Rocky Kempe, District 16	
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull	

2. Res. 26-25: Resolution to Approve a Mid-Year Request to Create a Full-Time Building Inspector Position in the Department of Planning and Zoning - Doug Clary

General discussion on the need for the additional UDC inspector. Motion to approve.

RESULT:	RECOMMENDED FOR APPROVAL [UNANIMOUS]	Next: 7/1/2025 4:00 PM
MOVER:	David Kelly, District 14	
SECONDER:	Rocky Kempe, District 16	
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull	

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

None.

Planning & Zoning Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

June 19, 2025
5:00 PM

8. ADJOURN

Motion to adjourn.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Kelly, District 14
SECONDER:	Chuck Hull, District 19
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull

CHIPPEWA COUNTY
PLANNING & ZONING COMMITTEE
SPECIAL MEETING
MAY 21, 2025
CHIPPEWA COUNTY COURTHOUSE, RM 302
5:00 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Jason Bergeron	Chippewa County	District 7, Chair	Present	
Duane Shoebridge	Chippewa County	District 3, Vice-Chair	Excused	
David Kelly	Chippewa County	District 14	Present	
Rocky Kempe	Chippewa County	District 16	Present	
Chuck Hull	Chippewa County	District 19	Present	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None.

4. CONSENT AGENDA

Motion to Approve.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Kelly, District 14
SECONDER:	Chuck Hull, District 19
AYES:	Bergeron, Kelly, Kempe, Hull
EXCUSED:	Shoebridge

1. Approve the Agenda

2. Approve the Minutes

Planning & Zoning Committee - Regular Meeting - Apr 24, 2025 5:00 PM

3. Schedule Next Meeting Date - Thursday, May 22, 2025 @ 5:00PM

5. BUSINESS ITEMS

1. Comprehensive Plan Update - Chris Straight (West Central Wisconsin Regional Plan Commission)
Chris Straight gave an update on the schedule and the status of the town and municipal surveys; reviewed goals and objectives within the 2010 Comprehensive Plan; discussed the focus groups and reviewed the Existing Land Use Maps.

Meeting # 3 will focus on the Transportation and Utilities & Community Facilities Element.

Minutes Acceptance: Minutes of May 21, 2025 5:00 PM (Consent Agenda)

Planning & Zoning Committee

Minutes
Special Meeting

Chippewa County Courthouse, Rm 302

May 21, 2025
5:00 PM

RESULT: DISCUSSED

6. AGENDA ITEMS FOR FUTURE CONSIDERATION

None.

7. ADJOURN

Motion to Adjourn.

RESULT: APPROVED [UNANIMOUS]
MOVER: Chuck Hull, District 19
SECONDER: Rocky Kempe, District 16
AYES: Bergeron, Kelly, Kempe, Hull
EXCUSED: Shoebridge

Minutes Acceptance: Minutes of May 21, 2025 5:00 PM (Consent Agenda)

CHIPPEWA COUNTY
PLANNING & ZONING COMMITTEE
REGULAR MEETING
MAY 22, 2025
CHIPPEWA COUNTY COURTHOUSE, RM 302
5:00 PM

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Jason Bergeron	Chippewa County	District 7, Chair	Present	
Duane Shoebridge	Chippewa County	District 3, Vice-Chair	Present	
David Kelly	Chippewa County	District 14	Present	
Rocky Kempe	Chippewa County	District 16	Present	
Chuck Hull	Chippewa County	District 19	Present	

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None

4. CONSENT AGENDA

1. Approve the Agenda
Motion to remove 5.1 (GT Business Venture LLC Rezone) and 5.3 (Olson's Valley Properties LLC Conditional Use Request) as the petitioners have withdrawn their requests.

5. PUBLIC HEARINGS - FOR DISCUSSION AND ACTION

1. 2025-0003 GT Business Venture LLC Rezone - Town of Eagle Point
Petitioner has withdrawn this request, so no action.

RESULT:	WITHDRAWN
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2. 2025-0005 Paul Rezone - Town of Lafayette
Motion to approve as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chuck Hull, District 19
SECONDER:	Rocky Kempe, District 16
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull

3. 2025-0004 Olson's Valley Properties LLC Conditional Use Request - Town of Wheaton
Petitioner has withdrawn this request, so no action.

RESULT:	WITHDRAWN
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Minutes Acceptance: Minutes of May 22, 2025 5:00 PM (Consent Agenda)

Planning & Zoning Committee

Minutes
Regular Meeting

Chippewa County Courthouse, Rm 302

May 22, 2025
5:00 PM

4. Ord. 05-2025: Ordinance To Amend Sections 70-8, 70-63, 70-70 Through 70-73, And 70-76 Of The Chippewa County Code of Ordinances - Second Reading - Doug Clary
Motion to approve the proposed zoning ordinance amendments with modifications to the following sections:
- (1) Modifications to Section 70-8(134), (135) and (136) definitions for front yard, rear yard and side yard as highlighted yellow in the attached ordinance.
 - (2) Modifications to Section 70-71(a)(13) as highlighted yellow in the attached ordinance.

RESULT:	FORWARD TO COUNTY BOARD [UNANIMOUS]	Next: 6/10/2025 6:00 PM
MOVER:	Chuck Hull, District 19	
SECONDER:	Duane Shoebridge, District 3, Vice-Chair	
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull	

6. BUSINESS ITEMS

1. Discussion on Planning & Zoning Committee Meeting Date in June
Discussion on keeping the June 19, 2025 meeting date and adding June 26, 2025 as an additional meeting for Comprehensive Planning. Both still starting at 5:00 PM.

RESULT:	DISCUSSED
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7. AGENDA ITEMS FOR FUTURE CONSIDERATION

June: Proposal for an additional Uniform Dwelling Code Inspector in the DPZ.
August: Home Occupations

8. ADJOURN

Motion to Adjourn.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Kelly, District 14
SECONDER:	Rocky Kempe, District 16
AYES:	Bergeron, Shoebridge, Kelly, Kempe, Hull

Minutes Acceptance: Minutes of May 22, 2025 5:00 PM (Consent Agenda)

CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • Fax: 715.726.4596 • www.co.chippewa.wi.us •

Land Management

Land Planning

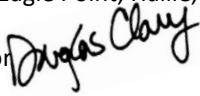
Land Records & G.I.S.

POWTS & Wells

Date: May 29, 2025

To: Town Chairs: Anson, Eagle Point, Hallie, Lafayette, Wheaton and Woodmohr

From: Douglas Clary, Director



Re: Zoning Ordinance Amendment – Solar Energy Systems - 2025

Dear Town Chairs,

Please find attached a DRAFT of Division 6: Solar Energy Systems (dated 2025-05-29), which I am hoping you can review and provide feedback. In drafting, I utilized St. Croix County and Eau Claire County's respective ordinance sections as a base. I have highlighted portions in "blue" along with a note for your consideration. I have also proposed to add three definitions that are found in the Wisconsin State Statutes and Administrative Code that I believe to be beneficial to this division.

The following is a tentative schedule for this amendment:

1. Late May – Draft is released to Towns for June meetings.
2. Early/Late June – Corporation Counsel Review
3. June PZC – Planning & Zoning Committee review (tentatively scheduled for June 19, 2025)
4. July/August PZC – Public Hearing on Proposed Changes
5. August/September – County Board First Reading
6. September/October – Second Reading at County Board Meeting.

If you have any questions, please contact me at (715) 726-7941.

Attachment: 2025-05-29_Town Letter Regarding ZO Changes_DRAFT Solar Energy Systems (9017 : ZO Amendment - Solar)

New Definitions to be added to section 70-8 of the Zoning Ordinance:

"Solar collector" means a device, structure or a part of a device or structure a substantial purpose of which is to transform solar energy into thermal, mechanical, chemical or electrical energy (per Wis Stat 66.0403(1)(j))

"Solar energy system" means equipment which directly converts and then transfers or stores solar energy into usable forms of thermal or electrical energy (per SPS 371.10(32))

"Solar energy" means direct radiant energy received from the sun (per Wis Stat 66.0403(k))

DIVISION 6. SOLAR ENERGY SYSTEMS (SES)**Sec. 70-190 Purpose.**

This section provides the standards and procedures for solar energy systems. This section ensures that any proposed solar energy system or solar collector complies with applicable provisions of Wis. Stat. §§ 66.0401, 66.0403, 196.491 and this section.

Sec. 70-191 Applicability. This section applies to solar collectors and solar energy systems.

Sec. 70-192 Types of SES.

- (a) Small SES. Equipment which directly converts and then transfers or stores solar energy into usable forms of thermal or electric energy, which is incidental and subordinate to a permitted use on the same parcel or on a contiguous parcel of common ownership and is intended to supply thermal energy or electric power solely for on-site use, except that when a parcel on which the system is installed also receives electrical power supplied by a utility company, excess electrical power generated and not presently needed for on-site use may be used by the utility company.
- (b) Large SES. Equipment which directly converts and then transfers or stores solar energy into usable forms of thermal or electrical energy which is intended for off-site consumption.

Sec. 70-193 General Standards

- (1) **Setbacks.** Any portion of the SES shall not encroach within five (5) feet of any property line and within 25 feet of any road right-of-way. *(NOTE: I think we should uphold the setbacks within the applicable zoning district.)*
- (2) **Height restrictions.** A SES shall not exceed 35 feet in height. A building mounted SES may extend six feet above the allowable height limit. *(NOTE: I can see the advantage of limiting the height.)*
- (3) **Glare.** The SES shall be positioned so glare does not create any unsafe conditions.
- (4) **Installer.** All SES shall be installed by a North American Board of Certified Practitioners (NABCEP) certified solar installer or other person qualified to perform such work.
- (5) **Code Compliance.** A SES shall comply with all applicable State of Wisconsin electrical codes and the National Electric Code. A SES that will connect to a commercial structure or a multi-unit dwelling shall comply with the State of Wisconsin Commercial Building Code, when necessary. Other applicable SES shall comply with the Uniform Dwelling Code.
- (6) **Structural integrity.** The structure upon which the proposed SES is to be mounted shall have the structural integrity to carry the weight and wind loads of the SES.
- (7) **Notification.** Upon issuance of a conditional use permit, all large SES shall notify the Public Service Commission of Wisconsin.

Sec. 70-194 Permits

- (1) Small SES shall be permitted by right in all zoning districts provided standards in 70-193 are met.
- (2) Large SES under 100 Megawatts shall require a conditional use permit, prior to construction, and may be permitted in all zoning districts and subject to the regulations and requirements in this section. *(Note: Do we want to limit these to certain zoning districts?)*
- (3) Large SES 100 Megawatts or greater are reviewed by the Public Service Commission of Wisconsin (PSC) and must receive a certificate of public necessity from the PSC

- (d) *Limits on restrictions.* The Chippewa County Planning and Zoning Committee shall review a conditional use permit per section 70-108 for a Large SES under 100 Megawatts and apply the criteria set forth in subsection 1 through 3 below. No restriction shall be placed, either directly or in effect, on the installation or use of a Large SES, unless the restriction satisfies one of the following conditions:
- (1) Serves to Preserve and protect the public health or safety.
 - (2) Does not significantly increase the cost of the system or decrease its efficiency.
 - (3) Allows for an alternative system of comparable cost and efficiency.
- (e) *Application.* The following information shall be provided on all SES applications:
- (1) Name and contact information of the applicant, owner and installer.
 - (2) The legal description, and address of the site.
 - (3) A description of the scope of work.
 - (4) Solar system specifications, including the manufacturer and model, generating capacity, total height, collector square footage, wiring plan and means of interconnecting with the electrical grid. *(Note: Does this information provide any benefit to in regards to the issuance of the permit?)*
 - (5) Site layout, including the location of property lines, structures, SES and the total extent of system movements and interconnection points with the electrical grid.
 - (6) Installer's qualifications and signature certifying the SES will be installed in compliance with this section and all other applicable codes.
- (f) *Additional Application requirements for a Large SES:*
- (1) Percentage of land coverage by the SES.
 - (2) Structures on adjacent properties and distance from boundary of SES project. *(Note: I think we should remove this.)*
 - (3) A decommissioning and site restoration plan providing reasonable financial assurance the Large SES will be removed at the end of its useful life. *(Note: I think we should remove the word financial as I do not want to track any type of financial assurances such as bonds.)*
- (g) *Recommended Application Submittal Items for a Large SES: (Note: As written, recommended, but not required. Do we want to require any of this information? My opinion: (3), (5), (6) and (8) should be required. All others we should get rid of.)*
- (1) Copies of Property Leases.
 - (2) Preliminary Engineering Design.
 - (3) Vegetation Plan.
 - (4) Market Impact Analysis.
 - (5) Glare Analysis Study.
 - (6) Visual Analysis Study.
 - (7) Pre-Construction Sound Report.
 - (8) Wetland and Waterway Report/Navigability Determinations.
 - (9) Cultural Resources Report.
 - (10) Certified Endangered Resources Review.
 - (11) Electric and Magnetic Field (EMF) Study.

- (8) There shall be no outside storage or display of products, materials, or equipment except for seasonal products such as Christmas trees, which do not exceed 8 weeks.
- (b) The following home occupations may be allowed, but only after a conditional use permit is approved under section 70-108:
 - (1) Professional Offices, including but not limited to physicians, chiropractors, dentists, lawyers, real estate brokers, insurance agents and contractors;
 - (2) Beauty and barber shops;
 - (3) Repair of motor vehicles and small engines including the construction and operation of racing machines such as stock cars, snowmobiles and tractors.
 - (4) Storage of motor vehicles and recreational vehicles in accessory structures that were existing at the time of adoption of the zoning code (1974).
 - (5) CNC Machining; allowed only within the Agriculture District.
 - (6) Wedding Venues; allowed only within the Agriculture District.

(Ord. 02-18, 06-12-2018; Ord. No. 08-22, 10-11-2022)

Cross references: Traffic and vehicles, ch. 58.

Sec. 70-116 Tourist Rooming House

It is the intent of this section to identify County and State Regulations governing the short-term rental of a principal building and procedures for permitting and licensing for a tourist rooming house.

- (a) *Applicable Regulations.* Short-Term Rentals are regulated by Wis. Stats. §§ 97 and 66.1014, Wis. Admin. Code ch. ATP 72, 73 and 75, and the Chippewa County Public Health Department. Short-Term Rentals may also be regulated by the local towns.
- (b) Application for a zoning permit to operate a short-term rental shall include the following:
 - (1) A completed zoning permit application and the applicable fee.
 - (2) Provide adequate documentation verifying the dwelling or dwelling unit has been approved through zoning or is considered a legal non-conforming use. It is the intent of this section to provide adequate documentation showing that the dwelling or dwelling unit met applicable codes and approvals at the time of construction or the addition of the unit within the building. Illegal structures, dwellings or dwelling units shall be prohibited from obtaining a zoning permit for the use of the structure as a short-term rental.
 - (3) A copy of the application submitted to the Chippewa County Department of Public Health.

- (c) The following restrictions or conditions shall be applied to the zoning permit:
- (1) The number of occupants allowed within the short-term rental is dependent upon the size of the septic system. The property owner shall provide written evidence such as a copy of the approved and permitted POWTS and/or an investigative report detailing the location, size and performance capabilities of the POWTS.
 - (2) The property owner and occupants of a property permitted for use as a short-term rental shall comply with the terms of the zoning permit and all other applicable permits and licenses, and all laws, ordinances and regulations that arise out of or relate to the maintenance, management, operation and occupancy of short-term rentals.
 - (3) Accessory structures or buildings located on the property shall not contain habitable living spaces such as, but not limited to: bathrooms, sleeping accommodations, kitchens, and offices.
 - (4) Tents and recreational vehicles, including, but not limited to: pop-up campers, motor homes or other means of overnight stay are prohibited.
 - (5) All applicable county permits and state licenses shall be referenced on any advertising, including advertisements on the internet. Licenses and permits shall be prominently displayed in a conspicuous location on the property where a short-term rental is located.
 - (6) A zoning permit allowing the use of the property as a short-term rental shall expire upon change of property ownership.
 - (7) The property owner requesting a zoning permit to use the property as a short-term rental shall, by certified mail, notify all property owners within 200 feet of the property where the short-term rental will be located of their intent to use the property for a short-term rental. The notification shall include a copy of this section of the zoning ordinance showing the conditions under which a zoning permit will be issued for the short-term rental, the property owner's mailing address and the property owner's 24-hour contact number. The certified mail receipts shall be presented to the Department or Administrator and placed within the property file prior to the issuance of the zoning permit under this section.

(Ord. 10-11, 01-10-12; Ord. No. 08-19, 06-11-19; Ord. No. 08-24, 07-09-2024)

70-117 Commercial Site Plan Review Process

- (a) *Purpose.* The purpose of the commercial site plan review requirements are as follows:
- (1) To maintain and improve the quality of the environment;
 - (2) To encourage the aesthetic compatibility of the design and construction of new development with adjacent and nearby land uses;
- (b) *Jurisdiction.* Site plans shall be submitted by the applicant, and shall be subject to the review and approval by the Department prior to the issuance of building and/or zoning permits for all new or redeveloped commercial development(s). Building or sanitary permits for a

**STATEMENT OF EXPLANATION**

Resolution No. 25 - 25

**RES. 25-25: RESOLUTION TO APPROVE A REVISED SCHEDULE OF FEES
IN THE DEPARTMENT OF PLANNING & ZONING - DOUG CLARY**

1 Passage of this resolution will approve a revised fee schedule effective 01-01-2026 for
2 the services provided by the Department of Planning & Zoning. The additional revenue will
3 assist with the expenses of permit issuance including, but not limited to: plan review, staff time
4 for inspections, permit issuance, scanning completed permits into the County's repository and
5 the cost of the permitting software. The proposed revised fee schedule is attached.

6
7 These fees are charged by the Department for the administration and enforcement of
8 various land use ordinances under the jurisdiction of the Department, including floodplain,
9 shoreland, private wells, septic systems and zoning. In addition, the Uniform Dwelling Code
10 (UDC) fees are being adjusted to bring Chippewa County closer to what surrounding counties
11 and municipalities are charging for the same services, which will assist with covering the cost of
12 plan review, permit issuance, required inspections, and overall UDC program costs.

13
14 The schedule of fees was last revised in 2018.

Resolution No. 25 - 25

RES. 25-25: RESOLUTION TO APPROVE A REVISED SCHEDULE OF FEES IN THE DEPARTMENT OF PLANNING & ZONING - DOUG CLARY

WHEREAS, the following ordinances authorize the Chippewa County Board of Supervisors to establish the fees and costs to be charged by the Chippewa County Department of Planning & Zoning for permits, compliance and enforcement regarding the various land use permits under the Department's jurisdiction:

Building Code	Sec. 10-4 of the Chippewa County Code of Ordinances
Floodplain	Sec. 32-42(1) of the Chippewa County Code of Ordinances
Shoreland	Sec. 55-14(a) of the Chippewa County Code of Ordinances
Wells	Sec. 62-38(f) of the Chippewa County Code of Ordinances
Septic Systems	Sec. 62-152 of the Chippewa County Code of Ordinances
Zoning	Sec. 70-33(e) of the Chippewa County Code of Ordinances

WHEREAS, Chippewa County Departments have been directed to review and make necessary adjustments to their individual schedule of fees to reflect appropriate fees for the services provided; and

WHEREAS, the fees charged by the Department of Planning & Zoning were last revised in 2018; and

WHEREAS, it is the recommendation of the Department of Planning & Zoning and the Planning and Zoning Committee that the fees charged by the Department be revised as set forth in the attached Schedule of Fees;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby approve the proposed Department of Planning & Zoning revised fees as shown on the attached Schedule of Fees; and

BE IT FURTHER RESOLVED, that these new fees shall take effect on January 1, 2026.

Forwarded to the County Board by the Planning and Zoning Committee.

FINANCIAL IMPACT:

It is difficult to determine an overall fiscal impact the increase in these fees will have for the department budget. However, assuming land use permitting continues on the current trend, the department will see a modest increase in the department revenues for 2026.

58 **06/19/2025 Planning & Zoning Committee**

59 **RESULT: RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 7/8/2025 6:00 PM**

60 **MOVER:** Chuck Hull, District 19

61 **SECONDER:** Rocky Kempe, District 16

62 **AYES:** Bergeron, Shoebridge, Kelly, Kempe, Hull

63
64 Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/10/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

6/10/2025

65

**2026 Department of Planning Zoning
Fee Schedule - Effective: January 1, 2026**

DESCRIPTION	CURRENT FEE	PROPOSED FEE
CSM - One Lot	\$ 75.00	\$ 100.00
CSM - Two Lot	\$ 100.00	\$ 125.00
CSM - Three Lot	\$ 125.00	\$ 150.00
CSM - Four Lot	\$ 150.00	\$ 200.00
County Plat - Preliminary	\$ 200.00	\$ 250.00
County Plat - Final (Per Lot)	\$ 25.00	\$ 25.00
State Plat - Preliminary	\$ 200.00	\$ 250.00
State Plat - Final (Per Lot)	\$ 25.00	\$ 25.00
Copies	\$ 0.25	\$ 0.25
Copy of Ordinances	\$ 5.00	\$ 5.00
Trans Non-Com Well Fee (REMOVE THIS FEE IN 2026)	\$ 30.00	No Longer Used
Trans Non-Com Monthly Monitoring Fee (REMOVE THIS FEE IN 2026)	\$ 50.00	No Longer Used
911 Addressing Fee	\$ 70.00	\$ 130.00
911 Addressing Fee - Additional Number	\$ 35.00	\$ 45.00
Commercial Address	\$ 70.00	\$ 130.00
Commercial Address - Additional Number	\$ 35.00	\$ 45.00
County Highway Department Fee - Access Fee (Per the Highway Department)		
Accessory Structure - Addition (REMOVE THIS FEE IN 2026)	\$ 50.00	RETIRE
Accessory Structure - Small <=120 Sq. Ft	\$ 25.00	\$ 50.00
Accessory Structure - >120 Sq. Ft to <=500 Sq. Ft.	\$ 50.00	\$ 75.00
Accessory Structure - >501 Sq. Ft to <=1,500 Sq. Ft.	\$ 75.00	\$ 100.00
Accessory Structure - >1,501 Sq. Ft to	\$ 100.00	\$ 125.00
After-The-Fact Fee (5 Times the Original Fee)		
Ag Deed Restrictions - Recording Fee	\$ 30.00	\$ 30.00
Animal Waste Storage Facility (REMOVE THIS FEE IN 2026)	\$ 50.00	No Longer Used
BOA - Administrative Appeal	\$ 650.00	\$ 600.00
BOA - Conditional Use Permit (REMOVE THIS FEE IN 2026)	\$ 650.00	No Longer Used
BOA - Variance	\$ 650.00	\$ 600.00
Commercial Structure 0-12,499 Cubic Feet	\$ 100.00	\$ 150.00
Commercial Structure 12,500 to 24,999 Cubic Feet	\$ 200.00	\$ 250.00
Commercial Structure 25,000 to 49,999 Cubic Feet	\$ 300.00	\$ 350.00
Commercial Structure 50,000 or over Cubic Feet	\$ 400.00	\$ 450.00
Construction Site Erosion Control - Minor Filling (At the discretion of the Staff)	\$ 25.00	\$ 50.00
Construction Site Erosion Control 0 to 999 Square Feet	\$ 75.00	\$ 100.00
Construction Site Erosion Control 1,000 or Greater (RETIRE THIS FEE IN 2026)	\$ 150.00	RETIRE
Construction Site Erosion Control - 1,000 Square Feet to 14,999 Square Feet (NEW FEE26)		\$150.00
Construction Site Erosion Control - 15,000 Square Feet to 1 Acre (NEW FEE26)		\$200.00

6/9/2025

Page 1 of 3

Packet Pg. 16

Attachment: 2026 Department of Planning & Zoning Fee Schedule_2025-06-09 (25 - 25 : Resolution To

**2026 Department of Planning Zoning
Fee Schedule - Effective: January 1, 2026**

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Construction Site Erosion Control - Conditional Use Contract (Shoreland)	\$ 300.00	\$ 300.00
Floodplain Compliance	\$ 100.00	\$ 100.00
Lake Hallie - Administrative Appeal	\$ 500.00	\$450
Lake Hallie - Conditional Use	\$ 500.00	\$450
Lake Hallie - Rezone	\$ 500.00	\$450
Lake Hallie - Variance	\$ 500.00	\$450
Livestock Facility Siting	\$ 1,000.00	\$ 1,000.00
Shoreland Pattern Of Development	\$ 100.00	\$150
Shoreland Mitigation	\$ 100.00	\$150
Zoning Permit Revision		\$50
Zoning Permit Refund (prior to Permit Issuance: Original Fee - \$70)		\$70
Zoning Permit Renewal	\$ 25.00	\$50
POWTS - Additional Per Gallon Fee - 0-1,000 Gallons	\$ -	\$ -
POWTS - Additional Per Gallon Fee - 1,001-2,500 Gallons	\$ 0.02	\$ 0.02
POWTS - Additional Per Gallon Fee - 2,501-4,999 Gallons	\$ 0.03	\$ 0.03
POWTS - Additional Per Gallon Fee - 5,000 Gallons or greater	\$ 0.04	\$ 0.04
POWTS - At-Grade	\$ 350.00	\$ 375.00
POWTS - Aerobic Treatment Unit (ATU)	\$ 350.00	\$ 375.00
POWTS - Commercial Plan Review (RETIRE THIS FEE IN 2026)	\$ 125.00	RETIRE
POWTS - Conventional	\$ 200.00	\$ 225.00
POWTS - Holding Tank	\$ 250.00	\$ 275.00
POWTS - Holding Tank Review (RETIRE THIS FEE IN 2026)	\$ 125.00	RETIRE
POWTS - Mound	\$ 350.00	\$ 375.00
POWTS - Privy	\$ 150.00	\$ 150.00
POWTS - Reconnection	\$ 150.00	\$ 200.00
POWTS - Revision-Transfer-Renewal	\$ 50.00	\$ 50.00
POWTS - State Sanitary Permit Fee	\$ 100.00	\$ 100.00
POWTS - Temporary Holding Tank	\$ 150.00	\$ 200.00
POWTS - Terra Lift (RETIRE THIS FEE IN 2026)	\$ 200.00	RETIRE
Principal Structure	\$ 100.00	\$ 150.00
Principal Structure - Addition	\$ 75.00	\$ 100.00
Principal Structure - Deck Or Uncovered Porch Addition	\$ 50.00	\$ 75.00
Priority Review Fee	\$ 200.00	\$500.00
Private Well	\$ 60.00	\$ 75.00
PZC - Conditional Use	\$ 350.00	\$ 300.00
PZC - Non-Metallic Mine Renewal Fee - Pre-Public Hearing Fee	\$ 150.00	\$ 200.00
PZC - Rezone	\$ 350.00	\$ 300.00

6/9/2025

Page 2 of 3

Packet Pg. 17

Attachment: 2026 Department of Planning & Zoning Fee Schedule_2025-06-09 (25 - 25 : Resolution To

**2026 Department of Planning Zoning
Fee Schedule - Effective: January 1, 2026**

DESCRIPTION	CURRENT FEE	PROPOSED FEE
Return Inspection	\$ 75.00	\$ 100.00
ROD's Recording Fee	\$ 30.00	\$ 35.00
Sign - Commercial Off-Premise	\$ 200.00	\$ 200.00
Sign - On-Premise	\$ 100.00	\$ 100.00
Sign - Other	\$ 25.00	\$ 50.00
Soil Verification - Onsite Hourly Fee	\$ 75.00	\$ 100.00
Tourist Rooming House	\$ 100.00	\$ 150.00
UDC - Addition or Alterations WITHOUT Plumbing OR Electrical 0 to 1,249 Square Feet	\$ 250.00	\$ 300.00
UDC - Addition or Alterations WITHOUT Plumbing OR Electrical 1,250 or greater Square Feet	0.20/Sq. Ft.	0.30/Sq. Ft.
UDC - Additions or Alterations WITH Plumbing or Electrical 0 to 1,249 Square Feet	\$ 300.00	\$ 350.00
UDC - Additions or Alterations WITH Plumbing or Electrical 1,250 or greater Square Feet	0.20/Sq. Ft.	\$ 0.30
UDC - Deck or Porch 0 to 499 Square Feet	\$ 100.00	\$ 150.00
UDC - Deck or Porch 500 or greater Square Feet, \$100, plus	0.20/Sq. Ft.	0.30/Sq. Ft.
UDC - Electrical Inspection	\$ 70.00	\$ 75.00
UDC - Electrical Inspection (In addition to existing Permit)	\$ 70.00	\$ 75.00
UDC - Gas Connection Inspection	\$ 70.00	\$ 75.00
UDC - New Manufactured Home	\$ 425.00	\$ 860.00
UDC - New Mobile Home	\$ 250.00	\$ 430.00
UDC - New Single-Family Dwelling - Custom/Stick Built <=4,000 Square Feet	\$ 650.00	\$ 1,215.00
UDC - New Single-Family Dwelling - Custom/Stick Built - Each Square Foot above 4,000	0.20/Sq. Ft.	0.30/Sq. Ft.
UDC - New Two-Family Dwelling	\$ 700.00	\$ 1,285.00
UDC - New Two-Family Dwelling - Custom/Stick Built - Each Square Foot above 4,000	0.20/Sq. Ft.	0.30/Sq. Ft.
UDC - Other Applicable UDC Fees	\$ 50.00	\$ 75.00
UDC - Permanent Electrical Service Inspection	\$ 70.00	\$ 75.00
UDC - Reinspection Fee	\$ 70.00	\$ 75.00
UDC - State Seal	\$ 35.00	\$ 35.00
UDC - UDC Administrative Fee	\$ 40.00	\$ 45.00
Wetland Determination - Hourly	\$ 75.00	\$ 100.00
Wisconsin Fund Application	\$ 100.00	\$ 225.00



STATEMENT OF EXPLANATION

Resolution No. 26 - 25

RES. 26-25: RESOLUTION TO APPROVE A MID-YEAR REQUEST TO CREATE A FULL-TIME BUILDING INSPECTOR POSITION IN THE DEPARTMENT OF PLANNING AND ZONING - DOUG CLARY

Prior to 2015, Chippewa County contracted with independent inspectors to perform Uniform Dwelling Code (UDC) plan reviews and inspections, while administration and enforcement of the UDC were performed by the Department of Planning and Zoning (Department). Due to limitations placed on the ability to adequately supervise independent contractors, it was believed to be in the best interest of Chippewa County to create a Building Inspector position within the Department to be responsible for the UDC program. Thus, on January 13, 2015, the Chippewa County Board of Supervisors approved Resolution 02-15, which created a Building Inspector position within the Department. The Building Inspector position has improved the overall functionality of the UDC program and provides the citizens of the county with a local contact to ask questions and get answers and appropriate information regarding proper building code compliance.

Approval of this resolution will create an additional full-time Building Inspector position within the Department of Planning and Zoning for Chippewa County's UDC program. Chippewa County currently provides differing levels of UDC administration and enforcement to 22 towns, 3 villages and 3 cities. As a note, the Town of Howard contracts with an independent inspector and the Cities of Chippewa Falls and Eau Claire have full-time building inspectors who perform UDC administration and enforcement.

The full-time Building Inspector position will be funded by building inspection fees and will require an increase to the Department of Planning & Zoning Schedule of Fees for UDC inspections effective January 1, 2026. The fees were initially set in 2015, with a small increase occurring in 2018.

Resolution No. 26 - 25

**RES. 26-25: RESOLUTION TO APPROVE A MID-YEAR REQUEST TO CREATE A FULL-TIME
BUILDING INSPECTOR POSITION IN THE DEPARTMENT OF PLANNING AND ZONING - DOUG
CLARY**

WHEREAS, the State of Wisconsin enacted legislation in 1980 requiring Uniform Dwelling Code (UDC) inspections on one & two-family dwellings in municipalities with a population over 2,500 people; and

WHEREAS, in 2003, Wisconsin Act 295 was adopted and required the enforcement of the UDC to begin on January 1st, 2005 in all municipalities and towns; and

WHEREAS, municipalities may adopt their own UDC ordinance for local enforcement of the UDC or they may delegate enforcement to their respective county, if the county is willing to accept enforcement and has adopted a county-wide UDC ordinance; and

WHEREAS, if a municipality takes no action, the Safety & Buildings Division of the Wisconsin Department of Safety and Professional Services will administer and enforce the UDC for new homes in that respective municipality or delegate enforcement authority to those counties that have adopted a UDC ordinance; and

WHEREAS, due to limitations placed on the ability of the Department of Planning and Zoning to supervise independent contractors, it was believed to be in the best interest of Chippewa County to create a Building Inspector position within the Department to be responsible for UDC administration and enforcement; and

WHEREAS, on January 13, 2015, the Chippewa County Board of Supervisors approved Resolution 02-15, which created a Building Inspector position within the Department; and

WHEREAS, the Building Inspector position has improved the overall functionality of the County's UDC program and also provides the citizens of the county with a local contact to ask questions and get answers and appropriate information regarding proper building code compliance; and

WHEREAS, the Department's Building Inspector position provides differing levels of UDC administration and enforcement to 22 towns, 3 villages and 3 cities; and

WHEREAS, the Department has determined that an additional Building Inspector position is needed to assist with UDC inspections; and

WHEREAS, the Building Inspector position would be funded solely by building inspection fees, which will require an increase to the UDC schedule of fees for the Department effective January 1, 2026, and the Planning & Zoning Committee will be considering a new fee schedule at their June 2025 meeting pending County Board approval; and

WHEREAS, the Planning & Zoning Committee and the Executive Committee have reviewed and recommend the creation of a Building Inspector position in the Department of Planning & Zoning;

NOW, THEREFORE BE IT RESOLVED, that an additional full-time Building Inspector position for Chippewa County is hereby created in the Department of Planning & Zoning effective immediately and under the direction of the Department Director; and

BE IT FURTHER RESOLVED, that the Building Inspector position shall be funded solely by building inspection fees, which will require an increase to the UDC schedule of fees for the Department effective January 1, 2026; and

BE IT FURTHER RESOLVED, that this Building Inspector position is to be eliminated by the County Administrator in the budget process should applicable fees not be sufficient to cover the expenses of the position.

Forwarded to the County Board by the Executive Committee.

FINANCIAL IMPACT:

2025 Estimated Total: \$43,343 (Estimated start date of August 18, 2025):

1.	Wages:	\$ 27,256
2.	Fringe Benefits:	\$ 5,179
3.	Health Insurance:	\$ 8,408
4.	Other Costs:	\$ 2,500

2026 Estimated Total: \$118,418 (Estimated 3% increase in wages):

1.	Wages:	\$ 73,272
2.	Fringe Benefits:	\$ 13,922
3.	Health Insurance:	\$ 25,224
4.	Other Costs:	\$ 6,000

NOTE: The UDC Program and Building Inspector positions are funded through user fees, so there will be no tax levy impact.

108 **06/19/2025 Planning & Zoning Committee**
109 **RESULT: RECOMMENDED FOR APPROVAL [UNANIMOUS] Next: 7/1/2025 4:00 PM**
110 **MOVER:** David Kelly, District 14
111 **SECONDER:** Rocky Kempe, District 16
112 **AYES:** Bergeron, Shoebridge, Kelly, Kempe, Hull
113
114

Approved as to Form:

Todd A. Pauls

Todd A. Pauls, Corporation Counsel

6/10/2025

Andy J. Albarado

Andy J. Albarado, County Administrator

6/10/2025

115



CHIPPEWA COUNTY

Department of Administration

Personnel Administration Change (PAC) Form

Action Requested: ☒ New Position ☐ Fill Vacancy ☐ Other (ex: increased hours)

Department: Planning & Zoning

Division: UDC Inspections

Current Job Description Title: _____ Anticipated Start Date: July 1, 2025 8/4/25 or 8/18/25

Proposed Job Description Title: (if different) Building Inspector

Direct Supervisor: Douglas Clay, Director of Planning & Zoning

Current/Past Employee Name (blank if new position): _____ No. of Years Served in Position: _____

Current Status: ☐ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Proposed Status: ☒ FT ☐ PT ☐ LTE/Seasonal ☐ LTE/Annual ☐ Paid Intern ☐ Unpaid Intern ☐ Volunteer ☐ Other

Reason for vacancy or new position (if due to vacancy - please indicate the last day of work for the employee in the position):

The current building inspector will be retiring sometime around August of 2025. To make sure the program survives; I would like to create another building inspector position that will overlap with the last several months of Fred's time: (1) The overlap would be paid for via permit fees as the program receives no tax levy. (2) I would also be seeking to have two (2) building inspector positions on staff. By having two building inspectors, the program would have adequate back-up when either position is away from work. The funding for the additional position would come from a nominal increase to the existing fee schedule.

Bargaining Unit: ☐ WPPA-Patrol Officers/Investigators ☐ Non-Represented

FLSA Status: ☒ Exempt ☐ Non-Exempt

Is the position mandated? ☐ Yes ☒ No

If yes, provide statute, regulation, etc.

Position Justification Description (Why is the position needed?):

(a) The UDC program provides for the permitting and inspections of new homes and additions to existing homes built after 1979 throughout Chippewa County. (b) This program is 100% funded through the fees we charge to those seeking/requiring the permits. (c) The City of Chippewa Falls, City of Eau Claire, Village of New Auburn and the Town of Howard are only municipalities and town, respectively, that provide for their own UDC permitting and enforcement program within Chippewa County. (d) Chippewa County adopted a Building Code in the mid-1990's. Since that time, the program has morphed approximately 3 times, which created inconsistencies with the administration and enforcement of the program. (e) Chippewa County contracted with private individuals for the services until 2015, at which point, we created a Building Inspector position within the Department.

Measurement of Job Performance (e.g. clients, caseload, work output, etc.)

(1) Number of permits for new housing and additions.

(2) Inspections needed for projects.

(3) Inspections are on-demand and can take the inspector from one-end of the county to the other and then in between. The amount of miles that we put on a truck in a year is tremendous. The coordination between two inspectors should allow for better response time and less time in transit between inspections.

Are there opportunities to consolidate, eliminate and/or outsource the job responsibilities?

☒ Yes ☐ No

Please explain:

1. Opt out of the program, which would leave the program in the hands of the local municipalities or towns.
2. Contract with an outside agency/individual to provide for the services.
3. Out-side-the-Box Thinking: Coordinate with the State of Wisconsin for a localized approach to the UDC inspections. An example would be a self-certification process for a qualified contractor/installer (electrician, plumber, etc). The permitting and submittal of the required documentation would still be organized through this department (i.e: the record-holder), yet the day-to-day inspections could be handled by that qualified contractor/installer. Thus, as home-contractor, if you hire a qualified electrician or plumber, there are no inspections.

Is this a new position? ☒ Yes ☐ No

Would its creation cause the future elimination of another position? ☐ Yes ☒ No

If yes, please explain:

For new positions, are there alternatives to the services that this individual would provide (temporary help, part-time vs. full-time, help from other county departments, use of overtime, eliminating unnecessary work)? ☐ Yes ☒ No

Please explain:

No, because the inspections are on-demand and no other county department has jurisdiction for UDC inspections. We have 48 hours to respond to an inspection request. This does not include all of the follow-up letters and possible enforcement actions that we need to address.

PLEASE ANSWER BOTH QUESTIONS (for WRS & ACA purposes)

In the first twelve months from the new position or refill position start date:

Do you intend to work this position 600 or more hours? ☒ Yes ☐ No

Do you intend to work this position 1200 or more hours? ☒ Yes ☐ No

Requested Annual Hours: ☒ 2088 ☐ 1500 ☐ 1044 ☐ 975 ☐ Other: _____

Description of Anticipated Work Schedule Variable: 10hrs/4 days per week; 9 hrs/4 days a week and 4 hours on Fridays

(i.e. 8 hrs/5 days per week, 10hrs/4 days per week, 9 hrs/4 days a week and 4 hours on Fridays)

What are the consequences or impact of **not** filling this position?

Short-term Effects: Consistency is the best for any program. With Fred's proposed departure, I'll have some pretty big shoes to fill. The coordination, administration and enforcement of the UDC program is best handled through this department - by government - with in-house staff. Absence in-house staff (i.e: outside consultant), the enforcement measures, if needed, do not really occur.

Long-Term Effects: The long-term effects is really dependent on the route we choose to pursue for the UDC program. Personally, I believe coordination and having all the documents in one-location is the best approach for any state regulated program.

For new positions, is there office space available for this position? ☒ Yes ☐ No (if no, complete Office Relocation Form)

Will this require an office move/relocation? ☐ Yes ☒ No (if yes, complete Office Relocation Form)

How does this position fit into the long-range and strategic plans of the Department and/or the County?

Mission Statement: The Department of Planning & Zoning shall strive to protect and promote the health, safety and general welfare of all property owners and to protect the environment and physical and natural resources through the application of professional planning practices, the advancement of a county-wide Geographical Information System (GIS), the professional administration and equitable enforcement of all Chippewa County, State and Federal land use codes and ordinances.

As I mentioned above, there are only 4 communities that provide for their own UDC administration and enforcement. I have been able to collaborate with 22 towns, 3 villages and 3 cities to achieve cost savings and a consolidated approach to the UDC inspections. I believe that we offer a cost efficient service that could not be expected via individual contractors with private firms. Along with the consolidated approach, we offer almost a one-stop shopping experience for land use permits. This allows the department to be a hub for land use and building permits.

TOTAL FISCAL IMPACT/FUNDING SOURCES

Will be verified by Finance Division

2025 BUDGETED AMOUNT FOR POSITION - From 2025 Position Based Budget (PBB) Report

$$\text{Annual Salary per PBB} + \text{Total Benefits per PBB} = \text{Total Budgeted for Position}$$

Number of Hours Budgeted for Position per 2025 PBB Report: _____

General Ledger Account Number to Charge Salary to: _____
(If more than 1 account number please attach a separate document with the associated percentages)**2025 ANNUAL FISCAL IMPACT****Minimum Fiscal Impact**

Starting Wage/Hire (WPPA) \$31.34 of Pay Grade 15

$$\begin{array}{rcl} \$ 31.34 & \times & 2,088 \\ \text{Starting Hourly Rate} & & \text{Maximum Hours (2088, 1500, 1044 or 975)} \end{array} = \begin{array}{r} 65,437.92 \\ \text{Total Wages Minimum Impact} \end{array}$$

$$\begin{array}{rcl} 65,437.92 & + & 12,433.20 \\ \text{Total Wages Minimum Impact} & & \text{Fringe Benefits*} \\ & & \text{(Use percentage below)} \end{array} + \begin{array}{r} 25,224.00 \\ \text{Health Insurance **} \end{array} = \begin{array}{r} 103,095.12 \quad \checkmark \\ \text{Total Minimum Fiscal Impact 2025} \end{array}$$

Control Point Fiscal Impact

Control Point Wage (GME)/Max Step (WPPA) \$34.07 of Pay Grade 15

$$\begin{array}{rcl} \$ 34.07 & \times & 2,088 \\ \text{Control Point Hourly Rate} & & \text{Maximum Hours (2088, 1500, 1044 or 975)} \end{array} = \begin{array}{r} 71,138.16 \\ \text{Total Wages Control Point Impact} \end{array}$$

$$\begin{array}{rcl} 71,138.16 & + & 13,516.25 \\ \text{Total Wages Control Point Impact} & & \text{Fringe Benefits*} \\ & & \text{(Use percentage below)} \end{array} + \begin{array}{r} 25,224 \\ \text{Health Insurance **} \end{array} = \begin{array}{r} 109,898.41 \quad \checkmark \\ \text{Total Control Point Fiscal Impact 2025} \end{array}$$

* Percentages to Use: General WRS Position: 19% Current LTE: 18%
 Protective WRS Position: 27.5% New LTE: 11.5%

**Health Insurance Annual Premium: Full Time = \$25,224 WPPA = \$24,290

2025 OTHER COSTS

Please define and breakdown "other" costs here:

***"Other" includes, but is not limited to: equipment, office space, vehicle, on-call pay etc.

Personal equipment (tools, uniforms, safety equipment)	\$ _____
Mileage and meals	\$ _____
Training expenses (including memberships)	\$ _____ 500
Computer equipment	\$ _____ 1,500
Office furniture and supplies	\$ _____
Other operating expenses	\$ _____ 500
Renovation/relocation costs	\$ _____
Total Other Costs	\$ _____ 2,500

Attachment: PAC Form for Building Inspector 06-09-2025 (26 - 25 : Resolution To Create a Full-Time Building Inspector Position In Zoning -

2025 FUNDING SOURCES

☐ Federal/State (Specify) _____	_____ %	\$ _____
☐ County Tax Levy _____	_____ %	\$ _____
☒ County Other (Specify) <u>UDC Permit Fees</u>	100 %	\$ 112,398.41
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Grant (Specify) _____	_____ %	\$ _____
☐ Other (Specify) _____	_____ %	\$ _____

TOTAL

100%

\$ 112,398.41 *

*Must match above total maximum fiscal impact and other costs

Will any of the listed funding sources expire during the duration of the position? ☐ Yes ☒ No
 If yes, please indicate what sources will expire, with expiration dates:

If yes, please indicate where the funding will come from after the sources of funding have expired:

2025 ACTUAL YTD EXPENDED FOR POSITION – To be Completed by Finance Division

As of pay date: _____

_____	+	_____	=	_____
Wage Less Overtime		Fringe Benefits Less Overtime		Total YTD Expended for Position

Retirement/Resignation Pay out Amount: _____ Budgeted Amount: _____

NOTE: Attach an updated organizational chart and the approved job description located on the K:drive/Human Resources. All recommended changes for consideration should be indicated with highlights and strikeouts and emailed to the Human Resources Director. Positions will not be considered absent job descriptions and org charts.

1. <u>Douglas Clary</u> <u>05/21/2025</u> Department Head Recommendation Date	4. <u>[Signature]</u> <u>5/22/25</u> County Administrator Approval Date ☒ Approved ☐ Denied
2. _____ Human Resources Division Review Date ☐ Recommend ☐ Not Recommend	5. _____ County Board Approval Date ☐ Approved ☐ Denied Resolution No. _____ ** New Positions Only **
3. <u>[Signature]</u> <u>5/22/25</u> Finance Division Review Date ☒ Recommend ☐ Not Recommend	

Comments: _____

CHIPPEWA COUNTY JOB DESCRIPTION

Job Title: Building Inspector

FLSA: Exempt

Salary Grade: 15

Reports To: Planning & Zoning Director

Department: Planning & Zoning

Date: January 2024

JOB SUMMARY

The job duties of the Building Inspector include but are not limited to research and inspection work to administer, implement and enforce Uniform Dwelling Code (UDC) regulations of Chippewa County and the State of Wisconsin. In addition, the position will assist in the uniform enforcement of land use and zoning ordinances of Chippewa County, including the issuance and inspection of zoning, erosion control and applicable building permits, monitoring compliance and investigating alleged violations.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Building Inspector might be asked to perform. This job description is to incorporate any county ordinances created for the position of Building Inspector. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Administrative Functions:

- Performs the necessary inspections required by Chapter 101.65 and 101.76, Wisconsin State Statutes, and the rules adopted in Safety and Professional Services (SPS) Chapters 320-325, Wisconsin Administrative Code and as further authorized by Chapter 10 of the Code of General Ordinances for one and two family dwellings of Chippewa County
- Performs plan reviews to determine compliance with the UDC and other land use ordinances. Oversees review and issuance of the applicable building permits.
- Provides information and assistance to the public concerning the UDC and other county land use ordinances.
- Uses discretion in conducting ordinance enforcement actions; receives reports or complaints of potential ordinance violations; inspects alleged violation sites; documents conditions observed; judges if conditions are in compliance with applicable ordinances; issues violation notices as warranted; issues order for correction of ordinance violations; verifies accomplishment of corrections; initiates appropriate enforcement action in cases of noncompliance
- Cooperates with local units of government in the inspection of structures to determine the structural adequacy for human habitation as well as the condemnation, removal and site remediation for structures that are unfit for human habitation.
- Assists in drafting ordinance amendments for the county's land use ordinances.
- Conducts environmental inspections of property in tax deed foreclosure.
- Enhances current knowledge of zoning ordinances/codes and state and federal land use policies.
- Assists department staff in administering and enforcing the following ordinances: Shoreland Zoning, Comprehensive Zoning, Floodplain Zoning, Uniform Dwelling Building Code, Land Division, Wellhead Protection, and General Sanitation regulations for private septic systems and wells.
- Assists in preparing documents and staff reports for Planning & Zoning Committee and Board of

Adjustment meetings. Participates in committee and board meetings and proceedings.

- Serves on various committees to develop appropriate plans, conduct policy analyses and identify useable ordinance language for the implementation of goals for private septic systems and wells.
- Completes permit applications.
- Assists the general public at the front counter, and provides administrative office support when needed.
- Researches land records documents.
- Performs sanitary and well inspections when necessary.

Community Relations Functions:

- Maintain effective working relationships with local government officials, various county departments and other state and federal agencies, including but not limited to: WDNR, Department of Safety and Professional Services, DATCP, FEMA, NRCS and Department of Health.

Customers:

- General Public
- Contractors
- Attorneys
- Lenders
- Plumbers
- Electricians
- HVAC Installers
- Construction Trades
- Engineers

Team Members:

Department of Planning and Zoning staff

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Planning, Environmental Health or related area and two (2) years of recent uniform dwelling code experience and building inspection experience required.
- OR-
- Associates degree in Planning, Environmental Health or related area and six (6) years of recent uniform dwelling code experience and building inspection experience required.
- Knowledge of zoning administration and enforcement, Wisconsin Fund Program requirements, septic construction practices and soil testing required.
- Must possess State of Wisconsin Uniform Dwelling Code (UDC) certifications in UDC-Electrical, UDC-Construction, UDC-HVAC and UDC-Plumbing.
- A valid driver's license required.

SKILLS AND ABILITIES

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and provide interpretation on how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as zoning permit applications, rezoning requests, certified survey maps, subdivision plats, sanitary permits, soil test reports, well water applications, septic and holding tank maintenance reports, a variety of Department and State forms, zoning and sanitarian citations, a variety of maps, Wisconsin Statutes and Administrative Codes, soil charts, erosion control manual, County Zoning Ordinances, computer software operating manuals, construction plans and engineering manuals.
- Ability to effectively communicate orally and in writing with attorneys, certified soil testers, contractors, land developers, land owners, plumbers, realtors, surveyors, county and state land use planning agencies, Planning and Zoning Committee, Board of Adjustment, Department of Natural Resources and Department of Safety and Professional Services.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, codes, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and intermediate working knowledge of Microsoft Office software.
- Ability to use GIS, SCADA systems, CAD, and Library systems.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to effectively communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, maps, plats, general correspondence; Federal, State, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to apply algebraic and trigonometric formulas, ability to interpret inferential statistical reports, and ability to interpret formulation and equation data.
- Ability to monitor department accounts.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use functional reasoning in performing influence functions such as leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

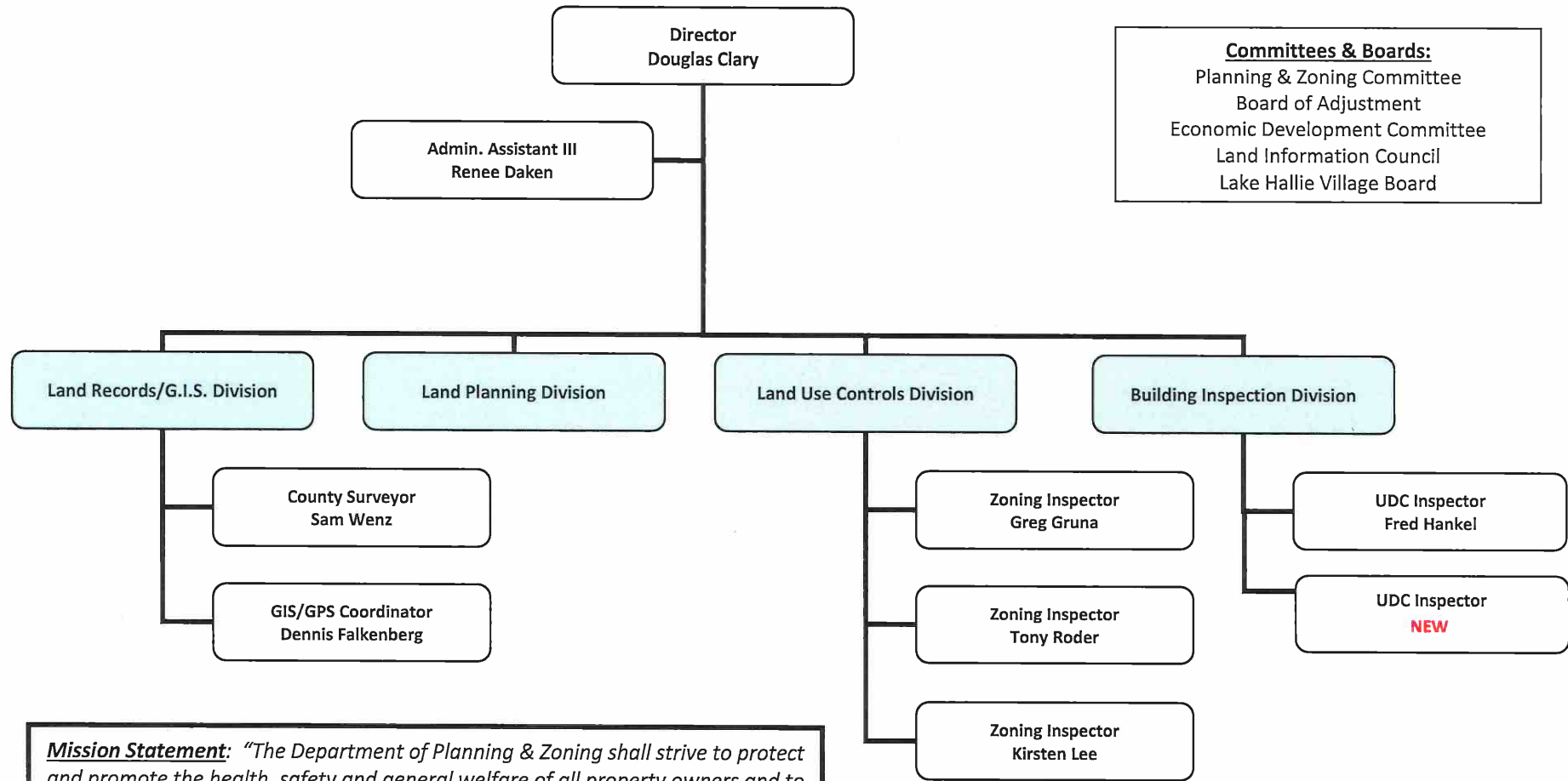
Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use. Ability to operate computer keyboard/typewriter, telephone, and calculator.
- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments, such as transit and motor vehicles.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and ingredients.

Work Environment:

- Works in both indoor and outdoor weather conditions.

Chippewa County Department of Planning & Zoning



Mission Statement: "The Department of Planning & Zoning shall strive to protect and promote the health, safety and general welfare of all property owners and to protect the environment and the physical and natural resources through the application of professional planning practices, the advancement of a county-wide Geographical Information System (GIS), the professional administration and equitable enforcement of all Chippewa County land use ordinances and building codes".

Updated: May 2025