**AGENDA**

PLAN COMMISSION - TOWN OF POLK
POLK TOWN HALL 3680 Hwy 60, Slinger WI 53086
Washington County, Wisconsin
Thursday, November 5, 2026
Plan Commission Meeting & Public Hearing – 7:00 PM

I. **Call Meeting to Order**
   A. Pledge of Allegiance
   B. Official Meeting Notification
   C. Roll Call
   D. Moment of Silent Prayer
   E. Approval of Plan Commission Minutes
      - Plan Commission Meeting – September 1, 2026

II. **Petition by Dan & Pam Helman to amend the Town of Polk Zoning Map** by changing the zoning designation of parcel of land located within the Town of Polk, 4662 Lakeview Circle, from R-1 Low Density Residential to R-4 Shoreland Residential District. Tax Parcel T9-009707400B.
   A. Public Hearing
   B. Discussion
   C. Possible Action

III. **Concept Non-binding Review – Ralph Novotny –** Proposed 23 lot subdivision on parcels on land located within the Town of Polk, Mayfield Road, Tax Parcels T9-04600B, T9-046400A, T9-045200A and T9-045300Y. Currently zoned A-1 General Agricultural District.
   A. Discussion

IV. **Petition by the Town of Polk** to amend various sections of Chapter 336: Zoning Code of the Municipal Code to incorporate revisions regarding Non-Single Family Residential Uses, Terminology Cleanup and to establish provisions to allow In-Law Dwelling Units.
   A. Public Hearing
   B. Discussion
   C. Possible Action

**V. Correspondence/Informational Items**

**VI. Adjournment**

**Persons with disabilities requiring special accommodation for attendance at the meeting should contact the Clerk at least one (1) business day prior to the meeting. Town Hall phone number 262.677.2123. Members of the Town Board may attend the above meeting. It is possible that such attendance may constitute a meeting of the Town Board pursuant to State ex rel. Badke V. Greendale Village Board, 173 Wis.2d 553, 494 N.W.2d 408 (1993). This notice is given so that members of the Town Board may attend the meeting without violating the open meeting law.**

**PLAN COMMISSION MEETING MINUTES**
**TOWN OF POLK**
**3680 HWY 60, SLINGER WI 53086**
**September 1, 2026 7:00 PM**

I. **Call Meeting to Order**

A. Pledge of Allegiance
The Pledge of Allegiance was recited.

B. Official Meeting Notification
Chairman Schulteis confirmed that the official meeting notice was sent to the West Bend Daily News, Milwaukee Journal Sentinel, WTKM radio station, posted on the town's website, and on the bulletin board. A Class 2 notice for the public hearing, which was subsequently canceled, was posted on the town's website and bulletin board.

C. Roll Call
All commission members were present except Randy Rothman (excused), constituting a quorum. Guest: Jenny Zignego. Kelly Eschenfelder-Zoning Secretary and Zoning Administrator, Ben Greenberg from Cedar Corp, were also in attendance.

D. Moment of Silent Prayer
A moment of silent prayer was observed.

E. Approval of Plan Commission Minutes
The minutes from the August 4, 2026 plan commission meeting were presented for approval. One spelling correction was noted.

*Rod Bartlow moved to approve the minutes with the correction. Bob Roecker seconded. The motion carried.*

II. **CANCELED – Request by Patrick & Kara Schwobe for a Conditional Use Permit** per Section 336-85 of the Zoning Ordinance to construct a private pond (artificial body of water) on the property located at 3335 Sherman Rd, Tax Parcel T9-105000C.

Chairman Schulteis announced this item had been canceled by the applicant, who withdrew the application. No discussion or action was taken.

III. **Item previously Tables – Continued Consideration of a Petition by Kevin Zimmer** to amend various sections of Chapter 295, Land Division, and Section 336-23 of Chapter 336, Zoning of the Municipal Code.

A. Discussion

Ben provided background on the petition by Kevin Zimmer to amend various sections of Chapter 295, Land Division, and Section 336-23 of Chapter 336, Zoning of the Municipal Code. He explained that the petition was originally brought forward in late the prior year, was tabled, and was now being revisited at the request of commission members. The core of the petition would allow land divisions accessed via a shared private driveway for parcels that have sufficient acreage but insufficient road frontage under current A2 district standards, permitting up to three lots under such an arrangement with standards for easements, minimum driveway specifications, and fire department approval.

The Planner noted the applicant was not present and had not been in contact with staff for an extended period. He presented data showing that a significant portion of qualifying ten-acre parcels in the town cannot currently be divided under existing road frontage rules, though he cautioned that some of those parcels may carry deed restrictions against further division from prior Certified Survey Maps. Commission members discussed the relatively limited number of inquiries received—approximately two to three over recent years—and debated whether the demand warranted acting on the ordinance at this time.

Several members expressed concern about opening a "can of worms" and noted that constituent feedback had been unfavorable. Others acknowledged that the draft ordinance was substantially complete and could be useful in the future, but felt that action was premature given the lack of

pressing demand and the applicant's disengagement. The Planner recommended that the commission not allow the item to remain tabled indefinitely without action, and suggested that if the commission was not inclined to approve, it would be more appropriate to deny the petition while retaining the draft work product for potential future use.

B. Possible Action

*Dennis Sang made a motion to recommend denial to the Town Board to amend Chapter 295 and Section 336-23 of Chapter 336 of the Municipal Code, with the understanding that the draft ordinance work would be retained for future consideration should demand warrant revisiting the matter. Chuck Nehm seconded. The motion carried.*

IV. **Special Exception Review – Greg & Sue Brigowatz.** Request for special exception to allow street yard placement of an accessory building pursuant to Section 336-26F of the Polk Zoning Code. Property located at 3847 Cedar Creek Rd. Currently zoned A-1 General Agricultural District. Tax Parcel T9-042700B.

A. Discussion

Ben presented the request for a special exception to allow street yard placement of a 30-by-24-foot accessory building (garage) pursuant to Section 336-26F of the Polk Zoning Code. The property is located at 3847 Cedar Creek Road, currently zoned A-1 General Agricultural District, Tax Parcel T9-042700B.

Ben displayed the property on screen and noted that the site is characterized by steeply sloped terrain, a heavily wooded lot, and a house whose primary entrance faces northeast. The applicants, who were present, confirmed that the only practical location for the proposed garage is in front of the house, near an existing garden shed, due to the topography. The proposed garage would replace the garden shed in that general area, with the shed to be relocated nearby. Commission members concurred, with one member stating that anyone who had visited the site would agree the front yard is the only feasible placement.

Discussion turned to the road setback requirements. The Planner confirmed that the applicable setback is 100 feet from the centerline of Cedar Creek Road. After reviewing aerial imagery and measurements provided by the applicants, it was determined that the proposed garage location is compliant with the road setback. A brief discussion regarding the relocated garden shed ensued; the Planner confirmed that if the shed is below 192 square feet it may not be subject to zoning regulation, but that regardless, all structures must comply with applicable road setback requirements. The commission agreed that a condition would be added requiring the garden shed be relocated to a compliant position. The applicants indicated the shed would remain in close proximity to its current location.

The Planner noted staff conditions recommending conformance with the proposed plan, maintenance of existing screening, and provision of adequate drainage.

B. Possible Action

*Bob Roecker made a motion to recommend approval to the Town Board of the special exception request by Greg and Sue Brigowatz for street yard placement of a 30 x 24 foot accessory garage at 3847 Cedar Creek Road in accordance with the conditions listed in the staff report and an additional condition that the existing garden shed be relocated to a position meeting all applicable town road setback requirements. Mark Peters seconded. The motion carried.*

V. **Discussion regarding potential future amendments to the Town Zoning Ordinance**, including review and identification of provisions that may warrant future amendment, clarification, or modernization.

A. Discussion

Ben presented a draft ordinance prepared at the direction of the commission following discussions at the prior meeting regarding residential use allowances under the current zoning code. He outlined several categories of proposed changes.

Removal of Non-Single-Family Residential Uses: The draft proposes striking two-to-four-family dwellings as conditional uses in the R1 through R4 districts, as well as removing the multi-generational dwelling definition, which was characterized as arbitrary and unrelated to dwelling unit configuration. The Planner also proposed eliminating a provision allowing multiple principal structures on a lot in the context of planned unit or multi-family development, as no corresponding mechanism existed in the code to give that provision practical effect.

Terminology Cleanup: The draft would standardize references throughout the zoning districts from "single family dwelling" to "principal structure" and "accessory structure," resolving inconsistencies in how the code currently refers to structures in the A1, A2, R1, and other districts.

In-Law Dwelling Units: The more substantive discussion centered on a new provision that would allow in-law dwelling units as a permitted accessory use in the A1, A2, R1, R2, R3, and R4 districts. Commission members discussed and refined several standards:

- Districts: Members agreed to exclude R2 (multi-family) from the allowance, as those districts are addressed separately.
- Parking: The proposed off-street parking requirement was stricken as unnecessary.
- Size: Members agreed on a single maximum of 1,000 square feet, accommodating up to two bedrooms, rather than separate limits for one- and two-bedroom units.
- Exterior Doors: Rather than requiring that access be exclusively through a shared interior entrance, members agreed that a separate exterior door may be permitted, provided the building retains the appearance of a single-family residence rather than a duplex.
- Interior Connection: Members agreed that an interior door connecting the in-law unit to the principal dwelling shall be required.
- Utility Accounts and Addressing: Members confirmed that no separate utility meter and no separate address would be permitted for an in-law unit.
- Termination Provision: The proposed requirement to remove a second kitchen upon termination of the in-law use was discussed and ultimately removed, as members noted that second kitchens are not otherwise prohibited and have legitimate uses in residential settings.

The Planner confirmed that with the discussed modifications, the draft ordinance is substantially complete and could be brought back in adoptable form for a public hearing at the October meeting.

B. Possible Action

*Rod Bartlow made a motion to direct staff to incorporate all amendments discussed at the September 1, 2026 meeting into a revised draft ordinance and return it to the commission for a public hearing. Bob Roecker seconded. The motion carried.*

**VI. Correspondence/Informational Items – None.**

**VII. Adjournment**

*Dennis Sang moved to adjourn the meeting. Chuck Nehm seconded. The motion carried.*

The meeting was adjourned at 7:57 PM.

**TOWN OF POLK**
3680 Hwy 60, Slinger, WI 53086
262-677-2123 E-mail: zoning@townofpolk-wi.gov

**NOTICE OF PUBLIC HEARINGS**

PLEASE TAKE NOTICE that the Plan Commission of the Town of Polk will hold Public Hearings on Thursday, November 5, 2026, starting at 7:00 p.m., at the Polk Town Hall, 3680 State Hwy 60, Slinger to consider the following:

**PETITION by Dan & Pam Helman to amend the Town of Polk Zoning Map** by changing the zoning designation of parcel of land located within the Town of Polk, 4662 Lakeview Circle, from R-1 Low Density Residential to R-4 Shoreland Residential District. Tax Parcel T9-009707400B.

**PETITION by the Town of Polk** to amend various sections of Chapter 336: Zoning Code of the Municipal Code to incorporate revisions regarding Non-Single Family Residential Uses, Terminology Cleanup and to establish provisions to allow In-Law Dwelling Units.

During the Public Hearings, the public is invited to speak on the proposed request/petition. Each Public Hearing shall be closed when all interested parties in attendance have had an opportunity to offer comment. Comments may be received in writing until 4:00 p.m. on the date of the hearing.

Upon the close of each Public Hearing, the Petition shall be addressed by the Plan Commission per the agenda. The proposed land division amendments may be viewed at the Town of Polk Town Hall during regular office hours, on the Town of Polk website or by contacting the Zoning Secretary at 262.677.2123 Ext. 4.

Interested parties may contact Ben Greenberg, Town Planner at 262-204-2350 or ben.greenberg@cedarcorp.com for additional information regarding the application(s).

Persons with disabilities requiring special accommodation for attendance at the meeting should contact the Clerk at least one (1) business day prior to the meeting. Telephone 262/677-2123 Ext. 2

Kelly Eschenfelder, Zoning Secretary/Treasurer

*Class 2 Notification to be published in the West Bend Daily News 10/22/26 and 10/29/26 and posted at the Polk Town Hall and the Town Website.*

# HELMAN

# REZONE

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services
16505 W. National Avenue
New Berlin, WI 53151
262-204-2360
www.cedarcorp.com

# STAFF REPORT

| | |
|---|---|
| **Date** | November 1, 2026 |
| **To** | Town of Polk Plan Commission |
| **From** | Ben Greenberg, AICP - Town Planner |
| **Meeting Date** | November 5, 2026 |
| **Request** | RZ26-06 – Helman zoning map amendment |
| **Current Zoning** | R-1 Low Density Residential District |
| **Proposed Zoning** | R-4 Shoreland Residential District |
| **Property Location** | 4662 Lakeview Circle; Tax Key T9_009707400B |
| **Applicant** | Daniel G. and Pamela J. Helman |
| **Exhibits** | Rezoning application; plat of survey; proposed zoning map amendment ordinance |

**Background** Daniel G. and Pamela J. Helman own the approximately 0.75-acre residential property at 4662 Lakeview Circle (Tax Key T9 009707400B). The property is improved with an existing single-family dwelling and associated improvements. Based on the file history, the home was constructed in the 1980's and obtained a variance for a minor (2 ft.) bump out into the 50 foot street yard setback. A deck was also installed after the original construction.

**Proposal** The owners request a zoning map amendment from R-1 Low Density Residential to R-4 Shoreland Residential to accommodate an expansion of the existing kitchen into the area currently occupied by a deck. The home is currently non-conforming to the 20 foot sideyard requirement of the R-1 District. Therefore, the amendment would make both the home and proposed addition, conforming to that standard.

**Staff Analysis** The requested rezoning involves an existing residential property within the Cedar Lake Hills subdivision. The surrounding neighborhood is characterized by established single-family residences on lots of varying sizes and configurations. A review of Washington County GIS mapping indicates that existing residences generally maintain street yard setbacks consistent with the current R-1 district's 50-foot requirement. However, side yard setbacks vary considerably, with several residences appearing to be located closer to their side lot lines than the current R-1 district's 20-foot requirement.

The subdivision and most of the residences were developed prior to the Town assuming zoning authority from Washington County in 1986, and the existing development pattern may reflect different zoning standards in effect at the time of construction. The proposed rezoning to R-4 would accommodate the proposed residential addition. The proposed ordinance retains the R-1 minimum street yard setback requirement to preserve the established building setback pattern along Lakeview

Circle.

**Comprehensive Plan** The application identifies the future land use designation as residential.

**Review Criteria** Pursuant to § 336-230 of the Town of Polk Zoning Ordinance, the Town Board may amend zoning district boundaries or zoning regulations whenever warranted by one or more of the following:

- Public Necessity
- Public Convenience
- General Welfare
- Good Zoning Practice

Additionally, pursuant to § 336-20, all zoning amendments must be generally consistent with the Town's adopted Comprehensive Plan.

**Review Procedures** Following the November 5, 2026 public hearing, the Plan Commission reviews the application and makes a recommendation to the Town Board. The Town Board is responsible for final action on zoning amendments.

**Possible Motion** Motion to recommend Town Board adoption of the proposed zoning map amendment for 4662 Lakeview Circle from R-1 Low Density Residential to R-4 Shoreland Residential, subject to the following conditions and based on the findings below.

**Possible Conditions:**

1. The minimum R-1 District street yard setback of fifty (50) feet shall continue to apply to the subject property.

**Possible Findings**

1. The requested map amendment retains the existing single-family residential use and does not propose an increase in land use intensity.
2. The requested map amendment is consistent with the Towns Comprehensive Plan.
3. The proposed use remains residential and is generally compatible with the existing residential character of the property.
4. Retaining the R-1 street yard setback preserves the existing street setback standard notwithstanding the zoning change.

TOWN OF Polk

TOWN OF POLK
OCT - 5 2026

**Office of the Zoning Administrator**
3680 STH 60
Slinger, WI 53086
Ph. 262-677-2123
zoning@townofpolk-wi.gov

## APPLICATION for ZONING CHANGE

*This application and its application fee are required to determine compliance with the* ***Zoning Ordinance****.*

*This Application* ***must be completed in full****. The Town of Polk* ***cannot accept*** *an incomplete Application Form or an Application Packet lacking all required information.*

**Contact Information:**

Property Owner: DAN & PAM HELMAN

Address: 4662 LAKEVIEW CIR. SLINGER

Phone: 262-339-7530 Email: HELMAN@CHARTER.NET

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Contractor / Surveyor: SURVEY DATED 2006

Name of Primary Contact: PHILLIP DHEIN

Address: N 136 W21104 BONNIWELL RD. RICHFIELD

Phone: 262-628-2555 Email: _____

**Property Description:**

Address: 4662 LAKEVIEW CIR. Parcel ID: T9 0097074008

Current Zoning: R-1 Lot Size: ~~APPROX.~~ .75 ACRE Lot Width: SEE SURVEY INCLUDED

(If additional parcels, please attach as separate sheet)

We would like increase our kitchen area by adding on to the exist dwelling, see the included survey, area highlighted in yellow. Currently we have a deck in that location.

Current Use of Property: RESIDENTIAL R-1

Proposed Use of Property: RESIDENTIAL R-4

Proposed Zoning (check all that apply):

| | | | |
|---|---|---|---|
| ___ | A-1 General Agricultural | ___ | M-1 Light Manufacturing |
| ___ | A-2 Agricultural / Residential | ___ | M-2 Heavy Manufacturing |
| ___ | R-1 Low Density Residential | ___ | M-3 Multiple Use Light Manufacturing |
| ___ | R-2 Varied Density Residential | ___ | Q-1 Quarrying |
| ___ | R-3 Conservation Residential | ___ | I-1 Institutional |
| X | R-4 Shoreland Residential | ___ | P-1 Park |
| ___ | B-1 Rural Commercial | ___ | PUD Planned Unit Development Overlay |
| ___ | B-2 Node Commercial | | |

**Comprehensive Plan:**

The parcel(s) is classified on the Town of Polk Comprehensive Plan Future Land Use Map as: RESIDENTIAL R-1

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

*NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required*

A site plan drawing, showing the information listed in the table below, is required.

*Please complete the checklist(s) in full by entering a ✓, O, –, or ? as applicable, into each box in the Code column in the table below.*

| | | | |
|---|---|---|---|
| | Shown on Site Plan | O | Included with Application Packet |
| – | Appears Inapplicable | ? | Cannot Determine if Required |

| Code | Zoning Change Submittal Requirements |
|---|---|
| | Plot plan drawn to scale of one inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 100 feet of the area proposed to be rezoned. |
| | Owners' names and addresses of all parties in interest as defined in this Chapter. |

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

**Signature and Certification:**

*I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.*

Applicant Signature: Dan Kilma Date: OCT. 1, 2026

**Application Fee:**

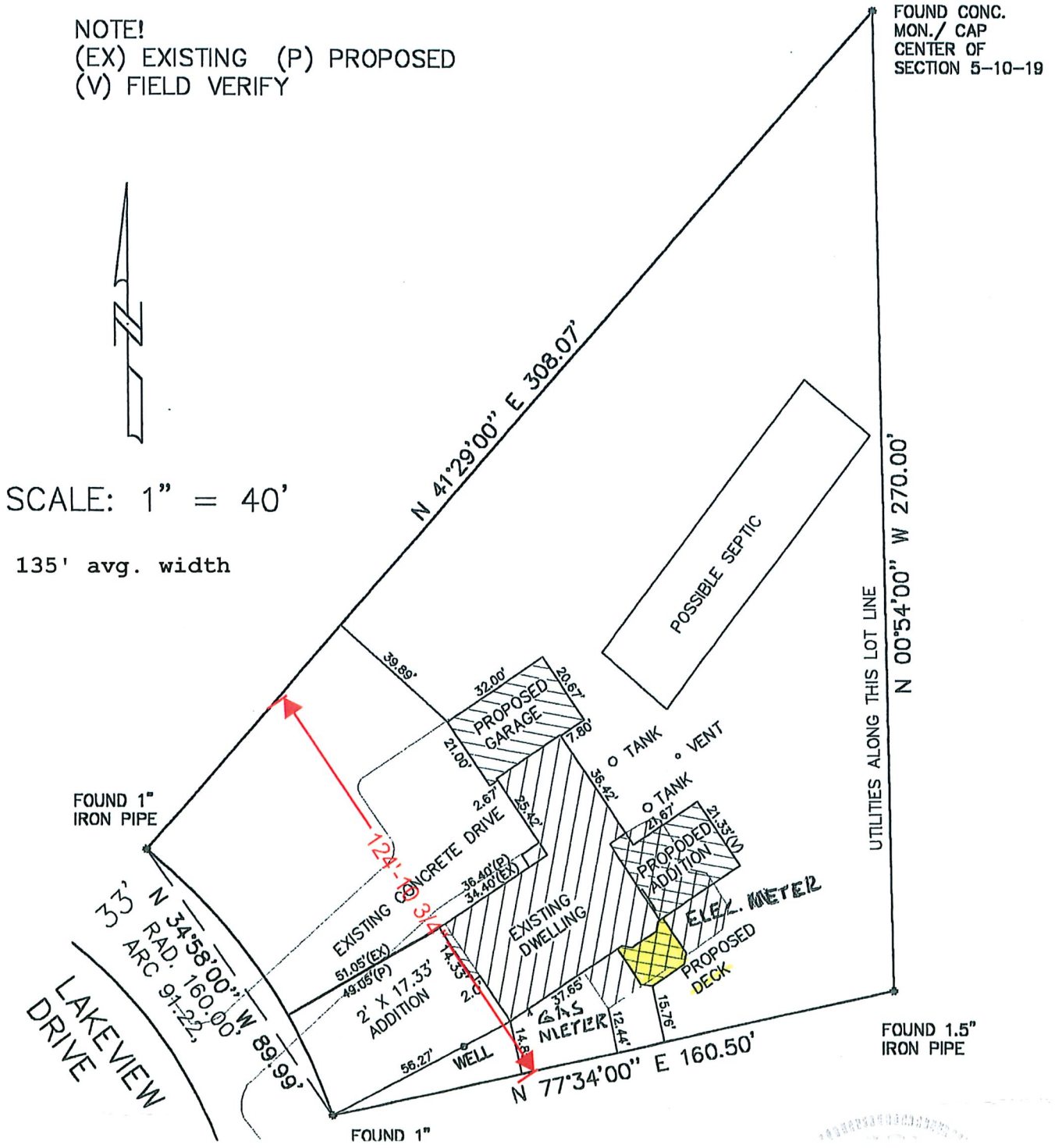
The Application Fee for a Zoning Change is **$500.00**. The Application cannot be accepted until the Application Fee has been paid. PD 10-5-26
CK 2750

# DHEIN LAND SURVEYING LLC

PHILLIP P. DHEIN R.L.S. 1581
N.136 W.21104 BONNIWELL RD.
RICHFIELD, WISCONSIN 53076
PHONE 262-628-2555
FAX 262-628-2714

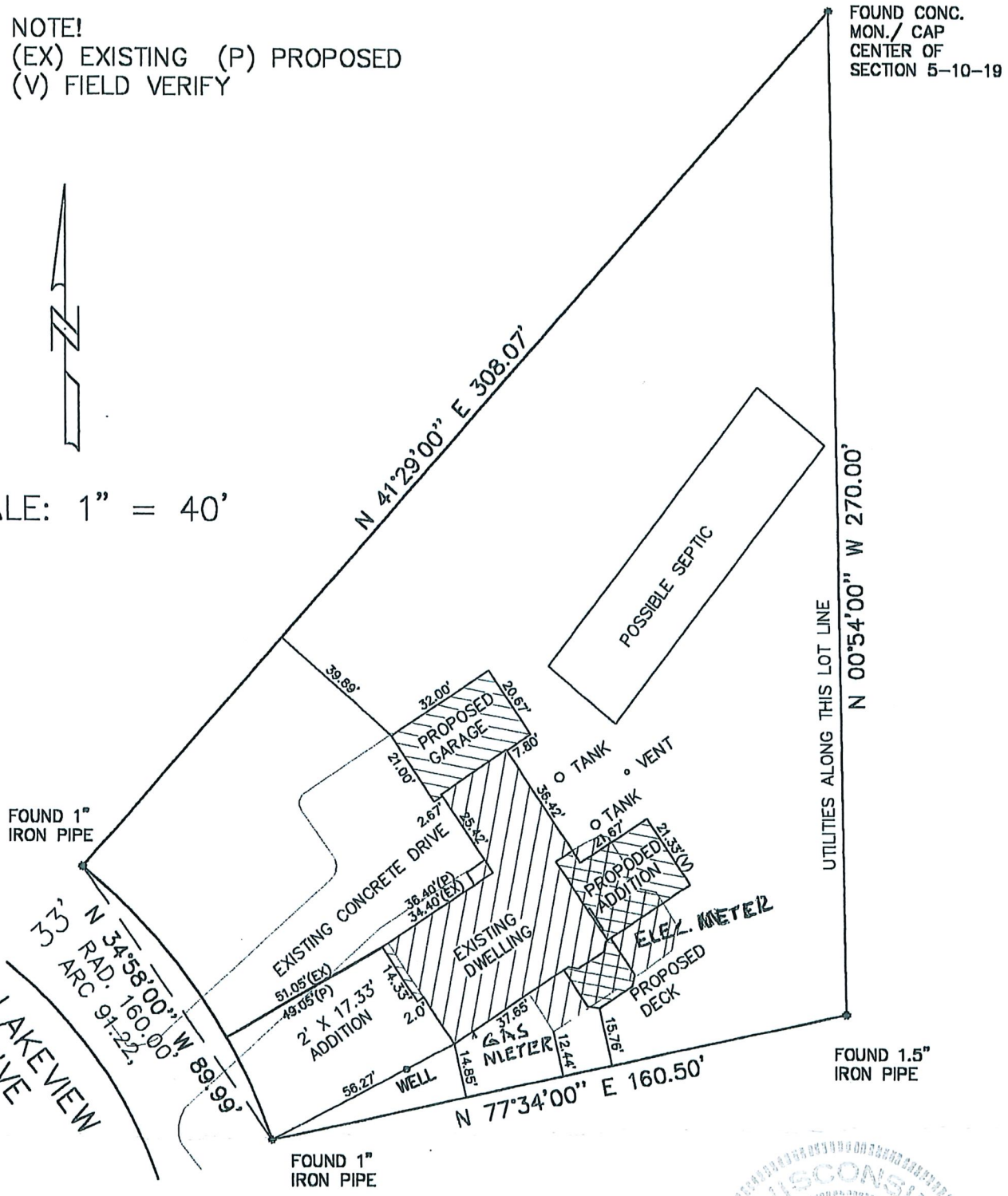
## PLAT OF SURVEY

LEGAL DESCRIBTION: LOT 33, BLOCK 5, OF CEDAR LAKE HILLS ADDITION NO. 2, A SUBDIVISION LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 10 NORTH, RANGE 19 EAST, IN THE TOWN OF POLK, WASHINGTON COUNTY, STATE OF WISCONSIN. KNOWN AS 4662 LAKEVIEW CIRCLE.



NOTE!
(EX) EXISTING (P) PROPOSED
(V) FIELD VERIFY

SCALE: 1" = 40'




" I have surveyed the above described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways and visible encroachments.

This survey is made for the exclusive use of the present owners of the property; also those who purchase, mortgage, or guarantee the title thereto, within one year from the date hereof."

Prepared for: SCHWARTZ BUILDERS/HELMAN RES.

at Germantown, Wisconsin this 7th Day of April 20 06

Plat No. A2006025

Signed: Phillip P. Dhein
Registered Land Surveyor

WISCONSIN
PHILLIP P. DHEIN
S-1581
Germantown
WI
LAND SURVEYOR

This is an original print only
w seal is imprinted in red.

TOWN OF POLK TREASURER
3680 STATE HWY 60
SLINGER WI 53086

# WASHINGTON COUNTY - STATE OF WISCONSIN
# PROPERTY TAX BILL FOR 2024
# REAL ESTATE

HELMAN REV TR, DANIEL G
HELMAN REV TR, PAMELA J

**Parcel Number: T9 009707400B**
**Bill Number: 617859**

**Important:** Be sure this description covers your property. Note that this description is for tax bill only and may not be a full legal description. See reverse side for important information.

617859/T9 009707400B1720 1720
DANIEL G HELMAN REV TR
PAMELA J HELMAN REV TR
4662 LAKEVIEW CIR
SLINGER WI 53086

**Location of Property/Legal Description**
**4662 LAKEVIEW CIR**
Sec. 5, T10N, R19E
N1/2 SW CEDAR LAKE HILLS ADD 2 LOT 33 BLK 5 V1319
P260+DOC 1582968
0.000 ACRES

Please inform treasurer of address changes.

| ASSESSED VALUE LAND | ASSESSED VALUE IMPROVEMENTS | TOTAL ASSESSED VALUE | AVERAGE ASSMT. RATIO | NET ASSESSED VALUE RATE | NET PROPERTY TAX |
|---|---|---|---|---|---|
| 99,000 | 379,300 | 478,300 | 0.900488383 | 0.00862368 (Does NOT reflect credits) | 3914.44 |

| ESTIMATED FAIR MARKET VALUE LAND | ESTIMATED FAIR MARKET VALUE IMPROVEMENTS | TOTAL ESTIMATED FAIR MARKET VALUE | ☐ A star in this box means unpaid prior year taxes. | School taxes also reduced by school levy tax credit |
|---|---|---|---|---|
| 109,900 | 421,200 | 531,100 | | 653.39 |

| TAXING JURISDICTION | 2023 EST. STATE AIDS ALLOCATED TAX DIST. | 2024 EST. STATE AIDS ALLOCATED TAX DIST. | 2023 NET TAX | 2024 NET TAX | % TAX CHANGE |
|---|---|---|---|---|---|
| WASHINGTON COUNTY | 203,965 | 212,277 | 864.92 | 891.02 | 3.0% |
| TOWN OF POLK | 319,931 | 322,529 | 313.74 | 500.30 | 59.5% |
| SLINGER SCHOOL | 5,030,472 | 5,096,101 | 2,158.51 | 2,255.24 | 4.5% |
| MOR PARK TECH COLL | 667,030 | 691,150 | 287.39 | 292.37 | 1.7% |
| BIG CEDAR PR & REH | 0 | 0 | 174.14 | 185.79 | 6.7% |
| **TOTAL** | **6,221,398** | **6,322,057** | **3,798.70** | **4,124.72** | **8.6%** |
| **FIRST DOLLAR CREDIT** | | | **-50.79** | **-49.83** | **-1.9%** |
| **LOTTERY AND GAMING CREDIT** | | | **-189.06** | **-160.45** | **-15.1%** |
| **NET PROPERTY TAX** | | | **3,558.85** | **3,914.44** | **10.0%** |

**TOTAL DUE: $3,914.44**
**FOR FULL PAYMENT PAY BY:**
**JANUARY 31, 2025**

Warning: If not paid by due dates, installment option is lost and total tax is delinquent subject to interest and, if applicable, penalty.
Failure to pay on time. See reverse.

**FOR INFORMATION PURPOSES ONLY • Voter Approved Temporary Tax Increases**

| Taxing Jurisdiction | Total Additional Taxes | Total Additional Taxes Applied to Property | Year Increase Ends |
|---|---|---|---|
| MOR PARK TECH COLL | 127,393 | 68.27 | 2044 |
| SLINGER SCHOOL | 176,232 | 104.10 | 2033 |
| SLINGER SCHOOL | 589,995 | 348.51 | 2033 |

PAY 1ST INSTALLMENT OF: $1,877.44
**BY JANUARY 31, 2025**
AMOUNT ENCLOSED _____
**MAKE CHECK PAYABLE AND MAIL TO:**
**TOWN OF POLK TREASURER**
**3680 STATE HWY 60**
**SLINGER WI 53086**

**PIN# T9 009707400B**
HELMAN REV TR, DANIEL G
BILL NUMBER: 617859

*INCLUDE THIS STUB WITH YOUR PAYMENT*

PAY 2ND INSTALLMENT OF: $2,037.00
**BY JULY 31, 2025**
AMOUNT ENCLOSED _____
**MAKE CHECK PAYABLE AND MAIL TO:**
**WASHINGTON COUNTY TREASURER**
**432 E WASHINGTON ST, PO BOX 1986**
**WEST BEND, WI 53095-7986**

**PIN# T9 009707400B**
HELMAN REV TR, DANIEL G
BILL NUMBER: 617859

*INCLUDE THIS STUB WITH YOUR PAYMENT*

**ORDINANCE NO. ____2026**

ORDINANCE TO AMEND THE ZONING MAP OF THE
TOWN OF POLK, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Town Board for the Town of Polk adopted a comprehensive zoning code for the Town of Polk on June 11, 2024, by Ordinance No. 02.2024, and has amended said zoning code from time to time;

WHEREAS, that zoning code is titled "The Town of Polk Zoning Ordinance;"

WHEREAS, following proper notice, the Town of Polk Plan Commission conducted a public hearing on November 5, 2026, to consider the proposed amendment, accepted public comment, and recommended approval of the amendment on the same date;

WHEREAS, the Town Board considered the Plan Commission's recommendation at their meeting on _____, 2026; and

WHEREAS, the Town Board of the Town of Polk, having reviewed the recommendations of the Plan Commission and having given the matter due consideration, finds that all procedural and notice requirements have been satisfied, and further finds that the amendment promotes the public health, safety, and welfare, preserves and enhances property values, and supports the orderly and desirable use of land within the Town;

NOW, THEREFORE, The Town Board of the Town of Polk, Washington County, does hereby ordain as follows:

**Section 1.** The Official Zoning Map of the Town of Polk is hereby amended to change the zoning classification of the following described lands from R-1 Low Density Residential District ("R-1 District") to R-4 Shoreland Residential District ("R-4 District"), as described as follows and depicted in the map attached hereto as Exhibit A:

Lot 33, Block 5, Cedar Lake Hills Addition No. 2, a subdivision located in the Northeast 1/4 of the Southwest 1/4 of Section 5, Township 10 North, Range 19 East, Town of Polk, Washington County, Wisconsin.

**Section 2.** The minimum R-1 District street yard setback of fifty (50) feet shall continue to apply to the subject property.

**Section 3**. This ordinance shall take effect upon passage and posting as provided by law pursuant to Wis. Stat. §§ 60.80 and 66.0103.

All other provisions of the Town of Polk's Zoning Ordinance remain in full force and effect.

ADOPTED this _____ day of _____, 2026.

_____
Albert Schulteis, Town Chairman

Ayes: ____ Nays: ____ Absent: ____

Attest:

_____
Alison Pecha, Town Clerk

Exhibit A – Zoning Map Amendment Exhibit

# Exhibit A

PHILLIP P. DHEIN R.L.S. 1581
N.136 W.21104 BONNIWELL RD.
RICHFIELD, WISCONSIN 53076
PHONE 262-628-2555
FAX 262-628-2714

## PLAT OF SURVEY

LEGAL DESCRIBTION: LOT 33, BLOCK 5, OF CEDAR LAKE HILLS ADDITION NO. 2, A SUBDIVISION LOCATED IN THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 5, TOWNSHIP 10 NORTH, RANGE 19 EAST, IN THE TOWN OF POLK, WASHINGTON COUNTY, STATE OF WISCONSIN. KNOWN AS 4662 LAKEVIEW CIRCLE.







SCALE: 1" = 40'

I have surveyed the above described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location and dimensions of all structures thereon, fences, apparent easements, roadways and visible encroachments.

This survey is made for the exclusive use of the present owners of the property; also those who purchase, mortgage, or guarantee the title thereto, within one year from the date hereof.

Prepared for: SCHWARTZ BUILDERS/HELMAN RES.

at Germantown, Wisconsin this 7th Day of April 20 06

Plat No. A2006025

Signed: Phillip P. Dhein
Registered Land Surveyor

WISCONSIN
PHILLIP P. DHEIN
S-1581
Germantown WI
LAND SURVEYOR

This is an original print only if seal is imprinted in red.

# NOVOTNY SUBDIVISION CONCEPT

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services
16505 W. National Avenue
New Berlin, WI 53151
262-204-2360
www.cedarcorp.com

# STAFF REPORT

| | |
|---|---|
| **Date** | November 1, 2026 |
| **To** | Town of Polk Plan Commission |
| **From** | Ben Greenberg, Town Planner |
| **Meeting Date** | November 5, 2026 |
| **Request** | [CR26-01] Conceptual (nonbinding) review – Mayfield Road Subdivision, 23-lot residential development |
| **Applicants** | Ralph Novotny (owner); concept plan prepared by Parish Survey & Engineering |
| **Location** | 4279 Mayfield Road, Town of Polk; Tax Parcels: 045200A, 046400A, and 046400B |
| **Zoning / Lot Size** | Existing: A-1 (Agricultural) District / 46.73 acres per concept plan; Proposed R-1 (Single Family) District |
| **Exhibit** | Concept Plan dated October 14, 2026; |

**Proposal** The applicant proposes a 23-lot single-family residential subdivision on approximately 46.73 acres. An internal looping public street network would connect to Mayfield Road, with approximately 2,789 feet of streets shown. In addition, two outlots are proposed for stormwater management purposes.

**Zoning** The subject lands are currently zoning A-1 (Agricultural) District. In order to propose 1.5 acre lot sizes, the concept identifies proposed R-1 Single Family zoning, which requires a minimum lot width of 150 feet and minimum lot area of 40,000 square feet. The proposed layout appears to comply with R-1 dimensional standards for new lots.

**Comprehensive Plan** The Town of Polk Comprehensive Plan 2023 Addendum identifies the subject property within an area designated for Agricultural future land use. The proposed 23-lot residential subdivision, with lots generally containing approximately 1.5 acres, represents a development pattern more closely aligned with the Plan's Suburban Density Residential designation. Accordingly, an amendment to the Future Land Use Map would be necessary to support the proposed rezoning to the R-1 Single-Family Residential District.

While the proposal represents a departure from the property's current future land use designation, the subject property is located immediately west of the USH 45 corridor, where the Comprehensive Plan anticipates higher-density residential, commercial, and mixed-use development. As such, the proposed subdivision would represent an extension of the more intensive development pattern planned along this corridor, rather than an isolated introduction of suburban-density residential development elsewhere in the Town.

The Plan Commission should consider whether the proposed development represents an appropriate transition between the planned development along the USH 45 corridor and the surrounding

agricultural and rural residential lands, while also considering the Plan's broader objectives for preserving rural character, agricultural lands, and natural resources.

**Open Space** Outside of the outlots intended for stormwater, no dedicated common open space is proposed.

**Conservation Subdivision Alternative.** The Plan Commission may wish to encourage the applicant to evaluate a clustered residential layout utilizing the Town's PUD and conservation subdivision provisions. A conceptual alternative consisting of approximately 23 lots averaging one acre could potentially accommodate the required 40% preserved open space while reducing the length of internal streets.

**Natural Resources** The County GIS natural-resources exhibit depicts wetlands and environmental corridor areas along or near the northern and western portions of the development vicinity, with a mapped shoreland district and watercourse to the northeast/east of the project area. The subdivider has indicated that a wetland delineation is pending/underway. The County GIS shows pronounced relief and a central upland ridge on the subject lot. Detailed grading and erosion-control plans will be important, especially where lots, roads, and stormwater facilities approach steeper slopes.

**Roads and Internal Circulation** The proposed subdivision includes two street connections to Mayfield Road and a connected internal street layout serving the proposed lots. The concept identifies approximately 2,789 linear feet of streets and a proposed right-of-way dedication (33 ft.) along Mayfield Road.

The proposed street alignment traverses areas of significant topography, particularly along the western and southwestern portions of the development. Proposed streets will need to comply with the maximum 10% grade established under § 295-44(A)(3), unless otherwise approved by the Plan Commission as provided by the ordinance.

The road system, connection geometry, grades, cul-de-sac/turning areas if any, intersection spacing, emergency access, and public street construction standards will require Town Engineer and applicable road authority review.

The Plan Commission may wish to discuss whether opportunities for future street connections to adjoining lands should be preserved; no such connection is clearly established by this concept.

**Street Intersection Spacing** The concept proposes two street connections to Mayfield Road separated by approximately 770 feet. § 295-44(H) provides that intersections along major streets and highways should be spaced at least 1,200 feet apart wherever practicable. The proposed spacing falls below this standard. The applicant should evaluate the applicability of this provision to Mayfield Road and whether the proposed access configuration is appropriate, subject to Town review.

**Stormwater** The concept shows two stormwater management basins, generally near the northwest and southeast portions of the subdivision. In preliminary comments dated October 20, 2026, Washington County Conservationist Paul Backhaus indicated that the proposed basins likely would not meet the County ordinance's infiltration requirements. This is an early concern, not a completed engineering determination. The applicant should revisit basin location, sizing, infiltration feasibility, and contributing drainage areas before advancing the design. A conservation subdivision layout would increase open space available for stormwater reservations.

If this project progresses, County LRD has suggested a joint pre-submittal meeting with the developer's team and Town staff. Subsequent review should address stormwater management, grading, erosion control, drainage easements, and applicable County approvals.

**Soils and Septic** The applicant should submit soil testing to identify suitable areas for private onsite wastewater treatment systems, including required replacement areas (if applicable). These areas shall be identified on future plat submittals and preserved from disturbance.

**Review Procedures** This review is nonbinding and is provided for preliminary planning and informational purposes only. The review is intended to identify applicable ordinance requirements, potential development considerations, and issues that may warrant further evaluation. Any comments, findings, or recommendations contained herein are based on the information submitted and do not constitute formal approval, a determination of ordinance compliance, or a commitment to approve any future application. Any future subdivision proposal will remain subject to applicable zoning, land division, engineering, agency review, public notice, and approval procedures.




SUBDIVISION NOTES:

Total Area=47.80 Acres

Total Area less Dedication=46.73 Acres

Proposed Zoning: R-1 Single Family

Lot Size:
Minimum Width: 150'
Minimum Area: 50,000 s.f.

Lot Setbacks:
Street Yard: 60'
Side Yard: 30'
Rear Yard: 40'

Open Space Minimum: 80%

Total Lots: 23
Total Street Length: 2,976 feet
Street Length per Lot: 129 feet

REVISIONS:

| NO. | DATE | DESCRIPTION |
|---|---|---|
| | | |


PARISH SURVEY & ENGINEERING
102 Wisconsin Street, West Bend, WI 53095
262.345.7823 www.parishsurvey.com


PROJECT TITLE:
MAYFIELD ROAD SUBDIVISION
4279 MAYFIELD ROAD
TOWN OF POLK

PLAN TITLE:
CONCEPT PLAN

DRAWN BY: KJP
DESIGNED BY: KJP
CHECKED BY: KJP

PLAN DATE: 10/14/2026

PROJECT NO: \HB-01-26\

CONCEPT

SHEET NO:
C1.00

# PROPOSED ZONING CODE AMENDMENTS

Cedar CORPORATION
Community Infrastructure • Architecture • Environmental Services
16505 W. National Avenue
New Berlin, WI 53151
262-204-2360
www.cedarcorp.com

# STAFF REPORT

| | |
|---|---|
| **Date** | November 1, 2026 |
| **To** | Town of Polk Plan Commission |
| **From** | Ben Greenberg, AICP - Town Planner |
| **Meeting Date** | November 5, 2026 |
| **Request** | [RZ26-05] Proposed amendments to Chapter 336, Zoning, addressing residential uses and In-Law Dwelling Units. |
| **Applicant** | Town of Polk |
| **Exhibits** | Exhibit A – Proposed Ordinance Amendment |

**Background** At its September 1, 2026 meeting, the Plan Commission reviewed proposed amendments to Chapter 336 addressing residential uses and the establishment of In-Law Dwelling Units as an accessory use. The amendments are intended to clarify the distinction between single-family, two-family, and multifamily uses, remove outdated provisions, and accommodate limited living arrangements for related family members. The Commission directed staff to incorporate revisions and return the ordinance for a public hearing and formal consideration.

**Proposal** The proposed ordinance eliminates the Multigenerational Dwelling classification; revises two-family and multifamily use allowances; establishes In-Law Dwelling Units as a permitted accessory use in the A-1, A-2, R-1, R-3, and R-4 districts; and updates related dimensional standards, definitions, and principal-structure provisions.

As revised following the September meeting, in-law units are limited to 1,000 square feet and two bedrooms. A separate exterior entrance may be allowed if the residence retains a single-family appearance, but an interior connecting door is required. Separate utility meters, accounts, and addresses are prohibited. Adequate off-street parking is required without a numerical minimum. The prior requirement to remove kitchen facilities upon termination of the in-law use has been eliminated.

**Staff Analysis** The amendments clarify residential classifications and reinforce the intended single-family character of the affected zoning districts. The in-law dwelling provisions accommodate multigenerational living while establishing occupancy, configuration, and operational safeguards that distinguish these accessory spaces from independent two-family dwellings.

**Review Criteria** Pursuant to § 336-230 of the Town of Polk Zoning Ordinance, the Town Board may amend zoning district boundaries or zoning regulations whenever warranted by one or more of the following:

- Public Necessity
- Public Convenience
- General Welfare

- ❖ Good Zoning Practice

Additionally, pursuant to § 336-20, all zoning amendments must be generally consistent with the Town's adopted Comprehensive Plan. The amendments advance general welfare and good zoning practice by clarifying residential use allowances, removing outdated classifications, and permitting limited multigenerational living while preserving residential character.

**Procedure** The Plan Commission will conduct the public hearing on November 5, 2026, and consider a recommendation to the Town Board. The Plan Commission acts in an advisory capacity; final action rests with the Town Board.

**Possible Motion** Motion to recommend approval of the proposed amendments to Chapter 336 of the Town of Polk Zoning Ordinance, as presented in Exhibit A, and forward the ordinance to the Town Board for final consideration.

**Possible Findings** The proposed amendments clarify residential uses, establish standards for In-Law Dwelling Units, and support general welfare and good zoning practice by maintaining the distinction between single-family and multifamily residential uses.

# EXHIBIT A

## ORDINANCE NO. ____2026

ORDINANCE TO AMEND THE ZONING CODE OF THE
TOWN OF POLK, WASHINGTON COUNTY, WISCONSIN

WHEREAS, the Town Board for the Town of Polk adopted a comprehensive zoning code for the Town of Polk on June 11, 2024, by Ordinance No. 02.2024, and has amended said zoning code from time to time;

WHEREAS, that zoning code is titled "The Town of Polk Zoning Ordinance;"

WHEREAS, following proper notice, the Town of Polk Plan Commission conducted a public hearing on November 5, 2026, to consider the proposed amendments, accepted public comment, and recommended approval of the amendment on the same date;

WHEREAS, the Town Board considered the Plan Commission's recommendation at their meeting on _____, 2026; and

WHEREAS, the Town Board of the Town of Polk, having reviewed the recommendation of the Plan Commission and having given the matter due consideration, finds that all procedural and notice requirements have been satisfied and further finds that the amendment promotes the public health, safety, and welfare, preserves and enhances property values, and supports the orderly and desirable use of land within the Town; and

WHEREAS, the Town Board and Plan Commission have reviewed the Town's regulations governing residential uses, including single-family, two-family, multifamily, and multigenerational dwellings, and have determined that amendments are appropriate to clarify the types of residential uses permitted within the Town's zoning districts and the standards applicable to such uses; and

WHEREAS, the proposed amendments revise the zoning districts in which two-family and multifamily dwellings may be permitted, eliminate the existing multigenerational dwelling classification, and make related amendments to the dimensional and definitional provisions of the Zoning Ordinance; and

WHEREAS, the Town Board and Plan Commission recognize that there are circumstances in which a limited secondary living area within a single-family residence may appropriately accommodate related family members while maintaining the use and appearance of the property as a single-family residence; and

# EXHIBIT A

WHEREAS, the proposed amendments therefore establish an In-Law Dwelling Unit as an authorized accessory use and establish standards addressing occupancy, size, sanitation, building code compliance, exterior appearance and access, parking, and continued use of such units; and

WHEREAS, the Town Board finds that these amendments provide reasonable opportunities for multigenerational family living while maintaining the distinction between single-family, two-family, and multifamily residential uses and preserving the residential character of the Town's zoning districts;

NOW, THEREFORE, the Town Board of the Town of Polk, Washington County, Wisconsin, does hereby ordain as follows:

For purposes of this Ordinance, existing Zoning Ordinance text is shown in *italics*; text proposed for deletion is shown in strikethrough; and text proposed for addition is shown in bold.

**Section 1. § 336-9(B)**
§ 336-9(B) is repealed and recreated to read as follows:

***B.*** *All principal structures shall be located on a lot, and only one principal residential structure shall be located, erected, or moved onto a lot ~~except in the case of planned unit developments and multifamily developments.~~*

**Section 2. § 336-25(B)**
§ 336-25(B) is hereby repealed and recreated to read as follows:

*No more than one principal structure shall be permitted on a lot in a residential zoning district~~, unless as part of an approved planned unit development or multifamily use~~.*

**Section 3. § 336-52(C)(2)**
§ 336-52(C)(2) is hereby repealed and recreated to read as follows:

*(2) Residential Uses*

| Uses | A-1 | A-2 | R-1 | R-2 | R-3 | R-4 | B-1 | B-2 | M-1 | M-2 | M-3 | Q-1 | I-1 | P-1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Adult family home | P | P | P | P | P | P | | | | | | | | |
| Community living arrangements, eight or fewer persons | C | C | P | P | P | P | | | | | | | | |
| Community living arrangements, nine or more persons | | | C | C | C | C | | | | | | | | |
| Dwelling units, second or third story | | | | | | | C | C | | | | | | |

# EXHIBIT A

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Foster homes | P | P | P | P | P | P | C | | | | | | | |
| Multifamily dwellings | | | | C | | | | | | | | | | |
| ~~Multigenerational dwellings~~ | ~~P~~ | ~~P~~ | ~~P~~ | ~~P~~ | ~~P~~ | ~~P~~ | | | | | | | | |
| Residential quarters for the owner, proprietor, commercial tenant, employee, or caretaker as a secondary use | | | | | | | P | | P | | | P | | |
| Single-family dwellings | P | P | P | P | P | P | | | | | | | | |
| Single-family farm dwellings which existed prior to January 1, 1972, and were converted to two-family dwellings prior to September 10, 2019 | P | P | | | | | | | | | | | | |
| Two-family dwellings | | | ~~P~~ | P | P | P | | | | | | | | |
| ~~Three to Four family dwellings~~ | - | - | ~~C~~ | ~~C~~ | ~~C~~ | ~~C~~ | | | | | | | | |

**Section 4. § 336-52(C)(7)**

336-52(C)(7) is hereby repealed and recreated to read as follows:

*(7) Accessory uses and structures.*

| Uses | A-1 | A-2 | R-1 | R-2 | R-3 | R-4 | B-1 | B-2 | M-1 | M-2 | M-3 | Q-1 | I-1 | P-1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aggregate or ready-mix plant | | | | | | | | | | | | P | | |
| Artificial bodies of water | C | C | C | C | C | C | C | C | C | C | C | C | C | C |
| Keeping of chickens | P | P | P | P | P | | | | | | | | | |
| Garage for storage of vehicles used in conjunction with the operation of the business | | | | | | | P | P | P | P | | | | |
| Garage lots | | | | | | C | | | | | | | | |
| Home-based businesses | C | C | C | | | | | | | | | | | |
| Home occupations | P | P | P | P | P | P | | | | | | | | |
| **In-Law Dwelling Unit** | **P** | **P** | **P** | | **P** | **P** | | | | | | | | |
| Keeping of bees | P | P | P | P | P | P | P | P | | | | | P | P |
| Manufacture of concrete products | | | | | | | | | | | | P | | |
| Mixing of asphalt | | | | | | | | | | | | P | | |
| Outdoor furnace | P | P | C | C | | | | | | | | | | |
| Outdoor storage of equipment and vehicles when accessory to a principal use | | | | | | | | | P | P | | | | |
| Processing of topsoil | | | | | | | | | | | | P | | |
| Residential quarters, lawfully in existence at the time of adoption of this chapter, as a secondary use (see specific provisions) | | | | | | | P | | P | | | P | | |

# EXHIBIT A

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Short-term rentals | P | P | P | P | P | P | | | | | | | | |
| Washing, refining, or processing of rock, slate, gravel, sand, or minerals | | | | | | | | | | | | P | | |

**Section 5. § 336-53(C)**
§ 336-53(C) is hereby repealed and recreated to read as follows:

*§ 336-53(C), Building and Structure Standards — A-1 District:*
~~*Single-family dwelling*~~ ***Principal structure****, Minimum residential floor area: 1,200 sq. ft.*

**Section 6. § 336-54(C)**
§ 336-54(C) is hereby repealed and recreated to read as follows:

*§ 336-54(C), Building and Structure Standards — A-2 District:*

~~*Single-family dwelling*~~ ***Principal structure****, Minimum residential floor area: 1,200 sq. ft.*

**Section 7. § 336-55(C)**
§ 336-55(C) is hereby repealed and recreated to read as follows:

*§ 336-55(C), Building and Structure Standards — R-1 District:*

~~*Single-family dwelling*~~ ***Principal structure****, Minimum residential floor area: 1,200 sq. ft.*

**Section 8. § 336-56(C)**
§ 336-56(C) is hereby repealed and recreated to read as follows:

*§ 336-56(C), Building and Structure Standards — R-2 District:*

~~*Three and four unit*~~ ***Multifamily dwelling****, Minimum residential floor area: 500 sq. ft. per unit.*
*Maximum height: 35 ft.*
*Accessory structures,* ~~*multi-family dwelling*~~ ***Multifamily dwelling***
*Maximum area, all accessory buildings: 400 sq. ft. per unit or 2% overall, whichever is greater.*
*Maximum height: 25 ft.*
*Maximum number: One per unit.*

**Section 9. § 336-57(C)**
§ 336-57(C) is hereby repealed and recreated to read as follows:

*§ 336-57(C), Building and Structure Standards — R-3 District:*

# EXHIBIT A

~~*Single-family dwelling*~~ ***Principal structure****, Minimum residential floor area: 1,200 sq. ft.*

**Section 10. § 336-110**

§ 336-110 of the Town of Polk Zoning Ordinance is hereby created to read as follows:

***§ 336-110. In-Law Dwelling Units.***

***A. Description. A room or suite of rooms having a separate kitchen facility, located in a single-family dwelling, occupied by not more than two persons related by blood or marriage to the family occupying the primary portion of the dwelling.***

***B. Parking Requirements. Adequate off street parking shall be provided.***

***C. Supplemental Standards.***

***(1) Compliance with sanitation requirements. Prior to the establishment of an in-law dwelling unit, Washington County Natural Resources Department shall certify that the existing on-site sewage disposal system can accommodate the proposed use in accordance with County sanitation requirements.***

***(2) Compliance with building codes. Prior to establishment of an in-law dwelling unit, the Town Building Inspector shall certify that the single-family dwelling meets all applicable building codes.***

***(3) Limitation on floor area and bedrooms. The maximum living area in an in-law dwelling unit shall not exceed 1,000 square feet and shall not contain more than two (2) bedrooms.***

***(4) Exterior appearance. The architecture of the residence shall be compatible with the adjacent residential neighborhood and appear to be a single-family residence.***

***(5) Exterior doors. A separate exterior entrance to the in-law dwelling unit may be permitted, provided that the entrance is designed and located so that the residence maintains the exterior appearance of a single-family dwelling and does not appear to be a duplex or two-family dwelling.***

***(6) Interior door between units. An interior door providing direct access between the principal dwelling unit and the in-law dwelling unit shall be required.***

***(7) Utility Accounts and Addressing. The in-law dwelling unit shall not have separate utility meters, utility accounts, or a separate street address. All utilities shall be served through the principal dwelling unit, and both units shall share a single street address.***

***(8) Deed restriction. Prior to the establishment of an in-law dwelling unit, the property owner shall file a deed restriction in the Washington County Register of Deeds Office, acceptable to the Town Planner, that includes a statement that the***

# EXHIBIT A

***living unit is for family members of the principal dwelling unit only and the approval of an in-law dwelling unit is not transferable to another property owner without formal approval of the Plan Commission or its designee.***

**Section 11. § 336-300 Definitions**

The following definitions in § 336-300 of the Town of Polk Zoning Ordinance are hereby amended as follows:

***DWELLING, MULTIFAMILY*** — *A residential building designed for or occupied by three or more families~~, with the number of families in residence not to exceed the number of dwelling units provided~~.*

~~***DWELLING, MULTIGENERATIONAL*** — *A single dwelling unit occupied by at least two adult generations of a family and children or grandchildren under the age of 25.*~~

***DWELLING, SINGLE-FAMILY*** — *A ~~detached~~ residential building designed for or occupied exclusively by one family ~~and surrounded by open space or yards and which is not attached to any other dwelling by any means~~.*

***DWELLING, TWO-FAMILY*** — *A ~~detached or semidetached~~ residential building designed for and occupied exclusively by two families.*

**Section 12:** Severability. If any provision of this Ordinance, or the application thereof to any person, property, or circumstance, is held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect any other provision or application of this Ordinance that can be given effect without the invalid or unenforceable provision or application. To that end, the provisions of this Ordinance are declared to be severable. Except as expressly amended by this Ordinance, all other provisions of Chapter 336, Zoning, of the Town of Polk Code of Ordinances shall remain unchanged and in full force and effect.

**Section 13**. Effective Date. This ordinance shall take effect upon passage and posting as provided by law pursuant to Wis. Stat. §§ 60.80 and 66.0103.

ADOPTED this _____ day of _____, 2026.

# EXHIBIT A

_____
Albert Schulteis, Town Chairman

Ayes: ____ Nays: ____ Absent: ____

Attest:

_____
Alison Pecha, Town Clerk