

175th BOARD YEAR

LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL

File No.	Rec/Ref:	To:	Title
175-O-017	06/03/20 06/04/20	FI	ORD: Authorizing The Issuance And Sale Of \$10,513,000 General Obligation Refunding Bonds To Refund General Obligation Promissory Notes, Series 2011, Series 2012 And Series 2013
175-O-018	07/08/20 07/09/20	LU	ORD: Adopt Text Amendments To The Waukesha County Zoning Code Relating To Animal Keeping Regulations And Modernize Various Other Miscellaneous Code Provisions (RZ62)
175-O-019	07/08/20 07/09/20	LU	ORD: Adopt Text Amendments To The Waukesha County Shoreland And Floodland Protection Ordinance Relating To Animal Keeping Regulations And To Modernize Various Other Miscellaneous Code Provisions (RZ61)
175-O-020	07/08/20 07/09/20	LU FI	ORD: Defer Future Expense On Debt Repayment For Ice Arena Loan Requirements
175-O-021	07/08/20 07/09/20	PW	ORD: Laying Out, Relocation And Improvement Of County Trunk Highway C, Hasslinger Drive Intersection – Project I.D. 3781-03-00
175-O-022	07/08/20 07/09/20	PW FI	ORD: Grant Waukesha County Public Works Director Temporary Authority To Suspend And Resume Waukesha County Transit Service During COVID-19 Pandemic
175-O-023	07/08/20 07/09/20	JU FI	ORD: Authorize The Waukesha County Sheriff's Department To Contract With The Kettle Moraine School District To Provide School Resource Officer Services From 2020-2023
175-O-024	07/08/20 07/09/20	JU FI	ORD: Modify 2020 Non-Departmental Budget To Correct Drug Buy Payments To Municipal Law Enforcement Agencies
175-A-022	07/08/20 07/09/20	EX	APPT: Tom McInerny to the Community Development Block Grant Board
175-A-023	07/08/20 07/09/20	EX	APPT: Peter Wolff to the Community Development Block Grant Board
175-A-024	07/08/20 07/09/20	EX	APPT: David Hickey to the Ethics Board
175-A-025	07/08/20 07/09/20	EX	APPT: Michael Becker to the Ethics Board
175-A-026	07/08/20 07/09/20	EX	APPT: Cathy Bronk to the Big Bend Village Library Board
175-A-027	07/08/20 07/09/20	EX	APPT: Kristal Stippich to the Town Hall Library Board
175-A-028	07/09/20 07/09/20	EX	APPT: Chris Mommaerts to the Eagle Spring, Pretty, and School Section Lake Management Districts
175-A-029	07/10/20 07/13/20	EX	APPT: Bob Rohde to the Community Development Block Grant Board
175-O-025	08/05/20 08/06/20	LU	ORD: Amend The District Zoning Map Of The Town Of Lisbon Zoning Code By Rezoning Certain Lands Located In Part Of The NE ¼ Of Section 25, T8N, R19E, Town Of Lisbon, Waukesha County, Wisconsin, From The A-10 Agricultural District To The M-2 General Industrial District (RZ45)
175-O-026	08/05/20 08/06/20	LU	ORD: Amend The Text Of The Town Of Lisbon Zoning Code To Repeal And Recreate Section 28, Relating To The B-P Industrial/ Business Park Special Use Zoning District (RZ54)

175th BOARD YEAR

LEGISLATIVE ITEMS RECEIVED FOR COMMITTEE REFERRAL

File No.	Rec/Ref:	To:	Title
175-O-027	08/05/20 08/06/20	LU	ORD: Amend The Text Of The Town Of Lisbon Zoning Code To Repeal And Recreate Section 27, Relating To The B-4 Commercial Special Use Zoning District (RZ60)
175-O-028	08/05/20 08/06/20	LU FI	ORD: Execute Subgrantee Agreements And HUD Grant Agreement For Community Development Block Grant (CDBG) And Home Investment Partnership (HOME) Programs For The 2021 Program Year
175-O-029	08/05/20 08/06/20	PW FI	ORD: Approve Resolution Petitioning The Secretary Of Transportation For Airport Improvement Aid
175-O-030	08/05/20 08/06/20	FI HS	ORD: Accept The State Of Wisconsin Routes To Recovery Grant And Modify Waukesha County's Non-Departmental 2020 Budget To Authorize Grant Expenditures
175-O-031	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept The Urban Black And Hispanic Grant Funding And Appropriate Additional Expenditures
175-O-032	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept The ADRC Critical Relief Funds For COVID-19 Pandemic Response Funding And Appropriate Additional Expenditures
175-O-033	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Appropriate Expenditures For Aging And Disability Resource Center And Increase General Government Revenue
175-O-034	08/06/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept The CARES COVID-19 Planning Grant Funding And Appropriate Additional Expenditures
175-O-035	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept The Collaborative Crisis Intervention Services To Youth (CCISY) Grant Funding And Appropriate Additional Expenditures
175-O-036	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept COVID Behavioral Health Part 1 Funding And Appropriate Additional Expenditures
175-O-037	08/05/20 08/06/20	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept State Opioid Response Grant Funding And Appropriate Additional Expenditures
175-O-038	08/06/06 08/06/06	HS FI	ORD: Modify The Department Of Health And Human Services 2020 Budget To Accept The ADRC Family First Coronavirus Response Act Funding And Appropriate Additional Expenditures
175-O-039	08/05/20 08/06/20	HR FI	ORD: Approve Vacation Payout And Additional Carryover For Public Health Staff And Other Specific Classifications Involved In COVID-19 Pandemic Response

1 AMEND THE DISTRICT ZONING MAP OF THE TOWN OF LISBON ZONING CODE BY
2 REZONING CERTAIN LANDS LOCATED IN PART OF THE NE ¼ OF SECTION 25, T8N,
3 R19E, TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN, FROM THE A-10
4 AGRICULTURAL DISTRICT TO THE M-2 GENERAL INDUSTRIAL DISTRICT
5 (RZ45)
6
7

8 WHEREAS, after proper notice was given, a public hearing was held and the subject matter of
9 this Ordinance was approved by the Lisbon Town Board on January 27, 2020; and
10

11 WHEREAS, the matter was referred to and considered by the Waukesha County Park and
12 Planning Commission, which recommended approval and reported that recommendation to the
13 Land Use, Parks and Environment Committee and the Waukesha County Board of Supervisors,
14 as required by Section 60.62, Wis. Stats.
15

16 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
17 that the District Zoning Map for the Town of Lisbon Zoning Code, adopted by the Town of
18 Lisbon on April 9, 2010, is hereby amended to rezone from the A-10 Agricultural District to the
19 M-2 General Industrial District, certain lands located in part of the NE ¼ of Section 25, T8N,
20 R19E, Town of Lisbon, Waukesha County, Wisconsin, and more specifically described in the
21 "Staff Report and Recommendation" and map on file in the office of the Waukesha County
22 Department of Parks and Land Use and made a part of this Ordinance by reference RZ45, is
23 hereby approved.
24

25 BE IT FURTHER ORDAINED that the Waukesha County Clerk shall file a certified copy of
26 this Ordinance with the Town Clerk of Lisbon.
27

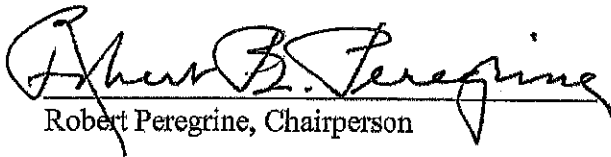
28 BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon passage,
29 approval and publication.

COMMISSION ACTION

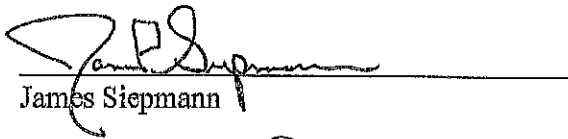
The Waukesha County Park and Planning Commission after giving consideration to the subject matter of the Ordinance to amend the Town of Lisbon Zoning Ordinance hereby recommends approval of RZ45 (Town of Lisbon Board) in accordance with the attached "Staff Report and Recommendation".

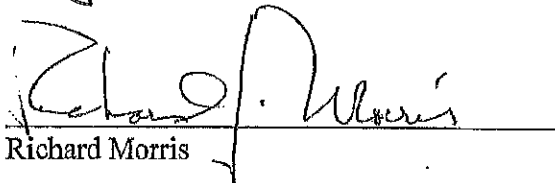
PARK AND PLANNING COMMISSION

February 20, 2020

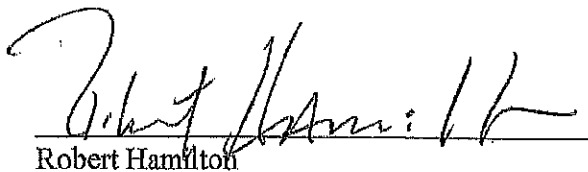

Robert Peregrine, Chairperson


William Mitchell, Vice Chairperson


James Siepmann


Richard Morris


Thomas Michalski


Robert Hamilton

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
STAFF REPORT AND RECOMMENDATION
ZONING MAP AMENDMENT

DATE: February 20, 2020

FILE NO.: RZ45

OWNER: Town of Lisbon
W234 N8676 Woodside Road
Lisbon, WI 53089

APPLICANT: Town of Lisbon Board of Supervisors
W234 N8676 Woodside Road
Lisbon, WI 53089

TAX KEY NO.: (part of) LSBT 0241.999

LOCATION:

Part of the N ½ and NE ¼ of Section 25, T8N, R19E, Town of Lisbon. More specifically, the property is located at N63 W22039 CTH F, containing approximately 71.5 acres, however only approximately 45 acres are proposed to be rezoned.

EXISTING ZONING: A-10 Agricultural District (Town)

PROPOSED ZONING: Re-establish the M-2 General Industrial District

EXISTING USES: Former Lied's Nursery property, currently vacant

PROPOSED USES: Industrial

PUBLIC HEARING DATE: April 11, 2019

PUBLIC COMMENT: None

TOWN PLAN COMMISSION ACTION:

On April 11, 2019, the Town of Lisbon Plan Commission unanimously recommended approval of the rezone request, Ordinance 10-19, to the Town Board.

TOWN BOARD ACTION:

On May 13, 2019, the Lisbon Town Board of Supervisors unanimously approved Ordinance No. 10-19 specific to the subject rezoning request and recommended the same to Waukesha County.

On January 27, 2020, the Lisbon Town Board of Supervisors unanimously re-approved a modified Ordinance No. 10-19 (attached) specific to the subject rezoning request and recommended the same to Waukesha County.

TOWN OF LISBON/VILLAGE OF SUSSEX JOINT PLANNING COMMITTEE (JPC):

Pursuant to the Boundary Stipulation and Intergovernmental Cooperation Agreement between the Town of Lisbon and the Village of Sussex dated January 22, 2001, the Advisory Committee met on

July 10, 2019 to review, consider, and comment on the proposed rezoning request as required. The result of the JPC meeting was a 3-3 vote. It should be noted the JPC is advisory in nature and therefore a majority vote is not required.

In a conversation with the Village of Sussex Administrator, the Waukesha County Planning and Zoning Division staff inquired what concerns the Village had regarding the project and were told the Village was concerned the Town would not include the design standards. As noted below the Town of Lisbon has addressed these concerns by including a reference to the design standards as outlined in the Town of Lisbon Zoning Ordinance.

COMPLIANCE WITH THE COMPREHENSIVE DEVELOPMENT PLAN (CDP) FOR WAUKESHA COUNTY AND THE TOWN OF LISBON CDP:

The Town and County CDP's designate the west portion of the subject parcel as Industrial and Other Open Lands to be Preserved in the areas that contain hydric soils. It is unlikely development of this land would contain subsurface development, therefore, the proposed rezone will comply with both plans.

STAFF ANALYSIS:

In 2008, the subject area was conditionally rezoned to M-2 (ZT-1675, Town Ordinance 02-08). However, since the condition of that rezone approval was not fulfilled, and the Town has subsequently amended the text of their Zoning Ordinance in 2018 such that the condition cannot be satisfied, the zoning of the property has technically reverted back to its pre-2008 status, which was A-10 Agricultural. Through the proposed rezone request, the Town is now seeking to re-establish M-2 zoning on the property, and the proposed request would not include the condition of 2008 rezone request, which was specific to the development proposal at that time.

In 2019, the Waukesha County Planning and Zoning Division staff had conversations with the Town of Lisbon regarding the development of the overall former Lied's Nursery parcel, which contains 71.5 acres and is located at the southwest corner of CTH F and CTH V in the Town of Lisbon. County staff recommended that the proposed town ordinance require adherence to the design standards outlined in the Town of Lisbon Zoning Ordinance. These design standards are applicable in special use districts near the Village of Sussex boundary, and the Town has recently revised the proposed ordinance to include such a reference.

The Town currently owns the subject property and created a Tax Incremental Finance district to help finance development in the area. The proposed map amendment involves only the western portion of the overall property, which contains approximately 45 acres. The SEWRPC conducted a wetland delineation on the site in 2016 indicating wetland areas mainly around an existing stockpile in the northwestern portion of the property and along the ditch lines of CTH F. The property also contains hydric soils and bedrock conditions.

A Certified Survey Map has been drafted for the approximately 45 acres showing access from CTH F via a 75 foot wide road extension ending in a cul-de-sac. The property will be served with public sewer extended from Townline Road and a private well system. The testing for the water has already been completed. The Town will review a Site Plan and Plan of Operation for the new industrial use if the zoning amendment and subsequent Certified Survey Map are approved, and review of the development of the site will include the design standards outlined in the Town of Lisbon Zoning Ordinance. The proposed end user is proposing to construct a 40,000 square foot light industrial

building (refer to Exhibit A) to house an ink manufacturing company. There would be space for expansion and preliminary landscape plans show extensive screening consistent with the design standards outlined in the Town of Lisbon Zoning Ordinance (refer to Exhibit B).

The adjacent zoning is industrial (west – village, north - town), public and institutional (south), commercial (east - town, north - village). Adjacent land uses are industrial to the west (village), commercial (north – village, east – town), government and institutional to the south, and medium density residential to the north (mobile home park).

STAFF RECOMMENDATION:

Based on the above analysis, the Planning and Zoning Division Staff recommends approval of the request in accordance with Lisbon Ordinance No. 10-19. The proposed zoning would re-establish the industrial zoning on the site which conforms with the land use designation of the site on the Town and County Comprehensive Development Plans and the immediately adjacent industrial zoning in the Village of Sussex while also incorporating the design standards outlined in the Town of Lisbon Zoning Ordinance as previously committed to by both the Town of Lisbon and the Village of Sussex. Further, the proposed industrial use is consistent with the use designated on the Comprehensive Development Plans and would be served with public sewer and a private well system. Therefore, the proposed map amendment complies with the Town and County Comprehensive Development Plans and the purpose and intent of the Town of Lisbon's Zoning Ordinance.

Respectfully submitted,

Sandra L. Scherer

Sandy Scherer
Senior Planner

Attachments: Town Ordinance 10-19
Exhibit A
Exhibit B
Map

N:\PRKANDLU\Planning and Zoning\Rezoning\Staff Reports\RZ45 T Lisbon Board Leds Ist.doc

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

RECEIVED
1/28/2020
DEPT OF
PARKS & LAND
USE

Ord. 10-19

AN ORDINANCE REZONING LSBT 0241.999, KNOWN AS THE LIEDS PROPERTY, TO ALLOW INDUSTRIAL USES IN ACCORDANCE WITH THE M2 GENERAL INDUSTRIAL DISTRICT ZONING CLASSIFICATION

THE TOWN BOARD OF THE TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

WHEREAS, the Town of Lisbon is owner of LSBT 0241.999, a 44.96 acre parcel of property described more particularly on Exhibit A, known as the Lieds Property, which is appended hereto and incorporated herein; and,

WHEREAS, the property was conditionally rezoned from the Agricultural District to the General Industrial District zoning classification by enactment of Ordinance 02-08 on May 12, 2008; and,

WHEREAS, the Town Board has determined that the condition necessary to place in effect the rezoning established by Ordinance 02-08 have not been fulfilled; and,

WHEREAS, the Town Board has now determined that the property should be rezoned to the M2 General Industrial District zoning classification;

WHEREAS, pursuant to the Boundary Stipulation and Intergovernmental Cooperation Agreement between the Village of Sussex and the Town of Lisbon dated January 22, 2001, the Town of Lisbon and Village of Sussex Joint Planning Committee on July 10, 2019 received, considered and commented on the Application for Rezoning those lands more particularly described on Exhibit A, appended to this Ordinance;

NOW THEREFORE, the Town Board of the Town of Lisbon does ordain as follows:

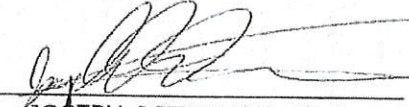
SECTION 1: That 44.96-acre parcel of property described on Exhibit A, which is appended hereto and incorporated herein by reference, shall be zoned for uses allowed by the M2 General Industrial District zoning classification as established by the Zoning Code of the Town of Lisbon.

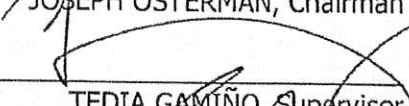
SECTION 2: Development of Properties in the area described as Exhibit A shall be reviewed as provided in the Design Standards found in Addendum E of the Town of Lisbon Zoning Code.

SECTION 3: This Ordinance shall take effect upon passage and posting as provided by law.

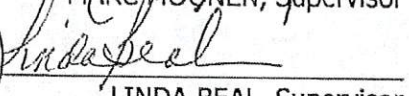
AMENDED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 27th day of January 2020.

TOWN BOARD, TOWN OF LISBON
WAUKESHA COUNTY, WISCONSIN

BY: 
JOSEPH OSTERMAN, Chairman

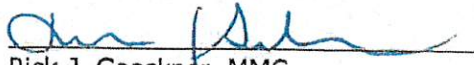
BY: 
TEDIA GAMIÑO, Supervisor

BY: 
MARC MOONEN, Supervisor

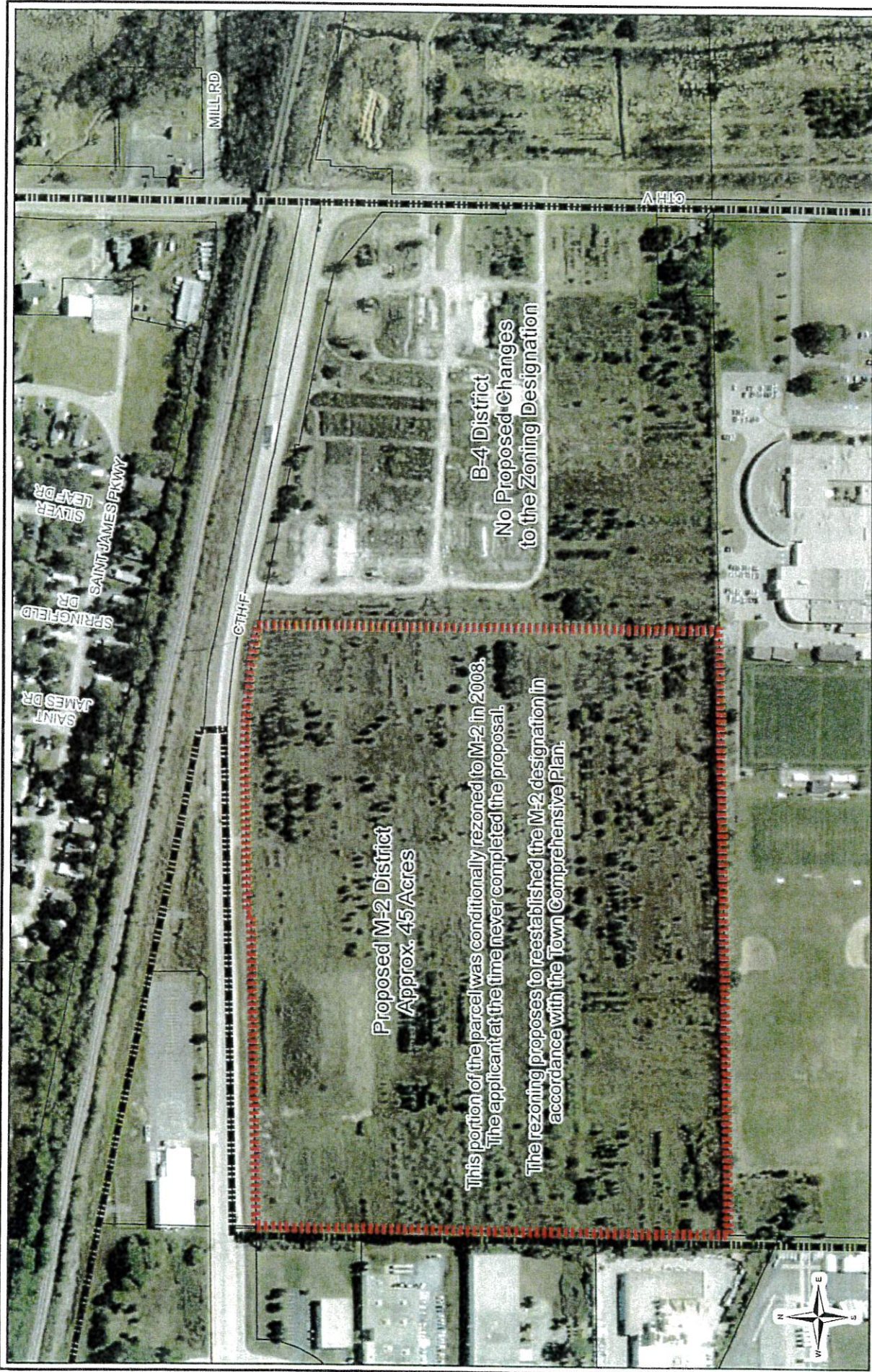
BY: 
LINDA BEAL, Supervisor

BY: 
REBECCA PLOTECHER, Supervisor

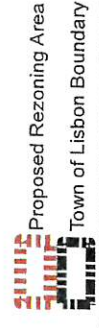
ATTEST:

BY: 
Rick J. Goeckner, MMC
Interim Town Clerk





Portion of the Lied's Property (LSBT0241999) Site Map
Town of Lisbon

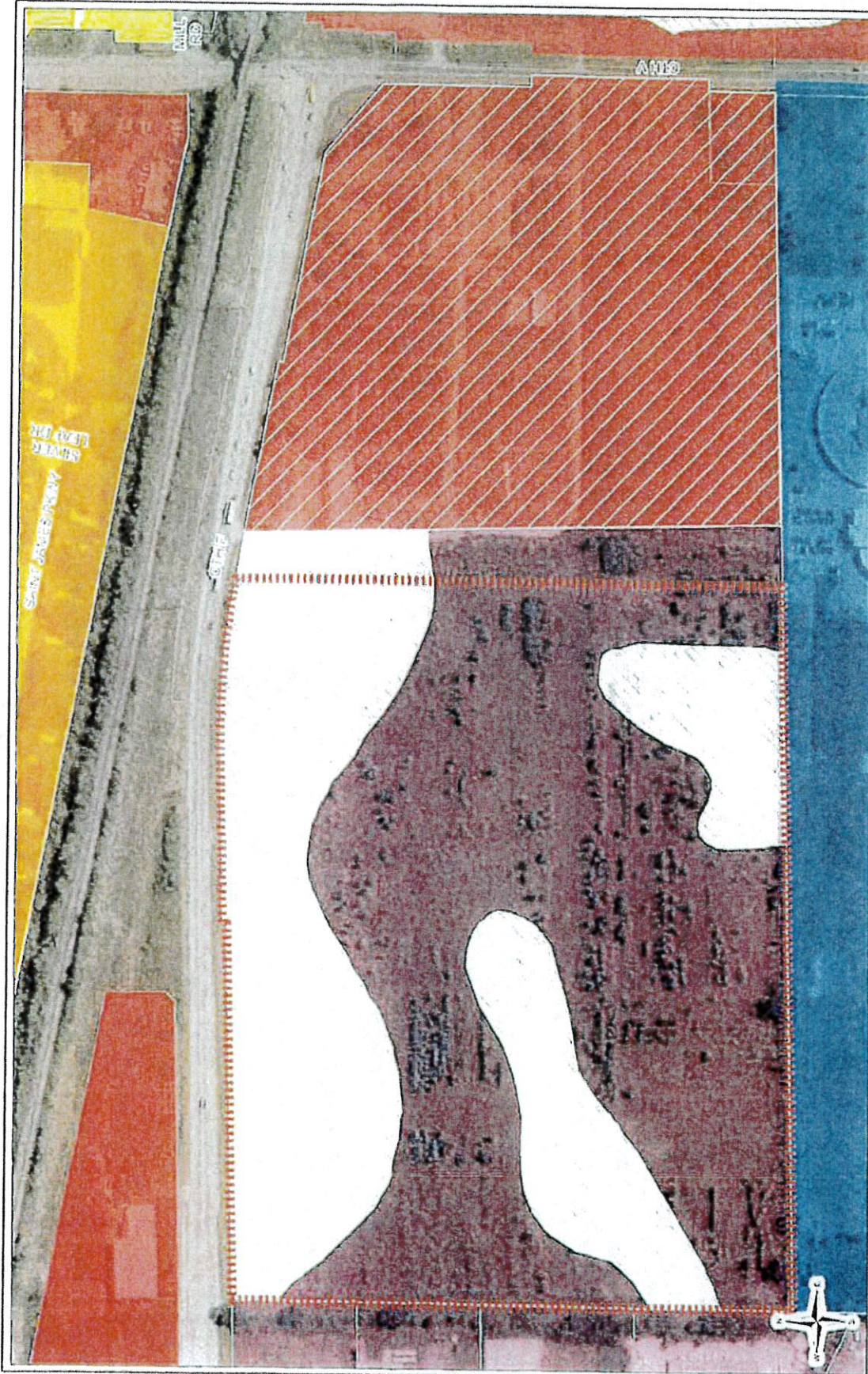


vierbicher
planners engineers advisors

REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 875-0330






M:\Lisbon, Town of\170246 - Town Planning\Planning & Zoning

Data sources: Vierbicher, Town of Lisbon, Waubesa County, ESRI



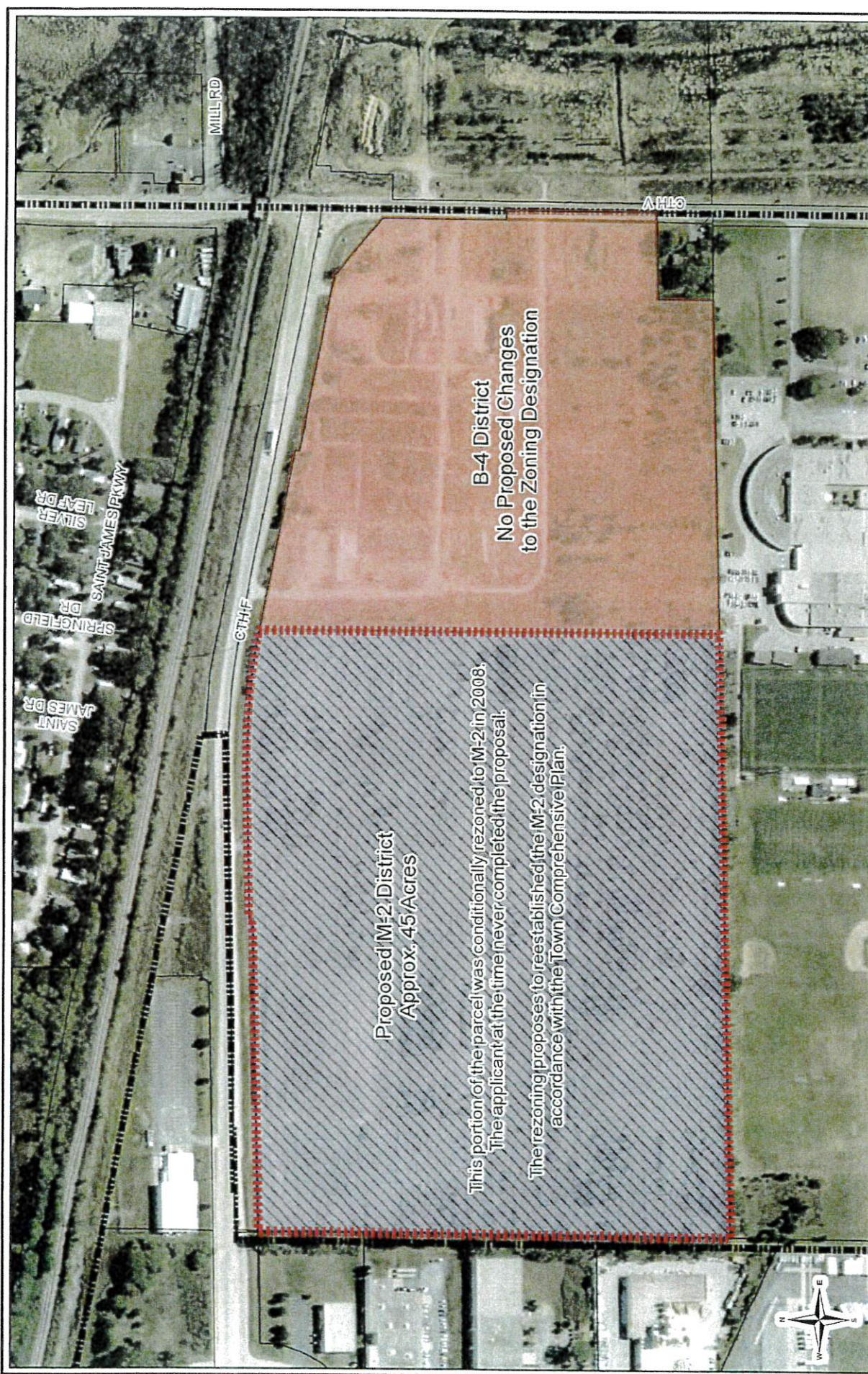
Lied's Property (LSBR0241999) Comprehensive Development Plan Map
 Town of Lisbon

1 inch = 279 feet
 0 165 330 660 Feet

 Medium Density Residential
 Other Open Lands to be Preserved
 Governmental & Institutional
 Industrial
 Commercial and Office Park
 Commercial Special Use

vierbicher
 planners engineers advisors
 REDSBURG - MADISON - PRASKE DU CHER - MILWAUKEE METRO
 N27 W29527 Road State Rd. Prasco, WI 53072
 Phone: (262) 875-5020 Fax: (414) 828-0338

David Baubler, Wisconsin, Town of Lisbon, Waukesha County, 53072



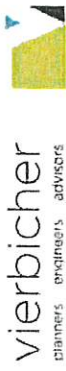
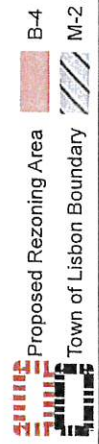
Proposed M-2 District
Approx. 45 Acres

This portion of the parcel was conditionally rezoned to M-2 in 2008. The applicant at the time never completed the proposal. The rezoning proposes to reestablish the M-2 designation in accordance with the Town Comprehensive Plan.

B-4 District
No Proposed Changes
to the Zoning Designation

Exhibit A - Portion of the Lied's Property (LSBT0241999) Rezoning

Town of Lisbon



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (408) 876-0530

Map Sources: Esri, Town of Lisbon, Wisconsin County, Esri

Referred on: 08/06/20

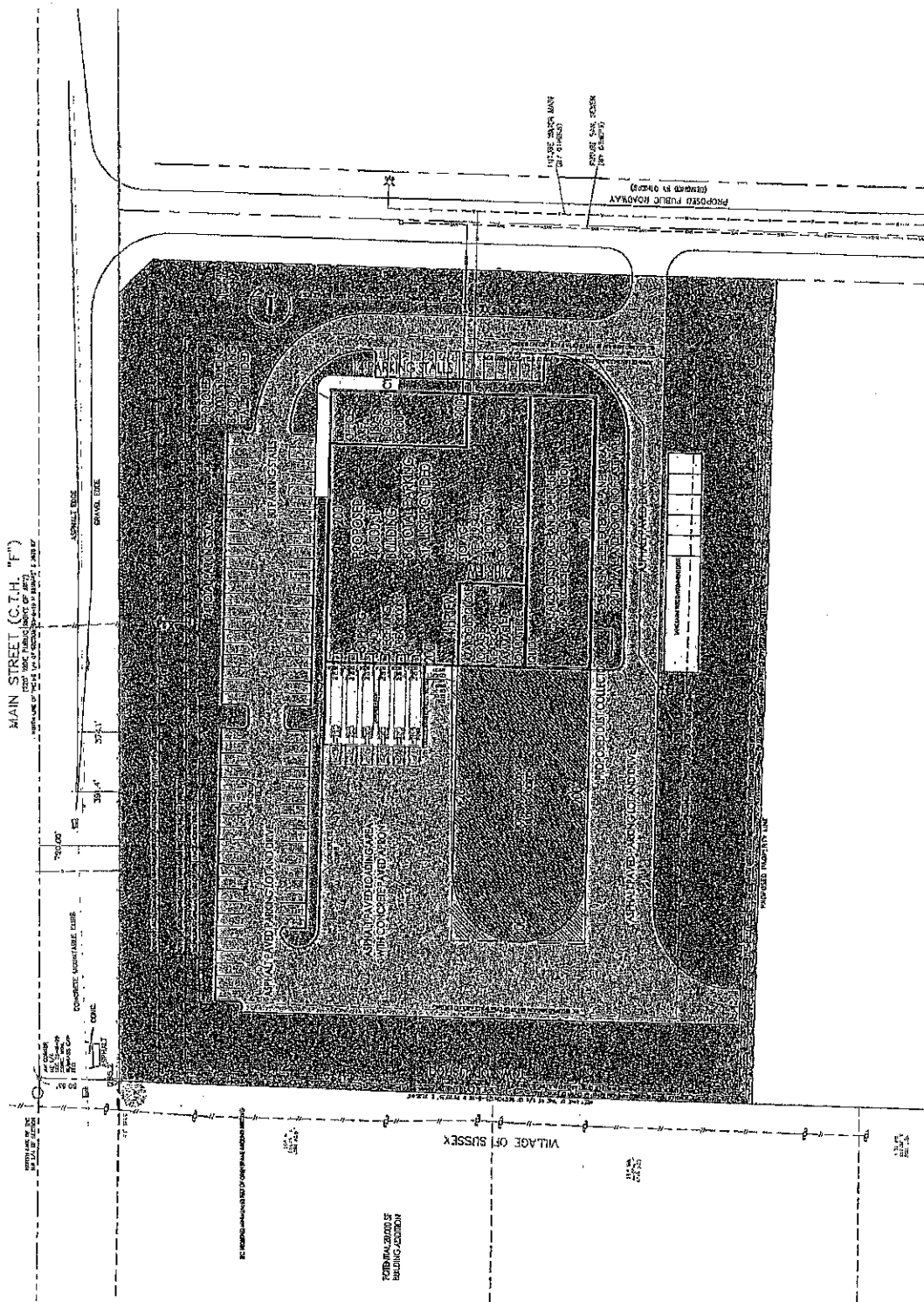
File Number: 175-O-025

Referred to: LU

10

EXHIBIT "A"

REFER TO CIVIL DRAWINGS FOR ADDITIONAL SITE INFORMATION



1 SITE PLAN
Scale 1"=30'



COLORED ARCHITECTURAL SITE PLAN

PROPOSED NEW MANUFACTURING FACILITY - BUILDING FOR:
WKOFF COLORS
MAIN STREET C.I.H. #1
TOWN OF LEBAN, WISCONSIN 53027

A0.1

EXHIBIT "B"



3 PERSPECTIVE RENDERING OF WIKOFF BUILDING
VIEW LOOKING SOUTHWEST AT NORTHEAST CORNER OF BUILDING WITH TREES ADDED FOR BUILDING VISIBILITY



4 PERSPECTIVE RENDERING OF WIKOFF BUILDING
VIEW LOOKING SOUTHWEST AT NORTHWEST CORNER OF BUILDING WITH TREES SHOWN IN FILE



1 PERSPECTIVE RENDERING OF WIKOFF BUILDING
VIEW LOOKING SOUTHWEST AT NORTHEAST CORNER OF BUILDING AND DOCS WITH TREES ADDED FOR BUILDING VISIBILITY



2 PERSPECTIVE RENDERING OF WIKOFF BUILDING
VIEW LOOKING SOUTHWEST AT NORTHWEST CORNER OF BUILDING AND DOCS WITH TREES SHOWN IN FILE



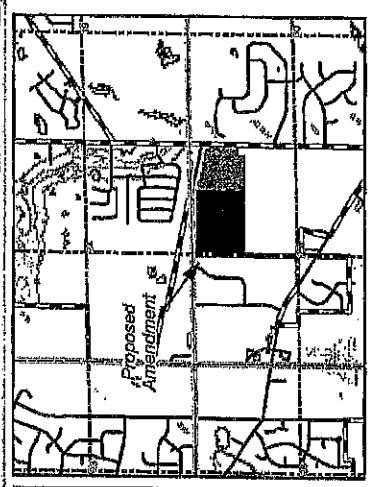
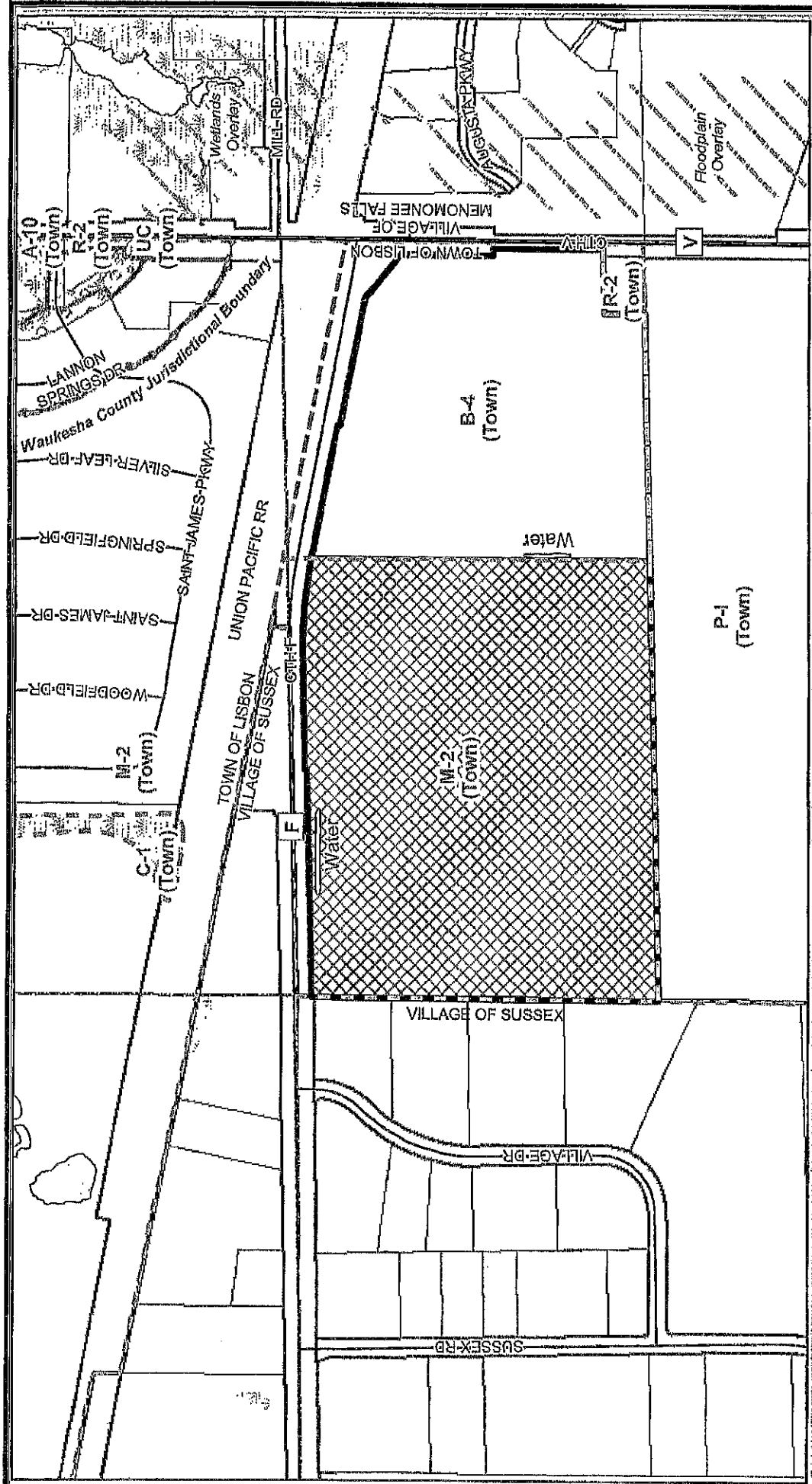
ARCHITECTURAL RENDERINGS

3/14/17

PROPOSED NEW MANUFACTURING FACILITY - BUILDING FOR:
WIKOFF COLORS
MAIN STREET C.I.H.F.
TOWN OF LISBON, WISCONSIN 53098

DATE	NO.
3/14/17	1
DATE	NO.
3/14/17	1
DATE	NO.
3/14/17	1

T1.2



TOWN ZONING CHANGE FROM A-10 AGRICULTURAL DISTRICT TO M-2 GENERAL INDUSTRIAL DISTRICT

Wetlands Overlay
 Floodplain Overlay

FILE.....RZ45
 DATE OF PLAN COMMISSION.....02/20/2020
 AREA OF CHANGE.....44.98 ACRES
 TAX KEY NUMBER.....LSET 0241.999

1 inch = 500 feet
 0 250 500 Feet

Prepared by the Waukesha County Department of Parks and Land Use

ZONING AMENDMENT

PART OF THE N 1/2 OF THE NE 1/4 SECTION 25, TOWN OF LISBON

1 AMEND THE TEXT OF THE TOWN OF LISBON ZONING CODE TO REPEAL AND
2 RECREATE SECTION 28, RELATING TO THE B-P INDUSTRIAL/BUSINESS
3 PARK SPECIAL USE ZONING DISTRICT (RZ54)
4
5

6 WHEREAS, after proper notice was given, a public hearing was held and the subject matter of
7 this Ordinance was approved by the Town of Lisbon Town Board on November 25, 2019; and
8

9 WHEREAS, the matter was referred to and considered by the Waukesha County Park and
10 Planning Commission, which recommended approval and reported that recommendation to the
11 Land Use, Parks and Environment Committee and the Waukesha County Board of Supervisors,
12 as required by Section 60.62, Wis. Stats.
13

14 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
15 that the text of the Town of Lisbon Zoning Code, adopted by the Town of Lisbon on April 9,
16 2010, is hereby amended to repeal and recreate Section 28 relating to the BP Industrial/Business
17 Park Special Use Zoning District, more specifically described in the "Staff Report and
18 Recommendation" on file in the office of the Waukesha County Department of Parks and Land
19 Use and made a part of this Ordinance by reference RZ54, is hereby approved.
20

21 BE IT FURTHER ORDAINED that the Waukesha County Clerk shall file a certified copy of
22 this Ordinance with the Town Clerk of Lisbon.
23

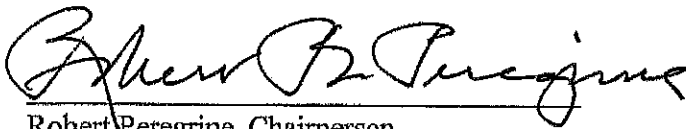
24 BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon passage,
25 approval and publication.

COMMISSION ACTION

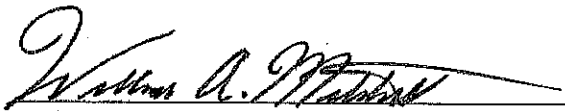
The Waukesha County Park and Planning Commission after giving consideration to the subject matter of the Ordinance to amend the text of the Town of Lisbon Zoning Code hereby recommends approval of **RZ54 (Text Amendment/Town Lisbon Board)** in accordance with the attached "Staff Report and Recommendation".

PARK AND PLANNING COMMISSION

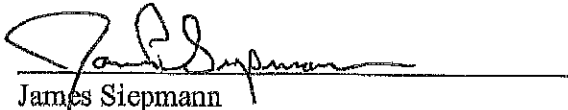
February 20, 2020



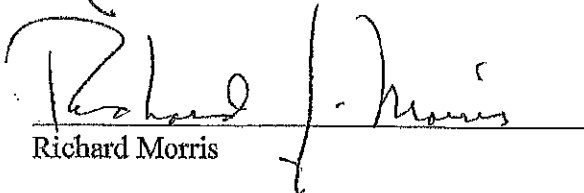
Robert Peregrine, Chairperson



William Mitchell, Vice Chairperson



James Siepmann



Richard Morris



Thomas Michalski



Robert Hamilton

has been removed in the proposed B-P District and instead that portion of that parcel is proposed to be rezoned to the M-2 District (refer to RZ45).

STAFF RECOMMENDATION:

Based on the above analysis, the Planning and Zoning Division Staff recommends **approval** of the request. Review of the revised Section 28 (B-P District) does not reveal any substantive changes to the zoning district but will provide a zoning district that is up to date and easier to administer for development purposes while maintaining permitted and conditional uses, design standards, and review by the JPC. Therefore, the proposed text amendment complies with the Town's Comprehensive Development Plan and all other aspects of the Town of Lisbon's Zoning Ordinance.

Respectfully submitted,

Sandra L. Scherer

Sandy Scherer
Senior Planner

Attachment: Town Ordinance 20-19

N:\PRKANDLU\Planning and Zoning\Rezoning\Staff Reports\RZ54 T Lisbon Text Amendment Sec 28 1st.doc

RECEIVED

By Department of Parks & Land Use at 10:45 am, Feb 11, 2020

STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

Ord. 20-19

**AN ORDINANCE REPEALING AND RECREATING SECTION 28 OF THE
ZONING CODE OF THE TOWN OF LISBON**

SECTION 1: Section 28 of the Town of Lisbon Zoning Code is hereby repealed and recreated to read as follows:

SECTION 28: B-P INDUSTRIAL/BUSINESS PARK SPECIAL USE ZONING DISTRICT

(a) Purpose and Intent

This zoning district is intended to provide for the orderly and attractive grouping of diverse office, retail, and customer service uses, and industrial uses of limited intensity where the appearance of such mixed uses is enhanced by pleasing building architecture and generously landscaped sites in accordance with the adopted Design Standards (Addendum E of the Town of Lisbon Zoning Ordinance) and is appropriately designated for said zoning in compliance with the Town's Comprehensive Development Plan as a Special Use District, and said zoning shall be reviewed in accordance with the Boundary Stipulation and Intergovernmental Cooperation Agreement between the Town of Lisbon and the Village of Sussex dated January 22, 2001, and received, considered and commented on by the Town of Lisbon and Village of Sussex Joint Planning Committee.

(b) Permitted Uses

The following uses may occur on individual sites or as part of a larger planned development subject to the approval of a site plan and plan of operation:

(1) The manufacture, fabrication, assembly, and/or processing of the following products; parts, supplies, or sub-assemblies of the same:

- Apparel and findings and related products
- Automatic temperature controls
- Automotive upholstery
- Baked goods and bakery products
- Beverages, non-alcoholic, including bottling
- Blank books, loose-leaf binders, and devices

- Boot and shoe cut stock and bindings
- Brooms and brushes
- Canvas products
- Cheese
- Cleaning, dressing and dyeing
- Commercial bakeries
- Computer hardware and software
- Confections
- Cosmetic and toiletries
- Costume Jewelry, novelties, buttons, and miscellaneous notions
- Curtains and draperies
- Dental equipment
- Electrical appliances and electronic devices
- Electrotyping and stereotyping
- Engineering, laboratory, scientific and research instruments/equipment
- Fabrics, broad and narrow woven
- Felt goods
- Flavor extracts and flavor syrups
- Floor coverings limited to rugs and carpeting
- Food locker plants, excluding slaughtering
- Footwear
- Fur products, packaging/assembly, excluding slaughtering or dressing
- Glass and glass products
- Graphics and/or graphic design
- Handbags and other personal leather goods
- Hats, caps and millinery
- Ice
- Ice cream and frozen desserts
- Jewelry
- Knit goods, yarns and threads
- Lace goods
- Lamp shades
- Leather, but not including tanning
- Luggage
- Manifold business forms
- Mechanical measuring and controlling instruments
- Men, Woman, and Youth furnishings, work clothes and garments
- Morticians goods
- Musical Instruments
- Office furniture
- Ophthalmic goods
- Optical instruments and lenses paper products
- Orthopedic, prosthetic, and surgical appliances
- Paper coating and glazing, and paper products/envelopes greeting cards

- Partitions, shelving, lockers, and office and store fixtures
- Pens, pencils, and other office and artist materials
- Pharmaceuticals
- Photoengraving instruments
- Photographic equipment
- Pizza
- Pleating, decorative, and novelty stitching and tucking for the trade
- Raincoats and other waterproof outer garments
- Robes and dressing gowns
- Signs and advertising displays
- Silverware and plated ware
- Surgical and medical instruments
- Textiles, dyeing and finishing
- Toys, amusement, sporting and athletic goods
- Umbrellas, parasols, and canes
- Venetian blinds and shades
- Wallpaper
- Watches, clocks, clockwork operated devices.

(2) Business and service facilities including:

- Accounting, auditing, and bookkeeping services
- Administrative and public service offices
- Advertising services
- Bakeries
- Banks and financial institutions, excluding drive-through facilities
- Barber shops and beauty shops
- Book stores, newspaper and magazine stores
- Cabinet makers
- Camera and photographs supply stores
- Computer software development
- Confectioneries
- Grocery stores/Drug stores
- Corporate headquarters
- Delicatessens
- Dental and medical clinics
- Duplicating and mailing services
- Data processing centers
- Electrician
- Employment services
- Hotels and motels
- Interior decorators
- Janitorial supplies
- Machine shops

- Office supplies and business machine stores
- Parking lots and structures
- Plumbing and heating services
- Professional offices of an architect, engineer, lawyer, accountant, doctor, dentist, realtor, optometrist, clergy, or other similarly recognized profession.
- Public relations offices
- Publishing, printing, and binding of books, newspapers, periodicals
- Radio and television studios, not including transmitting towers
- Real estate and insurance sales offices
- Research and development facilities
- Restaurants, including drive-in restaurants, but excluding drive-throughs
- Security brokers, dealers, and associated investment services
- Sheet metal services
- Studios for photography, painting, music, sculpture, art, or dance
- Travel agencies
- Limited warehousing and storage facilities for distributors provided that such warehousing and storage does not exceed 50,000 square feet or have more than 5 overhead doors.

(3) Other uses not specifically mentioned above may be permitted uses if, following a review and recommendation by the Town of Lisbon Plan Commission, the Town of Lisbon Board finds:

- a. The use is consistent with the intent and types of uses depicted above, and
- b. The use is not listed as a conditional use, and
- c. The use is safe, clean, and would not cause any hardship to neighboring property owners from noise, pollution, or other nuisance.
- d. The Town of Lisbon and Village of Sussex Joint Planning Committee has received, considered and commented on the use.

(c) Permitted Accessory Uses

- (1) Garages for storage of vehicles used in conjunction with the permitted uses.
- (2) Off-street parking and loading areas.
- (3) Office, storage, power supply, distribution, warehousing, and other uses normally auxiliary to permitted business park uses.
- (4) Indoor storage and sale of machinery and equipment associated with the permitted business park uses.

- (5) Satellite dish antennas located on the roof of the principal structure or in the rear yard. Where the satellite dish is roof-mounted, a registered engineer shall certify that the structure is adequate to support the load.
- (6) Roof-mounted solar collectors provided that a registered engineer shall certify that the structure is adequate to support the load.
- (7) Bus/taxi shelters or waiting areas.
- (8) Refuse areas.
- (9) Signage in accordance with Town Sign Ordinance Chapter 13 of the Municipal Code (Addendum A).

(d) Conditional Uses

- (1) Business Uses The following commercial uses shall be conditional uses and may be permitted as specified:
 - a. Drive-Through Facilities such as drive-through banks, restaurants. For drive through restaurants refer to the conditional use for Restaurants, Supper Clubs, Lake Resorts (open to the general public), Taverns, Dance Halls, Pool Halls, Bowling Alleys, and Similar Uses. For all other drive through facilities refer to the conditional use for drive through facilities.
 - b. Radio and Television transmitting towers, receiving towers, relay and microwave towers, and broadcast studios. Broadcast studios and offices without towers may be permitted in this zoning district.
 - c. Commercial Day Care Centers (refer to Public and Semi Public Buildings and Uses) provided that any outside play area is surrounded by a security fence; that no day care center is located within 300 feet of a gasoline service station, underground gasoline storage tanks, or any other storage of explosive material; that no day care center shall be located in an area where air pollution caused by smoke, dust, gases, or other particulate matter would endanger children; that no day care center shall be located in an area where noise would be so loud, shrill, or have an impulse to endanger children; that traffic be managed in a manner to minimize danger to children; and provided that adequate parking and circulation be provided on the day care facility site.
 - d. Truck terminals of any size, warehousing, distribution centers, storage facilities for distributors, and mail-order centers over 50,000 square feet or with more than 5 overhead doors.

- e. Gasoline Service Stations with or without Convenience Stores -- Including car washes and oil change facilities provided that the use shall not cause--or shall include traffic control measures to ameliorate--traffic congestion; that lighting and glare shall not extend into adjacent residential neighborhoods; and that service islands shall comply with the minimum setback requirements of the zoning district. Canopies over a gasoline service island may extend into front, side or rear yard areas, but shall not encroach more than six (6) feet into any required yard and in no case, may a canopy extend into a street R.O.W.
- f. Outside Storage for commercial uses. All outside storage areas shall be at least 600 feet from residential, park, and public and institutional zoning districts located in the Town of Lisbon and the Village of Sussex. The Town Board may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened from all sides. All screening plans are subject to Town Plan Commission review and approval. Screening may be a permanent opaque wall matching the building materials, fencing or landscaping as deemed appropriate by the Town Plan Commission. The height of the screening shall be sufficient to screen the product(s) in the outside storage area.

(2) Industrial Uses The following Industrial Uses shall be conditional uses and may be permitted as specified:

- a. Animal Clinics or Hospitals, excluding commercial kennels, provided all principal structures and uses are not less than 100 feet from any residential use.
- b. Outside Storage of building materials, ice, dry ice, flammables, gasoline, grains, paint, shellac, fat, lard, turpentine, vinegar, and yeast or other industrial outside storage. All outside storage areas shall be at least 600 feet from residential, park, and public and institutional zoning districts located in the Town of Lisbon and the Village of Sussex. The Town Board may waive or reduce the 600-foot separation requirement. In all cases, outside storage should be screened from all sides. All screening plans are subject to Town Plan Commission review and approval. Screening should be a permanent, predominantly evergreen, planting screen, the individual trees to be of such a number and so arranged that they will have formed a dense screen within ten years or by a fence or masonry wall or a combination of the above. Individual trees shall be capable of reaching a height of ten feet within two years.

- c. Factory Outlets and retail sales of products made onsite in the principal Industrial operation.
- d. Construction Services (refer to Contractor's Yard) not listed as permitted uses above.
- e. General Sales of Industrial Products, not listed as permitted uses above.

(3) Other uses not specifically mentioned above may be conditional uses if the Town Board finds:

- a. The use is consistent with the intent and types of uses depicted for the zoning district, and
- b. The use is safe, clean, and would not cause any hardship to neighboring property owners from noise, pollution, or other nuisance.
- c. The Town of Lisbon and Village of Sussex Joint Planning Committee has received, considered and commented on the use.

This section is added to allow flexibility for the Town Plan Commission and Town Board, to consider multiple uses that cannot all be enumerated above in light of the difficulty and time constraints of adjusting zoning in a Town government.

(e) Lot Area and Width

- (1) Lots shall have a minimum of 40,000 square feet in area and shall be not less than 150 feet in width.
- (2) To achieve a campus-like appearance, lot coverage by buildings, accessory structures, surface parking and loading areas, and driveways shall occupy no more than 75 percent of the lot area. Landscaped open space shall occupy not less than 25 percent of the lot area.

(f) Building Height

- (1) No building or parts of a building shall exceed 60 feet in height.

(g) Setback and Yards

- (1) There shall be a minimum building setback of 50 feet from the street right-of-way.
- (2) There shall be a side yard of 25 feet on each side of all structures not exceeding 45 feet in height. Buildings in excess of 45 feet in height shall increase the minimum side yards one (1) foot for each additional one (1) foot of building height over 45 feet up to a maximum height of 60 feet.
- (3) There shall be a rear yard of not less than 25 feet.
- (4) There shall be a minimum shore yard of 75 feet from the ordinary highwater mark of any navigable body of water. In addition, no building or structure shall be located closer than 75 feet from the Conservancy or Conservancy Wetland and Floodplain zoning district boundaries, or less than 2 feet above the Regional Flood Elevation.
- (5) Service islands for gasoline service structures shall be considered principal structures and shall comply with building setback requirements. Canopies over a gasoline service island may extend into a front, side, or rear yard, but shall not encroach more than six (6) feet into any required yard and in no case, may a canopy extend into a street right-of-way.
- (6) Parking Setbacks shall be as follows for this zoning district: Arterial Roadway 30 feet from the right of way, other street yard 25 feet from the right of way. Parking Side and Rear Yard shall be a minimum of 5 feet from the property line. The actual setbacks, side yards, and rear yards for a particular site may need to be increased to address landscaping and buffering requirements for the site as determined by the Town Board.

(h) Design Standards:

The following guidelines are specific standards that apply to this zoning district. In addition, development in this zoning district must follow the adopted Design Standards of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts (Addendum E) and other general guidelines within Chapter 11 of the Lisbon Municipal Code which is the Town's Zoning Ordinance (hereinafter referred to as Chapter 11) related to design issues. Where a conflict exists, this section and the adopted Design Standards (Addendum E) shall apply.

(1) Parking and Storage

- a. Surfacing. All off-street loading, driveways, parking areas shall be surfaced with an asphaltic or Portland cement pavement in accordance with Chapter 11 and the Town of Lisbon standards and specifications so as to provide a durable and dust free surface, and shall be so graded and drained as to dispose of all surface water accumulated within the area. Any surface water discharged off premises shall be so channeled and located so as not to create a nuisance to adjacent properties. Surfacing of loading areas shall be completed before occupancy is granted. Storage areas shall be surfaced with an asphaltic or Portland cement or reground asphaltic surface. If the storage areas are a reground asphalt product, the design shall require approval of the Town Engineer before installation to ensure compliance with maintenance and dust free standards.
- b. Landscaping. All public off-street parking areas which serve twenty (20) vehicles or more and are created or redesigned and rebuilt subsequent to the adoption of this Zoning Ordinance shall be provided with accessory landscape areas totaling not less than seven and one-half (7 1/2) percent. The minimum size of each landscape area shall not be less than 150 square feet and landscaped areas shall be distributed evenly throughout the parking area. Location of landscape areas, plant materials, and protection afforded the plantings shall be reviewed by the Town Plan Commission. All Plans for such proposed parking areas shall include a topographic survey or grading plan which shows existing and proposed grades and location of improvements. The preservation of existing trees, shrubs, and other natural vegetation in the parking area may be included in the calculation of the required minimum landscape area. Those parking areas for twenty (20) or more vehicles if adjoining a residential use shall be screened from such use by a solid wall, fence, evergreen planting of equivalent visual density or other effective means, built and maintained at a minimum height of six (6) feet.
- c. Openings for driveways shall provide adequate access to a public street. No driveway for any other use shall be less than 24 feet in width at the street right-of-way line nor shall it exceed 32 feet at the street right-of-way line.

- d. Storage. Parking spaces required to meet the minimum parking requirements of Chapter 11 shall not be used for the long term storage of motor vehicles, recreational vehicles, boats, commercial or industrial inventory, or equipment. Parking spaces shall not be used or leased to persons not using the principal use. Parking spaces are considered accessory to the principal use, unless prior approval for such shared or secondary use has been granted by the Town Plan Commission.

(2) Lighting shall be installed and maintained in accordance with the standards set forth herein:

- a. Type. Shielded luminaries, or luminaries with cutoff optics, and careful fixture placement shall be required so as to facilitate compliance with this section.
- b. Orientation. Exterior lighting fixtures shall be orientated so that the lighting element (or a transparent shield) does not throw rays onto neighboring properties. No lighting sources shall be visible from outside its premises. Light rays shall not be directed into street rights-of-way or upward into the atmosphere. No horizontal throw via outward projecting lenses or optics shall be permitted contributing as a point glare source. The intensity of illumination, measured at the property line, shall not exceed 0.2 foot-candles.
- c. Minimum Lighting Standards. All areas designated on approved site plans for vehicular parking, loading, or circulation and used for any such purpose after sunset and where it is reasonable to expect pedestrian use shall provide artificial illumination in such areas at a minimum intensity to meet the standards set forth in the American National Standard Practice for Roadway Lighting and those standards set forth in the Illuminating Engineering Society of North America's Lighting for Parking Facilities.
- d. Flashing, flickering, or other distracting lighting which may distract motorists is prohibited. Lighting which creates or becomes a public nuisance is not permitted.

(3) General Landscaping and Buffering other than outlined in Section (h)(1)b shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.

Where incidences of residential uses and uses allowed in this district are located adjacent to one another, the proposed use shall provide a buffer from the existing use by means of landscaping and berms in accordance with the adopted Design Standards (Addendum E) and/or similar standards if located in the Village of Sussex. Where the two uses are proposed simultaneously, a joint landscaping plan shall be developed by and between the two uses that satisfies the intent of the adopted Design Standards (Addendum E) and/or similar standards if located in the Village of Sussex and so that there is minimal overlap in the buffering provided.

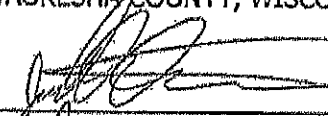
- (4) Building and Structures and Materials shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- (5) Other Site Planning and Design Issues shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- (6) Signage shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- (7) Pedestrian Orientation shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- (8) Environmental Protection shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- (9) Erosion Control Developments must follow the Town Erosion Control Ordinance, Land Disturbance Ordinance, the Waukesha County Storm Water Management Regulations, Wisconsin Department of Natural Resources NR-216, NR-151 and applicable Chapter 30 regulations.

SECTION 2: All ordinances or parts of this ordinance conflicting or contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This Ordinance shall take effect upon passage and posting as provided by law.

AMENDED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this
10th day of February, 2020.

TOWN BOARD, TOWN OF LISBON
WAUKESHA COUNTY, WISCONSIN

BY: 
JOSEPH OSTERMAN, Chairman

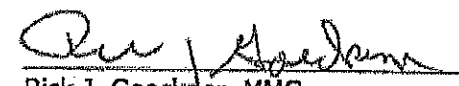
BY: 
TEDIA GAMINO, Supervisor

BY: 
MARC MOONEN, Supervisor

BY: 
LINDA BEAL, Supervisor

BY: 
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: 
Rick J. Goeckler, MMC
Interim Town Clerk



1 AMEND THE TEXT OF THE TOWN OF LISBON ZONING CODE TO REPEAL AND
2 RECREATE SECTION 27, RELATING TO THE B-4 COMMERCIAL
3 SPECIAL USE ZONING DISTRICT (RZ60)
4
5

6 WHEREAS, after proper notice was given, a public hearing was held and the subject matter of
7 this Ordinance was approved by the Town of Lisbon Town Board on December 9, 2019; and
8

9 WHEREAS, the matter was referred to and considered by the Waukesha County Park and
10 Planning Commission, which recommended approval and reported that recommendation to the
11 Land Use, Parks and Environment Committee and the Waukesha County Board of Supervisors,
12 as required by Section 60.62, Wis. Stats.
13

14 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
15 that the text of the Town of Lisbon Zoning Code, adopted by the Town of Lisbon on April 9,
16 2010, is hereby amended to repeal and recreate Section 27 relating to the B-4 Commercial
17 Special Use Zoning District, more specifically described in the "Staff Report and
18 Recommendation" on file in the office of the Waukesha County Department of Parks and Land
19 Use and made a part of this Ordinance by reference RZ60, is hereby approved.
20

21 BE IT FURTHER ORDAINED that the Waukesha County Clerk shall file a certified copy of
22 this Ordinance with the Town Clerk of Lisbon.
23

24 BE IT FURTHER ORDAINED that this Ordinance shall be in full force and effect upon passage,
25 approval and publication.

COMMISSION ACTION

The Waukesha County Park and Planning Commission after giving consideration to the subject matter of the Ordinance to amend the text of the Town of Lisbon Zoning Code hereby recommends **approval** of **RZ60 (Text Amendment/Town Lisbon Board)** in accordance with the attached "Staff Report and Recommendation".

PARK AND PLANNING COMMISSION

July 16, 2020

Robert Peregrine (via Microsoft Teams)

Robert Peregrine, Chairman

William Mitchell (via Microsoft Teams)

William Mitchell, Vice Chairman

Richard Morris (via Microsoft Teams)

Richard Morris

James Siepmann (via Microsoft Teams)

James Siepmann

Thomas Michalski (via Microsoft Teams)

Thomas Michalski

Absent

William Maslowski

WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE
STAFF REPORT AND RECOMMENDATION
TEXT AMENDMENT

DATE: July 16, 2020

FILE NO.: RZ60

APPLICANT: Town of Lisbon Board of Supervisors
W234 N8676 Woodside Road
Lisbon, WI 53089

REQUEST:
Repeal and recreate Section 27, B-4 Commercial Special Use Zoning District, of the Town of Lisbon Zoning Ordinance.

PUBLIC HEARING DATE: November 14, 2019

PUBLIC COMMENT: None

TOWN PLAN COMMISSION ACTION:

On November 14, 2019, the Town of Lisbon Plan Commission unanimously recommended approval of the text amendment, Ordinance 19-19, amending Section 27 of the Town of Lisbon's Zoning Ordinance regarding the B-4 District to the Town Board.

TOWN BOARD ACTION:

On December 9, 2019, the Lisbon Town Board of Supervisors unanimously approved Ordinance No. 19-19 (attached) and recommended the same to Waukesha County. The ordinance has been on hold as the town and Village of Sussex have been engaged in a legal dispute but are now progressing in working together.

STAFF ANALYSIS:

There are two special use zoning districts outlined in the Town of Lisbon's Zoning Ordinance (the B-P and B-4 Districts) that implement the Town of Lisbon's Comprehensive Development Plan where the uses allowed must incorporate design standards and require review by the Town of Lisbon and Village of Sussex Joint Planning Committee (JPC).

The Town is proposing to repeal and recreate these two special use zoning districts. The subject text amendment concerns the B-4 Commercial Special Use Zoning District. The B-P Industrial/Business Park Special Use Zoning District was forwarded for your review a few months ago but was not immediately advanced to the County Board at the request of the Village of Sussex. Since that time, the village and town have made progress regarding their disputes and are working towards a resolution regarding boundary agreement issues. The village administrator conveyed that the village is now comfortable with the pending zoning ordinance moving forward as the communities continue working towards a final resolution.

The B-4 district is currently applied to just a few properties within the town. Specifically in the B-4 District, the amendments will update the purpose and intent language, amend references to the joint planning committee role from "approve" to "review", consistent with boundary agreement language, and delete the prohibited uses list. The revised text also maintains references to the binding

Boundary Stipulation and Intergovernmental Cooperation Agreement between the Town of Lisbon and the Village of Sussex dated January 22, 2001. The binding boundary agreement requires a joint planning committee comprised of representatives of the two communities to "receive, consider and comment upon" rezoning, conditional use, planned unit developments and plats. However, the existing B-4 District language states that zoning regulations and design standards shall be reviewed and approved by the JPC. While town is proposing to eliminate the JPC approval language, references to the need for projects to go before the joint planning committee of the two communities for review is being preserved. If the two communities create a new boundary agreement, additional verbiage changes to the codes will likely be needed.

STAFF RECOMMENDATION:

Based on the above analysis, the Planning and Zoning Division Staff recommends approval of the request. The revised district language does not significantly change the permitted use types of the district and adherence to design standards continues to be required. Therefore, the proposed text amendment complies with the town and county's comprehensive plans and all other aspects of the Town of Lisbon's Zoning Ordinance.

Respectfully submitted,

Sandra L. Scherer

Sandy Scherer
Senior Planner

Attachment: Town Ordinance No. 19-19

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STATE OF WISCONSIN

TOWN OF LISBON

WAUKESHA COUNTY

Ord. 19-19

AN ORDINANCE AMENDING CHAPTER 11, SECTION 27 OF THE TOWN ZONING CODE RELATED TO THE B-4 COMMERCIAL SPECIAL USE ZONING DISTRICT, OF THE TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN

SECTION 1: Section 27 of the Town of Lisbon Zoning Code is hereby repealed and recreated to read as follows:

SECTION 27 - B-4 COMMERCIAL SPECIAL USE ZONING DISTRICT

Purpose and Intent

This District is intended to provide for the orderly and attractive grouping of businesses at appropriate locations in the Town, such as, but not limited to, along the STH 164 and STH 74 highways and adjacent routes that lead into and out of the Town of Lisbon in accordance with the adopted Design Standards (Addendum E of the Town of Lisbon Zoning Ordinance) and is appropriately designated for said zoning in compliance with the Town's Comprehensive Development Plan as a Special Use District, and said zoning shall be reviewed in accordance with the Boundary Stipulation and Intergovernmental Cooperation Agreement between the Town of Lisbon and the Village of Sussex dated January 22, 2001, and received, considered and commented on by the Town of Lisbon and Village of Sussex Joint Planning Committee. This district is intended for those businesses and customer services which are logically related to and dependent upon highway traffic, or which are specifically designed to serve the needs of such traffic and/or serve surrounding residential and corporate neighborhoods. The District is designed for convenience or one-stop shopping and is intended to service the entire community.

SECTION 2: The introductory paragraph titled "Joint Planning Committee Role and Authority in this Zoning District" of Section 27 of the Town of Lisbon Zoning Code is hereby repealed.

SECTION 3: The introductory paragraph titled "Review Process for Proposed Developments" of Section 27 of the Town of Lisbon Zoning Code is hereby repealed and recreated to read as follows:

Review Process for Proposed Developments

The review process for this zoning district shall be in accordance with the language contained in Section 27, and the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts Design Standards, and other Town ordinances as applicable (Addendum E and Exhibit Maps A, B, C and D).

- (1) To encourage a commercial environment that is compatible with the residential character of the Town and the neighboring Village, building permits for permitted uses in this zoning district shall not be issued without review by the Joint Planning Commission (JPC), review and recommendation by the Town of Lisbon Plan Commission, and approval by the Town Board. The JPC review shall be concerned with site plan, architectural plans, ingress and egress, parking, loading and unloading, landscaping, and open space utilization. Town of Lisbon review and approval shall consist of all required plans per the Municipal Code of the Town of Lisbon.
- (2) The process for PUDs, CUs, and site plan and plan of operation review shall follow the process requirements outlined in Chapter 11 of the Town of Lisbon's Town Code except as limited in this zoning district. Where a conflict may occur, this zoning district shall apply as it is intended to guide development in this zoning district. Uses shall be limited to those described in this zoning district.

(a) Permitted Uses

The following retail and customer service establishments involving the selling of and storing of merchandise are permitted subject to the approval of a site plan and plan of operation:

- (1) Art, dance, music teaching studios, or other similar fine arts.
- (2) Architects, accountants, attorneys, advertisers, engineers, insurance sales, consultants, or other professional offices.
- (3) Bakery stores.
- (4) Banks, savings and loan associations, and other financial and/or investment institutions, including drive up facilities.
- (5) Barber shops and beauty shops.
- (6) Book stores.
- (7) Business offices.
- (8) Candy and confectionery stores.
- (9) Copying and mail services.
- (10) Delicatessens.
- (11) Dentist, physician, or other similar professional health offices and clinics, excluding hospitals.

- (12) Drugstores.
- (13) Dry cleaning pick-up and delivery services.
- (14) Florists, retail.
- (15) Fruit and vegetable markets.
- (16) Galleries.
- (17) Gift stores, antique shops.
- (18) Government services (post offices, etc.)
- (19) Hardware, paint, or decorating stores.
- (20) Hobby shops.
- (21) Meat, fish, or poultry markets.
- (22) Optical stores.
- (23) Packaged beverage stores.
- (24) Photo and film pick-up stores, photography studios.
- (25) Realtors.
- (26) Shoe repair shops.
- (27) Shoe stores.
- (28) Soda and ice cream stores.
- (29) Sporting goods stores.
- (30) Tobacco stores.
- (31) Variety stores.
- (32) Video stores (non-adult oriented).
- (33) Family home day care in an existing residential dwelling
- (34) Other uses not specifically mentioned above may be permitted uses if, following a review and recommendation by the Town of Lisbon Plan Commission, the Town of Lisbon Board finds:
 - a. The use is consistent with the intent and types of uses depicted above, and
 - b. The use is not listed as a conditional use, and
 - c. The use is safe, clean, and would not cause any hardship to neighboring property owners from noise, pollution, or other nuisance.
 - d. The Town of Lisbon and Village of Sussex Joint Planning Committee has received, considered and commented on the use.

This section is added to allow flexibility for the Town of Lisbon Plan Commission, Town of Lisbon Board, and JPC to consider multiple uses that cannot all be enumerated above in light of the difficulty and time constraints of adjusting zoning in a Town government.

(b) Permitted Accessory Uses

- (1) Garages for storage of licensed vehicles used in conjunction with the operation of a business.
- (2) Dumpsters and other refuse type containers shall be screened from view from streets and adjacent properties.
- (3) Roof mounted HVAC type equipment shall be located, screened, and/or painted to minimize visibility from street and adjacent sites.
- (4) Signs in accordance with the guidelines set forth in Chapter 13, Signs, of the General Code of Ordinances (refer to Addendum A). Landscape and site plans for the signs must be submitted, reviewed, and approved by the plan commission to evaluate size, orientation, and compatibility with the entire site.
- (5) Off-street parking and loading areas provided detailed site plans, including landscaping and buffering, are submitted to and approved by the plan commission. Front, rear, and side yard pavement setbacks shall not be less than ten (10) feet. Shared drives and shared parking areas may be allowed between adjacent properties where appropriate and practical, through the use of cross-easements or other internal linkages between the properties, with approval of the plan commission.

(c) Conditional Uses

Any use similar in character to the permitted uses listed above conducted as a retail business on the premises, catering to the general public, and compatible to the character of adjacent areas:

- (1) Restaurants, Supper Clubs, Lake Resorts, Taverns, Dance Halls, Pool Halls, Bowling Alleys, and similar uses, including fast food and drive through restaurants.
- (2) Automobile, Gasoline, and Service Station and Convenience Stores associated with gasoline sales.
- (3) Communication towers and facilities, including antenna masts and satellite dish antennas located in the rear yard and roof-mounted satellite dish antennas and roof-mounted solar collectors on the roof of the principal structure, provided a registered engineer contracted by the owner shall certify that the structure is adequate to support the load. All such roof mounted facilities shall be screened from view with the screening approved by the plan commission.
- (4) Private clubs and resorts.
- (5) Business park and shopping center uses.

- (6) Public and semi public buildings and uses, including hospitals and health care facilities.
- (7) All outside storage areas shall be at least 600 feet from residential, park, and public and institutional zoning districts located in the Town of Lisbon and the Village of Sussex. The Town Board may waive or reduce the 600-foot separation requirement. In all cases, outside storage shall be screened from all sides. All screening plans are subject to Town Plan Commission review and approval. Screening may be a permanent opaque wall matching the building materials, fencing or landscaping as deemed appropriate by the Town Plan Commission. The height of the screening shall be sufficient to screen the product(s) in the outside storage area. Furthermore, no use shall be granted a modification of the separation requirement if the Town Plan Commission determines that the use will have a high risk of fire, explosion, noise, vibration, or odor.
- (8) Other uses not specifically mentioned above may be conditional uses if the Town of Lisbon Board finds:
 - a. The use is consistent with the intent and types of uses depicted above, and
 - b. The use is safe, clean, and would not cause any hardship to neighboring property owners from noise, pollution, or other nuisance.
 - c. The Town of Lisbon and Village of Sussex Joint Planning Committee has received, considered and commented on the use.

This section is added to allow flexibility for the Town of Lisbon Plan Commission, Town of Lisbon Board, and JPC to consider multiple uses that cannot all be enumerated above in light of the difficulty and time constraints of adjusting zoning in a Town government.

(d) Building Location

- (1) Road Setback:
Fifty (50) feet.
- (2) Side yard offset:
Twenty (20) feet minimum.
- (3) Rear yard offset:
Forty (40) feet minimum.
- (4) Shore Setback:

75 feet minimum from the ordinary high water mark, wetland conservancy, or floodplain, whichever is closer, unless otherwise excepted in this ordinance.

(e) Height Regulations

- (1) Principal structure: Forty-five (45) feet maximum if a two story and fully exposed on at least one side of the building. Thirty-five (35) feet maximum if a one story with or without an exposure, or a two story with no exposure.
- (2) Accessory structure: Fifteen (15) feet in height.

(f) Area Regulations

- (1) Floor Area Ratio/Lot Coverage/Open Space:
Maximum FAR of thirty percent (30%) unsewered, and fifty percent (50%) sewerred. Not more than sixty-five percent (65%) unsewered, or seventy five percent (75%) sewerred, of any lot shall be covered with buildings, surfaced pavement, driveways, parking, loading areas, or other covering materials which are impervious to surface absorption. Landscaped open space shall occupy not less than 35% (unsewered), or 25% (sewerred) of the lot area.
- (2) Lot Size:
One (1) acre minimum with or without sewer.
- (3) Lot Width:
Minimum average lot width: 150 feet with or without sewer.

(g) Design Standards

The following guidelines are specific standards that apply to this zoning district. In addition, development in this zoning district must follow the adopted Design Standards of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts (Addendum E) and other general guidelines within Chapter 11 of the Lisbon Municipal Code which is the Town's Zoning Ordinance (hereinafter referred to as Chapter 11) related to design issues. Where a conflict exists, this section and the adopted Design Standards (Addendum E) shall apply.

- (1) Parking and Storage
 - a. Surfacing. All off-street loading, driveways, parking areas shall be surfaced with an asphaltic or Portland cement pavement in accordance with Chapter 11 and the Town of Lisbon standards and specifications so as to provide a durable and dust free

surface, and shall be so graded and drained as to dispose of all surface water accumulated within the area. Any surface water discharged off premises shall be so channeled and located so as not to create a nuisance to adjacent properties. Surfacing of loading areas shall be completed before occupancy is granted. Storage areas shall be surfaced with an asphaltic or Portland cement.

- b. Landscaping. All public off-street parking areas which serve twenty (20) vehicles or more and are created or redesigned and rebuilt subsequent to the adoption of this Zoning Ordinance shall be provided with accessory landscape areas totaling not less than seven and one-half (7 1/2) percent. The minimum size of each landscape area shall not be less than 150 square feet and landscaped areas shall be distributed evenly throughout the parking area. Location of landscape areas, plant materials, and protection afforded the plantings shall be reviewed by the Town Plan Commission. All Plans for such proposed parking areas shall include a topographic survey or grading plan which shows existing and proposed grades and location of improvements. The preservation of existing trees, shrubs, and other natural vegetation in the parking area may be included in the calculation of the required minimum landscape area. Those parking areas for twenty (20) or more vehicles if adjoining a residential use shall be screened from such use by a solid wall, fence, evergreen planting of equivalent visual density or other effective means, built and maintained at a minimum height of six (6) feet.
- c. Driveway Opening. Openings for driveways shall provide adequate access to a public street. No driveway for any other use shall be less than 24 feet in width at the street right-of-way line nor shall it exceed 32 feet at the street right-of-way line.
- d. Storage. Parking spaces required to meet the minimum parking requirements of Chapter 11 shall not be used for the long term storage of motor vehicles, recreational vehicles, boats, commercial inventory, or equipment. Parking spaces shall not be used or leased to persons not using the principal use. Parking spaces are considered accessory to the principal use, unless prior approval for such shared or secondary use has been granted by the Town Plan Commission.

- e. Lighting. Lighting shall be installed and maintained in accordance with the standards set forth herein:
1. Type. Shielded luminaries, or luminaries with cutoff optics, and careful fixture placement shall be required so as to facilitate compliance with this section.
 2. Orientation. Exterior lighting fixtures shall be orientated so that the lighting element (or a transparent shield) does not throw rays onto neighboring properties. No lighting sources shall be visible from outside its premises. Light rays shall not be directed into street rights-of-way or upward into the atmosphere. No horizontal throw via outward projecting lenses or optics shall be permitted contributing as a point glare source. The intensity of illumination, measured at the property line, shall not exceed 0.2 foot-candles.
 3. Minimum Lighting Standards. All areas designated on approved site plans for vehicular parking, loading, or circulation and used for any such purpose after sunset and where it is reasonable to expect pedestrian use shall provide artificial illumination in such areas at a minimum intensity to meet the standards set forth in the American National Standard Practice for Roadway Lighting and those standards set forth in the Illuminating Engineering Society of North America's Lighting for Parking Facilities.
 4. Flashing, flickering, or other distracting lighting which may distract motorists is prohibited. Lighting which creates or becomes a public nuisance is not permitted.

- f. General Landscaping and Buffering other than outlined in Section g(1)b shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.

Where incidences of residential uses and uses allowed in this district are located adjacent to one another, the proposed use shall provide a buffer from the existing use by means of landscaping and berms in accordance with the adopted Design Standards (Addendum E) and/or similar standards

If located in the Village of Sussex. Where the two uses are proposed simultaneously, a joint landscaping plan shall be developed by and between the two uses that satisfies the intent of the adopted Design Standards (Addendum E) and/or similar standards if located in the Village of Sussex and so that there is minimal overlap in the buffering provided.

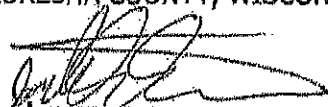
- g. Building and Structures and Materials shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- h. Other Site Planning and Design Issues shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- i. Signage shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- j. Pedestrian Orientation shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- k. Environmental Protection shall be developed per the adopted Design Standards (Addendum E) of the Town of Lisbon for the Industrial/Business Park Special Use and Commercial Special Use Zoning Districts.
- l. Erosion Control Developments must follow the Town's Erosion Control Ordinance, Land Disturbance Ordinance, the Waukesha County Storm Water Management Regulations, Wisconsin Department of Natural Resources NR-216, NR-151 and applicable Chapter 30 regulations.

SECTION 4: All ordinances or parts of this ordinance conflicting or contravening the provisions of this ordinance are hereby repealed.


SECTION 5: This Ordinance shall take effect upon passage and posting as provided by law.


PASSED AND ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 27th day of April, 2020.

TOWN BOARD, TOWN OF LISBON
WAUKESHA COUNTY, WISCONSIN

BY: 
JOSEPH OSTERMAN, Chairman

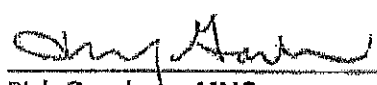
BY: 
TEDIA GAMINO, Supervisor

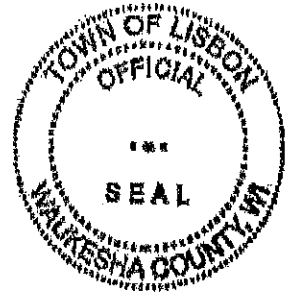
BY: 
MARC MOONEN, Supervisor

BY: 
LINDA BEAL, Supervisor

BY: 
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: 
Rick Goeckner, MMC
Interim Town Clerk



1 EXECUTE SUBGRANTEE AGREEMENTS AND HUD GRANT AGREEMENT FOR
2 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT
3 PARTNERSHIP (HOME) PROGRAMS FOR THE 2021 PROGRAM YEAR
4
5

6 WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has qualified
7 Waukesha County as an entitlement Urban County, and along with participating counties and
8 municipalities is eligible to receive federal funding to provide benefits primarily to low and
9 moderate income households as well as to meet specific community needs through the
10 Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME)
11 programs; and
12

13 WHEREAS, Waukesha County, as the grantee, has been authorized by the Waukesha County
14 Board of Supervisors to participate and accept funding; and
15

16 WHEREAS, the Parks and Land Use Department 2021 Proposed Budget includes HUD funding
17 estimated at \$1,464,022 for the CDBG program and \$1,447,991 for the HOME program for total
18 HUD funding of \$2,912,013; and
19

20 WHEREAS, Waukesha County estimates revolving loan—for CDBG of \$40,000; program
21 income for CDBG of \$200,000; and program income for the HOME program of \$200,000,
22 which is also included in the 2021 Proposed Budget; and
23

24 WHEREAS, program fees estimated for 2021 in the HOME Program of \$51,685, and for the
25 CDBG Program of \$12,900, are also included in the 2021 Budget, for a total of \$64,585; and
26

27 WHEREAS, subgrantees, participating counties and municipalities will enter into subgrantee
28 agreements with Waukesha County to use HUD funds mainly designated to benefit low and
29 moderate income (at-risk) persons and specific needs of participating jurisdictions.
30

31 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
32 that the County Executive of Waukesha County is hereby authorized to:
33

- 34 1. Execute on behalf of Waukesha County, required subgrantee agreements for use of
35 HUD grant funds.
- 36 2. Execute appropriate amendments to subgrantee agreements, which are deemed
37 reasonable and appropriate by the County Executive and the Community
38 Development Block Grant Board and the HOME Consortium Board.
- 39 3. Execute on behalf of Waukesha County a Grant Agreement and an Annual Plan
40 requesting funds for Federal Fiscal Year 2021 with the U.S. Department of Housing
41 and Urban Development.
42

43 BE IT FURTHER ORDAINED that Community Development program administration is
44 authorized to accept the anticipated 2021 HUD funding for CDBG program funds of \$1,464,022
45 and HOME program funds of \$1,447,991.
46

47 BE IT FURTHER ORDAINED that if actual federal Housing and Urban Development (HUD)
48 award notification amounts are less than estimated, an appropriate reduction of subgrantee grant

49 amounts will be required by the CDBG and HOME Boards and notification of any decreases will
50 be sent to the Finance Committee and the Community Development expenditures will be limited
51 to the amount of the award notification.

Projects/Activities recommended for Community Development Block Grant 2021 funding:

<u>Full Agency Title</u>	<u>Project</u>	<u>Recommendation</u>
Big Brothers Big Sisters	Mentoring Program	\$8,000
Board of Regents of the University of Wisconsin System	Haertel Field NRSA Strategic Plan	\$20,000
City of Waukesha	ADA & Public Improvements	\$115,000
City of Waukesha	Adaptive Recreational Programs	\$3,700
City of Waukesha	Downtown Façade	\$29,000
City of Waukesha	Historic Springs Restoration	\$16,000
City of Waukesha	Landmark Paint & Repair	\$24,668
City of Waukesha	Saratoga/Haertel Field Summer Playground	\$9,000
City of Waukesha	Senior Activity Coordinator	\$14,000
City of Waukesha	Sentinel Park Summer Program	\$5,888
Community Outreach Health Services	Health Clinic	\$6,000
Delafield American Legion	ADA Expansion	\$39,121
Easter Seals	Safe Babies/Healthy Families	\$19,000
ERAs Senior Network	Faith in Action	\$7,000
Family Promise of Waukesha County	Beyond Homelessness	\$15,000
Family Service Agency	C.A.R.E Center	\$10,000
Habitat for Humanity	Acquisition & Rehab	\$225,000
Hebron House	Case Management	\$15,000
Hebron House	Juno House 5-bed Expansion	\$15,000
Hebron House	Siena House	\$15,000
Hebron House	Siena House Rehabilitation	\$103,225
Hope Center	Clothing Shop	\$32,364
Hope Center	Day Center	\$27,978
Hope Center	Transportation Assistance	\$20,000
Hope Center	Outreach Meal Program	\$71,583
Lake Area Free Clinic	Dental Services	\$5,000
Lake Area Free Clinic	Medication Assistance	\$6,000
Metropolitan Milwaukee Fair Housing	Fair Housing Services	\$20,000
NAMI	SSI/SSDI Outreach	\$5,000
Oconomowoc Silver Streak	Vehicle Replacement	\$7,752
Seniors on the Go	Vehicle Replacement	\$7,752
St. Joseph's Medical Clinic	Prescription Payment Assist.	\$15,000
TBD	Unallocated	\$49,242
The Caring Place	Meals on Wheels	\$6,000
The Women's Center	Case Management – Transitional Living	\$6,500
The Women's Center	Children's Sexual Abuse Counseling	\$14,000
The Women's Center	Emergency Shelter	\$29,000
The Women's Center	Employment Program	\$26,000
The Women's Center	Facility Expansion	\$175,000
Tower Hills Neighborhood Association	West Side NRSA Crime Reduction	\$17,949
Waukesha County	Administration	\$297,300
Waukesha County	Housing Rehabilitation	\$100,000
WWBIC	Business Owner	\$50,000
Total		\$1,704,022

Projects/Activities recommended for the 2021 HOME funding:

HOME PROGRAM		
	Administration	\$164,799
	Housing Development	\$265,993
CHDO Reserve	TBD	\$217,199
TBRA Program	TBD	\$300,000
CORE Programs	Downpayment Assistance Program	\$300,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
		\$1,647,991

FISCAL NOTE

EXECUTE SUBGRANTEE AGREEMENTS AND HUD GRANT AGREEMENT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME INVESTMENT
PARTNERSHIP (HOME) PROGRAMS FOR THE 2021 PROGRAM YEAR

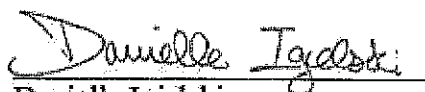
This ordinance authorizes the County Executive to execute agreements with the Federal Government to accept up to \$2,912,013 of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) grants and program income as shown below.

Funding Purpose	CDBG	HOME	TOTALS
2021 Subgrantee HUD Grant Amounts	\$1,464,022	\$1,447,991	\$2,912,013
2021 Revolving Loan/Program Income	\$240,000	\$200,000	\$440,000
2021 Estimate	\$1,704,022	\$1,647,991	\$3,352,013

If the Federal Housing and Urban Development (HUD) funding allocation awards are less than the estimated amount, the CDBG and HOME Consortium Boards will make appropriate reductions to subgrantee grant amounts, and send a notification of any decreases to the Finance Committee. The Community Development expenditures will be limited to the amount of the HUD award notifications. According to the Department of Parks and Land Use, all subgrantee agreements for projects will include clauses providing for grant funding decreases, if necessary.

If the final Federal appropriation amount is greater than the estimated amount of \$2,912,013 an ordinance to appropriate the additional funding will require future County Board approval to increase the CDBG and HOME program expenditure appropriations and revenue budgets accordingly.

This ordinance has no direct tax levy impact.



Danielle Igielski
Accounting Services Manager

8/4/2020

JE 2020-00007282

1 APPROVE RESOLUTION PETITIONING THE SECRETARY OF
2 TRANSPORTATION FOR AIRPORT IMPROVEMENT AID
3
4

5 WHEREAS, Waukesha County, being a municipal body of the State of Wisconsin, is authorized
6 by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve,
7 maintain, and operate an airport; and
8

9 WHEREAS, Waukesha County desires to develop or improve the Waukesha County Airport;
10 and
11

12 WHEREAS, the Federal Aviation Administration (FAA) and the State of Wisconsin require
13 airport sponsors to petition the Wisconsin Secretary of Transportation for Airport Improvement
14 Aid to receive State and Federal financial aid to complete eligible Capital Projects; and
15

16 WHEREAS, a list of eligible potential projects has been developed and included in the petition
17 resolution in coordination with the FAA's Chicago Airport District Office and the Wisconsin
18 Bureau of Aeronautics.
19

20 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
21 that the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid is
22 approved.
23

24 BE IT FURTHER ORDAINED that the Director of Public Works is authorized to sign the
25 petition on behalf of Waukesha County.

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, Waukesha County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Waukesha County Airport project to:

Land acquisition in runway approaches and runway safety areas; Clear runway approaches; Construct/rehab/reconstruct hangars; Conduct boundary survey; Construct snow removal equipment building; Runway 10 and Runway 28 safety area improvements, including road relocations; Repair/replace runway lighting and guide signs; Master Plan update; Redesign the Height Limitation Zoning Ordinance map, including land and easement acquisitions; Extend/improve perimeter roads; Expand/extend terminal building parking lot; Conduct wildlife site visit; Reconstruct/rehab apron pavements; Reconstruct pavements around south east hangars; Reconstruct airside access roads; Replace regulator circuits; Replace airfield emergency generators; Replace airport control tower beacon; Replace air traffic control tower windows; Reconstruct and partial relocate parallel taxiway 18/36 with Medium Intensity Taxiway Lights (MITL); Rehabilitate/add Taxiway C lighting; Rehabilitate and repair Taxiway B; Rehabilitate and repair Taxiway C; Crack seal and sealcoat airport pavements; Paint airfield markings; Extend sanitary sewer in corporate hangar area; Construct Corporate Hangar Area; Construct connector taxiway between Taxiway A and ramp; Expand West Ramp; Purchase snow removal and mowing equipment, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES.....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Waukesha County, Wisconsin

Name

Name

Title

Title

Date

Date

FISCAL NOTE

APPROVE RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR
AIRPORT IMPROVEMENT AID

This ordinance approves a resolution petitioning the Secretary of Transportation for Airport Improvement Aid, and authorizes the Waukesha County Director of Public Works to sign the petition on the county's behalf. According to Public Works management, this ordinance allows the county to petition for potential state and federal funding for airport improvement projects, but does not obligate the county to commit to any specific project. Any acceptance of funds or project expenditure authority would still be subject to County Board approval through the annual capital and operating budgeting processes or separate ordinance budget modification.

William Duckwitz

William Duckwitz
Budget Manager
8/5/2020

1 ACCEPT THE STATE OF WISCONSIN ROUTES TO RECOVERY GRANT
2 AND MODIFY WAUKESHA COUNTY'S NON-DEPARTMENTAL 2020
3 BUDGET TO AUTHORIZE GRANT EXPENDITURES
4
5

6 WHEREAS the Wisconsin Department of Administration has provided \$200 million of federal
7 CARES Act funding to local governments through the Routes to Recovery Program for
8 expenditures incurred due to the COVID-19 pandemic; and
9

10 WHEREAS Waukesha County's Routes to Recovery Grant allocation is \$6.6 million; and
11

12 WHEREAS permissible uses of the grant funding include, but are not limited to, the following:
13 emergency operation activities, medical and protective equipment, cleaning and sanitizing
14 mitigation activities, temporary isolation housing for infected or at risk individuals, testing and
15 contact tracing costs, paid leave for public health and public safety personnel for COVID-19
16 precautions, and acquisition of services or equipment to facilitate remote work by public
17 employees; and
18

19 WHEREAS approximately \$1.4 million in eligible expenses that are expected to be incurred are
20 from existing county staff time providing the permissible services noted above, so the additional
21 expenditure authority is not necessary as it is in the base budget; and
22

23 WHEREAS departments throughout Waukesha County have incurred expenses that qualify for
24 Routes to Recovery funding; and
25

26 WHEREAS modifying all departmental budgets for these non-reoccurring expenses would be
27 time consuming and difficult to manage and coordinate, especially for smaller budgets with
28 lower expenditure authority thresholds; and
29

30 WHEREAS the Routes to Recovery reimbursable expenses and revenue can be appropriated and
31 managed in the Non-Departmental budget so that department budgets do not experience
32 variances from budget for COVID-19 expenses and allows for greater oversight by the
33 Waukesha County Department of Administration; and
34

35 WHEREAS, the Waukesha County Department of Administration will provide regular updates
36 about grant spending to the Finance Committee.
37

38 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
39 that Waukesha County Department of Administration is authorized to accept the Wisconsin
40 Routes to Recovery grant to fund the permissible expenditures.
41

42 BE IT FURTHER ORDAINED that the Non-Departmental General Fund budget be modified by
43 increasing intergovernmental revenues by \$5,236,000 and increasing personnel costs by
44 \$150,000 and operating expenses by \$5,086,000.

FISCAL NOTE

ACCEPT THE STATE OF WISCONSIN ROUTES TO RECOVERY GRANT AND MODIFY
WAUKESHA COUNTY'S NON-DEPARTMENTAL 2020 BUDGET TO AUTHORIZE
GRANT EXPENDITURES

This ordinance authorizes the county to accept \$6,600,414 of federal CARES Act funding distributed through the Wisconsin Department of Administration's Routes to Recovery program to respond to the COVID-19 pandemic. This ordinance also appropriates \$5,236,000 of expenditure authority, which is net of approximately \$1.4 million of revenues expected to be earned that cover expenditures already in the base budget (discussed later). The state will reimburse for eligible expenses (see list below) incurred from March 1, 2020 through October 31, 2020.

The state and federal governments allow reimbursement for the following categories:

Category	Examples/Explanations
Emergency operation activities, including those related to public health, emergency services, and public safety response	Staff time for employees directly assigned to the Emergency Operations Center (EOC) and public health response (costs mostly included already in base budget, with no additional appropriation needed)
Medical and protective services and equipment	Personal protective equipment (PPE), such as facial masks
Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities	Additional cleaning supplies, contracted cleaning services, facility modifications (e.g., installing plexiglass partitions, touchless faucets, UV light sterilization)
Temporary isolation housing for infected or at risk individuals	Renting or modifying space for individuals that do not have the means to easily quarantine
Testing and contact tracing costs above what is covered by existing state programs	Staffing costs (both existing county employees and limited term employees), contracted staff, technology (laptops, software), above what is expected to be needed from the \$3.4 million funding awarded from the state Department of Health Services (approved by County Board in June, enrolled ordinance 175-16).
Paid leave for public health and public safety employees to take COVID-19 precautions	Leave for employees that have to isolate or quarantine or take care of others who have to isolate or quarantine (and are not able to telecommute). This also includes approximately \$150,000 (personnel cost appropriation) for unused vacation payouts for EOC and public health response workers (pending county board action through a separate ordinance in August).
Purchases of services or equipment to facilitate remote work by public employees	Laptops, related software

In response to the pandemic, the county incurred expenses (see table below) that are eligible for reimbursement under the Routes to Recovery program. Up till this point, the county has been able to absorb these necessary costs within its existing budget authority in various departments as it responded to the public health emergency, understanding that many costs would be eligible for federal reimbursement. There are multiple federal funding sources, and recently the county was able to obtain clarification on which expenses are eligible. Before proceeding further with necessary purchases, county administration is asking the County Board to approve expenditure authority for what has been incurred and what will likely need to be incurred.

Category	Claimed Year to Date (YTD)	Spent YTD but Not Reimbursed Yet	Estimated Remaining	Total
Emergency operations (public health/safety, emergency svcs)	\$ 496,302	\$ -	\$ 500,000	\$ 996,302
Medical and protective services and equipment	\$ 97,318	\$ 11,933	\$ -	\$ 109,251
Cleaning, sanitizing, other COVID-19 mitigation in public facilities	\$ 64,628	\$ 7,922	\$ 41,000	\$ 113,550
Testing & contact tracing	\$ 1,045	\$ -	\$ 1,000,000	\$ 1,001,045
Paid leave for public health/safety employees related to COVID-19	\$ -	\$ 170,408	\$ 350,426	\$ 520,834
Purchases of services/equipment to facilitate remote work	\$ 63,420	\$ 137,388	\$ -	\$ 200,808
Set aside for pandemic response needs	\$ -	\$ -	\$ 3,658,624	\$ 3,658,624
Subtotal	\$ 722,713	\$ 327,651	\$ 5,550,050	\$ 6,600,414
Amount anticipated to be spent that does <u>not</u> need additional budget authority (i.e., existing staff)				\$ (1,364,414)
Net Budget Appropriation				\$ 5,236,000

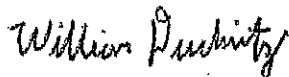
Year-to-date, the county has incurred and claimed reimbursement for \$722,713 of eligible costs, and incurred another \$327,651 of costs that will be claimed. County administration is requesting to appropriate the entire allocation of \$6,600,414, less the \$1,364,414 that is anticipated to be earned with existing staff time (e.g., EOC, contact tracing, eligible paid sick leave) that is already in the budget, for a net budget adjustment of \$5,236,000.

It is possible that the county will not need to spend the balance of the grant amount before the grant deadline of October 31st (remaining funds returned to the state), but there may be situations where the county needs the ability to respond quickly to changing conditions:

- **Covering contract tracing efforts above what the state Department of Health Services has provided:** The County Board approved a \$3.4 million ordinance in June to fund contact tracing and disease investigation efforts through a separate allocation of federal CARES Act funding. From March through June, the county has incurred over \$700,000 of staff costs for contact tracing before increasing contract tracing capacity in June, and is likely to need Routes to Recovery funding to sustain the efforts through the year.
- **Purchasing PPE, sanitizer, and other cleaning supplies:** It is unknown when the pandemic response will end. Purchases will be both for immediate consumption and for supplies that will be needed after the October 31st grant deadline.
- **Increased testing needs:** The cost of tests, setting up testing locations, and potentially contracting with third-party medical providers.
- **Temporary housing/quarantine measures:** Setting up locations where individuals that do not have the means to easily quarantine can safely reside on a temporary basis.
- **Facility modifications:** Materials and equipment needed to help promote social distancing or sterilize environments in order to keep the public and employees safe.
- **Technology for Remote Work:** With the duration of the pandemic uncertain, it is important to equip employees with the ability to work remotely, if necessary, so that the county can continue to provide public services.

The additional expenditure authority would be appropriated in the Non-Departmental General Fund budget to account for additional purchases, which allows for easier tracking and greater oversight by the Department of Administration. The funding would only be used to fund expenses that are considered eligible according to guidance provided by the state, and deemed necessary and reasonable to respond to the pandemic. (The pandemic response has consumed considerable amounts of staff time that is ineligible for reimbursement (e.g., purchasing coordination, policy development, cost tracking, etc.) and is not assumed in any of the figures above.) The Department of Administration will report back on incurred expenditures and reimbursements regularly to the Finance Committee.

Approval of this ordinance will allow the county to cover a significant portion of pandemic response expenses with grant funds, limiting the need to use the \$300,000 of contingency funds approved by the County Board in March (enrolled ordinance 174-3). The majority of this ordinance results in no direct tax levy impact. Replacing desktop computers with laptops to facilitate remote working capabilities will increase the ongoing replacement costs in future years and potentially have a tax levy impact. Departments will need to review their technology inventory and manage increased costs within their future budget requests.



William Duckwitz
Budget Manager
8/4/2020
JE# 2020-00007182

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
2 TO ACCEPT THE URBAN BLACK AND HISPANIC GRANT FUNDING
3 AND APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services, through federal funding
7 from the US Department of Health and Human Services Substance Use Prevention and
8 Treatment Block Grant, has made available Urban Black and Hispanic grant funds of \$100,000
9 in 2020 to the Waukesha County Department of Health and Human Services; and
10

11 WHEREAS, available revenues were not anticipated nor included in the 2020 budget; and
12

13 WHEREAS, the Urban Black and Hispanic Grant seeks to work with community providers to
14 educate minority populations in Waukesha County about the substance use services and recovery
15 support available in Waukesha County; and
16

17 WHEREAS, the Department of Health and Human Services will utilize funding to provide
18 substance use treatment to uninsured or underinsured minority residents using trauma informed
19 care principles and interpreters when needed, provide training for department staff members
20 including cultural humility, and provide outreach brochures in multiple languages.
21

22 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
23 that the Waukesha County Department of Health and Human Services is authorized to accept the
24 Urban Black and Hispanic Grant of \$100,000 from the State of Wisconsin, Department of Health
25 Services.
26

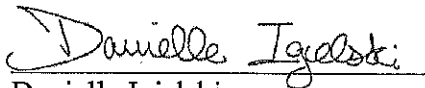
27 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
28 increase operating expenditures by \$100,000 and increase general government revenues by
29 \$100,000.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
TO ACCEPT THE URBAN BLACK AND HISPANIC GRANT FUNDING AND
APPROPRIATE ADDITIONAL EXPENDITURES

This ordinance authorizes the Waukesha County Department of Health and Human Services to accept federal Substance Use Prevention and Treatment Block Grant funding from the US Department of Health and Human Services and appropriate \$100,000 in expenditures to educate minority populations in Waukesha County about the substance use services and recovery support available. The department indicates that it intends to use the grant to provide substance use treatment to uninsured or underinsured minority residents using trauma informed care principles and utilizing interpreter services when needed. In addition the department plans to use grant funds to provide training for department staff members including cultural humility and provide outreach brochures in multiple languages.

This ordinance results in no direct levy impact



Danielle Igielski
Accounting Services Manager
7/30/2020
JE 2020-00007117

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
2 TO ACCEPT THE ADRC CRITICAL RELIEF FUNDS FOR COVID-19 PANDEMIC
3 RESPONSE FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services has made available Critical
7 Relief Funds for COVID-19 Pandemic Response through the federal award from the US
8 Department of Health and Human Services – Administration for Community Living for \$34,892
9 in 2020 to the Waukesha County Department of Health and Human Services; and
10

11 WHEREAS, available revenues were not anticipated nor included in the 2020 budget; and
12

13 WHEREAS, the Department of Health and Human Services will utilize funding to provide
14 additional remote technology resources to staff to better serve clients accessing ADRC services.
15

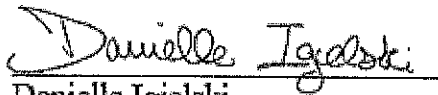
16 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
17 that the Waukesha County Department of Health and Human Services is authorized to accept the
18 Critical Relief Funds for COVID-19 Pandemic Response of \$34,892 from the State of
19 Wisconsin, Department of Health Services.
20

21 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
22 appropriate expenditures of \$34,892 by increasing Operating Expenses, and increasing General
23 Government Revenues by \$34,892.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
ACCEPT THE ADRC CRITICAL RELIEF FUNDS FOR COVID-19 PANDEMIC RESPONSE
FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES

This ordinance authorizes the Waukesha County Department of Health and Human Services Aging and Disability Resource Center division to accept \$34,892 of grant funds from federal award from the US Department of Human Services Administration for Community Living. The Department intends to use these funds to provide laptops to ADRC staff to be able to work remote while serving clients accessing ADRC services. Replacing desktop computers with laptops will increase the ongoing replacement costs in future years and potentially have a tax levy impact. Departments will need to review their technology inventory and manage increased costs within their future budget requests.



Danielle Igielski
Accounting Services Manager

7/30/2020

JE 2020-00007154

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
2 APPROPRIATE EXPENDITURES FOR AGING AND DISABILITY RESOURCE
3 CENTER AND INCREASE GENERAL GOVERNMENT REVENUE
4
5

6 WHEREAS, the Waukesha County Department of Health and Human Services, Aging and
7 Disability Resource Center (ADRC), serves as a point of entry for the public to gain information
8 and assistance related to the resources available to seniors and those with disabilities; and
9

10 WHEREAS, the Waukesha County Department of Health and Human Services budgeted
11 approximately \$3.8 million in General Government Revenue in the 2020 budget for the ADRC
12 Contract Fund; and
13

14 WHEREAS, Waukesha County Department of Health and Human Services received approval
15 from the State of Wisconsin, Department of Health Services, to carryover \$34,892 in funding from
16 2019 to 2020 to improve technology capability in the HHS building to provide virtual community
17 presentations, and better serve staff and committees in their support of the ADRC services offered;
18 and
19

20 WHEREAS, the Waukesha County Department of Health and Human Services receives full state
21 revenue reimbursement for the cost of services provided through the ADRC Contract Fund, up to
22 the approved contract limit, and is projected to exceed the 2020 budget of \$3,776,597 due to the
23 approved carryover of the state funding.
24

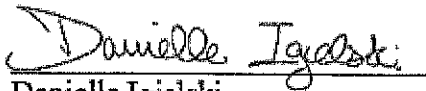
25 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
26 that the 2020 Department of Health and Human Services ADRC Contract Fund Budget be
27 modified by appropriating expenditures of \$34,892 for Operating Expenses and increasing
28 General Government Revenues by \$34,892 for state carryover revenue.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
APPROPRIATE EXPENDITURES FOR AGING AND DISABILITY RESOURCE CENTER
AND INCREASE GENERAL GOVERNMENT REVENUE

This ordinance authorizes Waukesha County Department of Health and Human Services to increase operating expenditure appropriations by \$34,892 for the carryover of funding from 2019 to 2020 to improve technology capability in the HHS building to provide virtual community presentations, and better serve staff and committees in their support of the ADRC services offered. The Department intends to use these funds to upgrade the HHS board room to enable audio and visual capability while having virtual meetings.

This ordinance has no levy impact.



Danielle Igielski
Accounting Services Manager

7/30/2020

JE 2020-00007155

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020
2 BUDGET TO ACCEPT THE CARES COVID-19 PLANNING GRANT
3 FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services has made available CARES
7 COVID-19 Planning grant funds through the federal award from the US Department of Treasury
8 to update the County's Public Health Preparedness Pandemic Plans of \$30,000 in 2020 to the
9 Waukesha County Department of Health and Human Services; and

10
11 WHEREAS, available revenues were not anticipated nor included in the 2020 budget; and
12

13 WHEREAS, the CARES COVID-19 Planning grant seeks to effectively provide a strategy to
14 assure sufficient testing to quickly identify new cases of disease, to investigate and contain
15 outbreaks, to protect vulnerable populations, and to reduce barriers to testing access for
16 underserved community members; and
17

18 WHEREAS, the Department of Health and Human Services will utilize funding to update the
19 Public Health Preparedness Plan to include support for local infrastructure to conduct disease
20 investigations, policy on isolation of positive cases, and how to expand local contact tracing so
21 that people in contact with probable-case individuals are identified and monitored, where
22 appropriate.
23

24 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
25 that the Waukesha County Department of Health and Human Services is authorized to accept the
26 COVID-19 Planning grant of \$30,000 from the State of Wisconsin, Department of Health
27 Services.
28

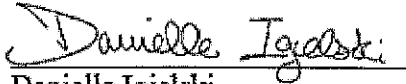
29 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
30 appropriate expenditures of \$30,000 by increasing Operating Expenses, and increasing General
31 Government Revenues by \$30,000.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
ACCEPT THE CARES COVID-19 PLANNING GRANT FUNDING AND APPROPRIATE
ADDITIONAL EXPENDITURES

This ordinance authorizes the Department of Health and Human Services to accept \$30,000 of federal CARES Act funding, provided through Wisconsin Department of Health Services, to update the County's Public Health Preparedness Pandemic Plan. The updated plan will focus on support for local infrastructure to conduct disease investigations, policy on isolation of positive cases, and how to expand local contact tracing so that people in contact with probable-case individuals are identified and monitored, where appropriate. This ordinance appropriates \$30,000 of operating expenditure authority for contracted assistance needed to update the plan.

This ordinance has no levy impact.



Danielle Igielski
Accounting Services Manager

7/30/2020

JE 2020-00007156

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
2 ACCEPT THE COLLABORATIVE CRISIS INTERVENTION SERVICES TO YOUTH
3 (CCISY) GRANT FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services, Division of Care and
7 Treatment Services, has made available Collaborative Crisis Intervention Services to Youth
8 (CCISY) grant funds of \$68,173 in 2020 to the Waukesha County Department of Health and
9 Human Services; and

10
11 WHEREAS, available revenues were not anticipated nor included in the 2020 budget; and
12

13 WHEREAS, the CCISY grant seeks to work with youth, community providers, and law
14 enforcement to educate residents about suicide prevention and the mental health services and
15 support available for youth in Waukesha County; and
16

17 WHEREAS, the Department of Health and Human Services will utilize funding to provide
18 suicide education and prevention training and events, provide peer support within the crisis team
19 and at schools, provide Crisis Intervention Training (CIT) to law enforcement, and provide CIT
20 training to community partners.
21

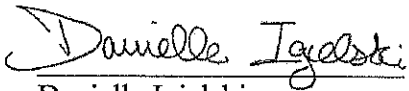
22 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
23 that the Waukesha County Department of Health and Human Services is authorized to accept the
24 CCISY grant of \$68,173 from the State of Wisconsin, Department of Health Services.
25

26 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
27 appropriate expenditures of \$68,173 in Operating Expenses, and increasing General Government
28 Revenues by \$68,173.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
ACCEPT THE COLLABORATIVE CRISIS INTERVENTION SERVICES TO YOUTH
(CCISY) GRANT FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES

This ordinance authorizes the Department of Health and Human Services to accept and appropriate \$68,173 of Collaborative Crisis Intervention Services to Youth (CCISY) grant funding from the State of Wisconsin Department of Health Services, which seeks to work with youth, community providers and law enforcement to educate residents about suicide prevention and mental health services and support youth in Waukesha County. This funding is a one-year extension of a five-year grant that had been allocated in prior budget years. The Department plans to use the funding to contract with an outside consultant to provide suicide education and prevention training to community partners.



Danielle Igielski
Accounting Services Manager
7/28/2020
JE 2020-00007038

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
2 TO ACCEPT COVID BEHAVIORAL HEALTH PART 1 FUNDING AND
3 APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services, through federal funding
7 from the US Department of Health and Human Services, has offered additional funding to aid
8 behavioral health in the response to the COVID-19 pandemic called the COVID Behavioral
9 Health grant; and
10

11 WHEREAS, the total grant award is divided into Part 1 and Part 2, for the periods of May 1,
12 2020 through September 30, 2020, and October 1, 2020 through Aug 31, 2021, respectively; and
13

14 WHEREAS, Part 1 has been awarded in the amount of \$69,400; and
15

16 WHEREAS, the Department of Health and Human Services will utilize funding to provide
17 additional support to clients with non-Serious Mental Illness (non SMI) through a contracted
18 Certified Peer Support Specialist and enhanced telehealth capabilities, streamline admissions of
19 individuals with Serious Mental Illness (SMI) to the Community Support Program (CSP) and
20 Comprehensive Community Services (CCS) through the hiring of a Limited Term Employee
21 (LTE) Licensed Clinical Therapist and enhanced telehealth capabilities, and support healthcare
22 providers through Critical Incident Stress Management (CISM) training.
23

24 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
25 that the Waukesha County Department of Health and Human Services is authorized to accept the
26 COVID Behavioral Health Part 1 grant of \$69,400 from the State of Wisconsin, Department of
27 Health Services.
28

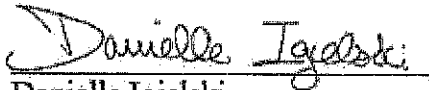
29 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
30 appropriate expenditures of \$69,400 by increasing Personnel Expenses by \$13,271, increasing
31 Operating Expenses by \$56,129, and increasing General Government Revenues by \$69,400.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
TO ACCEPT COVID BEHAVIORAL HEALTH PART 1 FUNDING AND
APPROPRIATE ADDITIONAL EXPENDITURES

This ordinance authorizes the Waukesha County Department of Health and Human Services to accept COVID Behavioral Health federal funding from the US Department of Health and Human Services to provide additional support to clients with non-Serious Mental Illness, enhanced telehealth capabilities, and streamline admissions of individuals with Serious Mental Illness to the Community Support Program (CSP) and Comprehensive Community Services (CCS). The department indicates that it intends to use the grant funds to hire a limited term employee Licensed Clinical Therapist for \$13,271, purchase laptops for outpatient CSP staff to enable telehealth capabilities for \$41,390, obtain a contracted certified peer specialist for \$8,430, and other miscellaneous costs of \$6,309.

Replacing desktop computers with laptops will increase the ongoing replacement costs in future years and potentially have a tax levy impact. Departments will need to review their technology inventory and manage increased costs within their future budget requests.



Danielle Igielski

Accounting Services Manager

8/4/2020

JE 2020-00007277

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020
2 BUDGET TO ACCEPT STATE OPIOID RESPONSE GRANT FUNDING
3 AND APPROPRIATE ADDITIONAL EXPENDITURES
4
5

6 WHEREAS, the State of Wisconsin, Department of Health Services, has consolidated the State
7 Targeted Response to the Opioid Crisis grant and the Women's Health and Recovery Program
8 grant into one grant called the State Opioid Response grant; and
9

10 WHEREAS, the total available grant award revenues exceeded the amount anticipated and
11 included in the 2020 budget by \$84,366; and
12

13 WHEREAS, the grant seeks to reduce the number of opiate related deaths in Waukesha County
14 and increase the availability of and access to services provided in the community and in the
15 home (wrap around) to those with substance use disorders; and
16

17 WHEREAS, the Department of Health and Human Services will utilize funding to expand case
18 management and wrap around services, medication assisted treatment options, residential
19 treatment, intensive outpatient treatment, and intensive outpatient treatment through
20 implementation of the model developed under the Women's Health and Recovery Plan grant.
21

22 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
23 that the Waukesha County Department of Health and Human Services is authorized to accept the
24 additional unanticipated State of Wisconsin State Opioid Response grant of \$84,366 from the
25 State of Wisconsin, Department of Health Services.
26

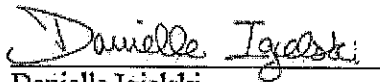
27 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
28 appropriate expenditures of \$84,366 by increasing Operating Expenses by \$84,366, and
29 increasing General Government Revenues by \$84,366.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET TO
ACCEPT STATE OPIOID RESPONSE GRANT FUNDING AND
APPROPRIATE ADDITIONAL EXPENDITURES

This ordinance authorizes the Waukesha County Department of Health and Human Services to accept State Opioid Response grant funding from the State of Wisconsin Department of Health Services and appropriate \$84,366 in expenditures to provide treatment to individuals with substance abuse disorders, which was received above what was already included in the 2020 adopted budget. The department indicates that it intends to use the grant to provide to expand case management and wrap around contracted services, medication assisted treatment options, residential treatment, intensive outpatient treatment, and intensive outpatient treatment to individuals with substance abuse.

There is no levy impact for this ordinance.



Danielle Igielski
Accounting Services Manager

8/3/2020

JE 2020-00007268

1 MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
2
3 TO ACCEPT THE ADRC FAMILY FIRST CORONAVIRUS RESPONSE ACT
4 FUNDING AND APPROPRIATE ADDITIONAL EXPENDITURES
5
6

7 WHEREAS, the State of Wisconsin, Greater Wisconsin Agency on Aging Resources, has made
8 available Family First Coronavirus Response Act (FFCRA) funding through the federal award
9 from the US Department of Health and Human Services Administration Special Programs for the
10 Aging for \$193,229 in 2020 to the Waukesha County Department of Health and Human
11 Services; and
12

13 WHEREAS, available revenues were not anticipated nor included in the 2020 budget; and
14

15 WHEREAS, the Department of Health and Human Services will utilize funding to provide home
16 delivered meals to older Americans who are homebound and to older Americans who otherwise
17 would have visited congregate dining sites.
18

19 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
20 that the Waukesha County Department of Health and Human Services is authorized to accept the
21 FFCRA funding of \$193,229 from the State of Wisconsin, Greater Wisconsin Agency on Aging
22 Resources.
23

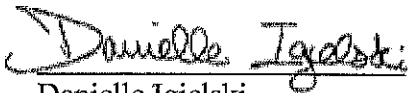
24 BE IT FURTHER ORDAINED that the 2020 Health and Human Services Budget be modified to
25 appropriate expenditures of \$193,229 by increasing Operating Expenses, and increasing General
26 Government Revenues by \$193,229.

FISCAL NOTE

MODIFY THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2020 BUDGET
TO ACCEPT THE ADRC FAMILY FIRST CORONAVIRUS RESPONSE ACT FUNDING
AND APPROPRIATE ADDITIONAL EXPENDITURE

This ordinance authorizes Waukesha County Department of Health and Human Services to accept \$193,229 of Family First Coronavirus Response Act (FFCRA) funding through the federal award from the US Department of Health and Human Services Administration Special Programs for the Aging. This funding was made available to provide meal options to individuals that previously attended the congregate meal sites hosted by the Health and Human Services Aging and Disability Resource Center division. The Department intends to use these fund to purchase and deliver shelf-stable meals (that can last recipients a week), which will be delivered to homebound older citizens. This funding is intended to cover the higher cost to provide shelf stables meals than serving citizens at the congregate meal sites would have been.

This ordinance results in no direct levy impact.



Danielle Igielski
Accounting Services Manager
8/3/2020
JE 2020-00007224

1
2 APPROVE VACATION PAYOUT AND ADDITIONAL CARRYOVER FOR
3 PUBLIC HEALTH STAFF AND OTHER SPECIFIC CLASSIFICATIONS
4 INVOLVED IN COVID-19 PANDEMIC RESPONSE
5
6

7 WHEREAS, the response to the COVID-19 pandemic resulted in increased staffing demands for
8 the Emergency Operations Center and Public Health response; and
9

10 WHEREAS, these increased operations required the Departments of Health & Human Services,
11 Emergency Preparedness, and Parks & Land Use to limit the use of earned vacation balances for
12 certain employees and classifications that were assigned directly to the pandemic response; and
13

14 WHEREAS, County management continues to encourage the use of vacation when it can be
15 scheduled, but realizes the duration of the pandemic and associated Emergency Operations
16 Center, Public Health, and Parks and Land Use response will prevent many of these identified
17 employees from taking the majority of their 2020 vacation; and
18

19 WHEREAS, the County's current Human Resources policies allow for the carryover of up to
20 forty (40) hours of unused vacation; and
21

22 WHEREAS, the County's current Human Resources policies also allow employees eligible for at
23 least three (3) weeks of vacation to elect to receive a payout for up to sixty-one (61) hours of
24 unused vacation time, paid out at sixty-five percent (65%) (40 hours), to be paid two (2) calendar
25 years later; and
26

27 WHEREAS, the current Human Resources policies may not be sufficient to help ensure that
28 these employees are not deprived of the use of, or timely compensation for, their earned vacation
29 pay that they forgo to continue the pandemic response; and
30

31 WHEREAS, the County can display support for these employees by offering these employees a
32 one-time payout of unused vacation time in 2020 at 100% of hours and allow an additional week
33 of carryover of vacation time (if available) into 2021; and
34

35 WHEREAS, the payout of deferred vacation for time worked in pandemic by Public Health,
36 Emergency Operations Center, and Parks and Land Use staff is reimbursable through federal
37 CARES Act funding administered through the Wisconsin Department of Administration's
38 Routes to Recovery program.
39

40 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS
41 that the employees assigned to the Emergency Operations Center, Public Health COVID-19
42 pandemic response, and in the Parks and Land Use Department as part of the response, who were
43 unable to take time off in 2020, are eligible to elect a one-time pay out of all or a portion of their
44 2020 current year vacation balance as selected by the employee and paid out by October 31,
45 2020.
46

47 BE IT FURTHER ORDAINED these employees will also have the option to elect the carryover
48 of forty (40) hours of their accrued vacation beyond the normal forty (40) hours carryover
49 amount allotted into 2021.

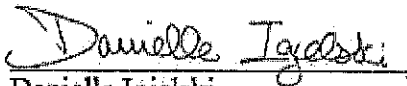
FISCAL NOTE

APPROVE VACATION PAYOUT AND ADDITIONAL CARRYOVER FOR PUBLIC
HEALTH STAFF AND OTHER SPECIFIC CLASSIFICATIONS INVOLVED IN COVID-19
PANDEMIC RESPONSE

This ordinance allows for employees in certain classifications that were assigned to the pandemic response, who will be prevented from using the majority of their earned vacation time, to elect a one-time payout of any portion of their unused vacation time in 2020 at 100% of hours at their regular rate of pay. The ordinance also allows an additional week of carryover of vacation time into 2021, above the one-week currently allowed (if available).

This vacation payout is eligible for Federal CARES Act reimbursement under the State of Wisconsin Department of Administration Routes to Recovery grant program. The anticipated payout is estimated to cost approximately \$150,000. The budget appropriation and related revenue for these payouts are included in a pending ordinance to accept and appropriate Routes to Recovery grant funding.

This ordinance results in no tax levy impact.



Danielle Igielski
Accounting Services Manager
8/4/2020