II. ADMINISTRATION

A. LAND USE COMMITTEE

12.03-1 COMPOSITION AND APPOINTMENT
The Kenosha County Board of Supervisors shall appoint a planning and zoning agency to act in all matters pertaining to county planning and zoning pursuant to Wisconsin Statutes, section 59.97(2)(a) and according to the municipal code of Kenosha County, section 2.04(1)(a)4. From its members, the committee shall elect a chairman whose term shall be for two years and may create and fill such other offices as it determines. For purposes of this ordinance, the county planning and zoning agency shall be synonymous with the county land use committee. (11/5/84)

12.03-2 MEETINGS AND HEARINGS
All meetings and hearings of the committee shall be conducted in conformance with sections 19.81 through 19.98 of the Wisconsin Statutes, the Wisconsin Open Meeting Law and amendments and revisions thereto and with Chapter 2 of the Municipal Code of Kenosha County.

12.03-3 DUTIES
Subject to change by the county board, the committee may adopt such rules and regulations governing its procedures as it considers necessary or advisable and not in conflict with either the Wisconsin Statutes or the Municipal Code of Kenosha County. The committee shall keep a record of its planning and zoning studies, it resolutions, reports, transactions, findings and determinations pursuant to Wisconsin Statute 59.97(2)(c). In addition thereto, the committee shall have the following duties:

(a) To hold public hearings pursuant to petitions for amendments to the zoning ordinance and pursuant to petitions for conditional use permits and as otherwise required by Wisconsin Statutes and this ordinance.

(b) To perform all Planning and Zoning related functions required by State Statutes and the Municipal Code of Kenosha County including the preparation of a master plan for the physical development of the county’s lands, air and waters.

(c) To make any inspections of properties deemed necessary by the committee so as to allow the committee to be better informed on any issues presented to it.

(d) To supervise the administration of the Kenosha County Office of Planning and Zoning Administration.

12.03-4 POWERS
The Kenosha County Land Use Committee shall, in addition to any other powers allowed by State Statute and the Municipal Code of Kenosha County, have the following powers: (11/5/84)

(a) To recommend to the Kenosha County Board of Supervisors amendments or changes to this ordinance and to further grant without county board approval conditional use permits pursuant to section 12.29-5(1) of this ordinance.

(b) To impose any condition allowed by law in connection with a zoning change or amendment or the granting of conditional use permits including, without limitation due to enumeration, requirements with respect to time, distance,
method of construction, clean-up, essential services, performance bonds and letters of credit.

(c) To suspend or revoke for cause any permit granted by the Committee or the Office of Planning and Zoning Administration to an individual landowner for non-compliance with the terms upon which the permit was issued or to delegate such authority to the County Planning and Zoning Administrator.

(d) To set, with County Board approval, qualifications for personnel positions within the Office of Planning and Zoning Administration.

(e) To establish fees pursuant to section 12.05-7(c) of this ordinance without County Board approval.

B. KENOSHA COUNTY OFFICE OF PLANNING AND ZONING ADMINISTRATION

12.04-1 OFFICE OF PLANNING AND ZONING ADMINISTRATION
The Office of Planning and Zoning Administration is hereby created by the Kenosha County Board of Supervisors for the purpose of administering all planning functions required by Statute and enforcing all planning and zoning related ordinances enacted by the Kenosha County Board of Supervisors and any other ordinance designated by the Kenosha County Board of Supervisors to be enforced by the Office of Planning and Zoning Administration.

12.04-2 PLANNING AND ZONING DIRECTOR—SELECTION AND TERM OF OFFICE
(a) The position of County Planning and Zoning Director is hereby created as a permanent position by the Kenosha County Land Use Committee, (Planning and Zoning Agency). The term of office shall be indefinite. (11/5/84)

(b) Qualifications for the position of administrator and planner shall be determined by the Land Use Committee. Such qualifications shall include requirements with respect to expertise in the areas of planning, zoning, geography or urban affairs and past related work experience. (11/5/84)

12.04-3 DUTIES OF THE PLANNING AND ZONING DIRECTOR
The County Planning and Zoning Director shall have the following duties:
(a) To administer and enforce the zoning, shoreland, floodplain, subdivision control, and sanitary ordinances enacted by the Kenosha County Board of Supervisors so as to manage and promote the public health, safety, convenience and general welfare of the citizens of Kenosha County pursuant to the appropriate statutes and ordinances.

(b) To give all legal notices required by State Statutes and the aforementioned ordinances.

(c) To investigate alleged zoning violations and give notice thereof to the owner of the subject property and assist in necessary prosecutions and make as often as necessary, all necessary inspections of structures, lands and waters to certify compliance with the aforementioned ordinances and report uncorrected violations to the corporation counsel in a manner specified by him and assist the corporation counsel in any action involving the Office of Planning and Zoning Administration.
(d) To extend zoning information, assistance and advice to the public.

(e) To maintain, by parcel number where feasible, the appropriate records and indexes for all permits, inspections, complaints, public hearings, legal notices and zoning maps and other official actions.

(f) To attend policy formulation meetings and make recommendations to the Land Use Committee, and set public hearings as required by the Wisconsin Statutes or the Municipal Code of Kenosha County. (11/5/84)

(g) To make all necessary studies required for the improvement of land use in Kenosha County and studies relevant to the imposition of conditions for obtaining a conditional use permit.

(h) To supervise the operation of the office and town deputy zoning administrators and recommend job descriptions for positions within the office and fill such positions pursuant to section 12.04-6.

(i) To supervise the County Sanitation Inspectors in any areas designated by the County Board.

(j) To prepare, present and implement the annual budget for the Office of Planning and Zoning Administration.

(k) To prepare all necessary resolutions and reports for the Land Use Committee and the Kenosha County Board of Supervisors that relate to Planning and Zoning. (11/5/84)

(l) To collect and account for all fees and other monies received by the office.

(m) To prepare, maintain, file and record by parcel number where feasible, all records, maps, photographs, studies, reports, surveys, tapes and indexes required for the efficient and proper administration and enforcement of the aforementioned ordinances.

(n) Pursuant to Wisconsin Statute 59.97(10)(b) and (c), maintain a record after the approval of this ordinance or amendments thereto or changes in district boundaries, approved by the Town Boards, of all lands, premises and buildings in the town used for purposes not conforming to the regulations applicable to the district in which they are situated.

(o) To contest, subject to the time limitations set forth in section 59.99(10) of the Wisconsin Statutes and any conditions required by Chapter 68 of the Wisconsin Statutes, any decision of the Board of Adjustments which is in the opinion of the administrator incorrect.

12.04-4 POWERS
The county planning and zoning director shall have the power to:

(a) Receive, review and act upon, (either granting or denying) all zoning, use and other permit applications authorized by the aforementioned ordinances.

(b) Determine similarities in intended uses with those uses set forth in a particular district as provided for in section IV of this ordinance.
(c) Prohibit the use or erection of any structure or the use of any land or water until he has inspected and approved such use or erection.

(d) Suspend or revoke any permit issued by the Office of Planning and Zoning Administration or by the Land Use Committee where so delegated, upon noncompliance with the terms of the permit and/or this ordinance. (11/5/84)

(e) Commence, subject to the county corporation counsel's approval, any legal action in the name of Kenosha County to ensure enforcement of the terms of the aforementioned ordinances.

(f) Issue citations pursuant to section 66.119 of the Wisconsin Statutes and section 3.11 of the Municipal Code of Kenosha County to be served by the Kenosha County Sheriff for violations of any of the aforementioned ordinances.

(g) Gain entry to premises, buildings and structures for the purpose of investigating applications for permits and for the purpose of determining compliance with any permit issued pursuant to any of the aforementioned ordinances or provisions of this ordinance during reasonable daylight hours or any other time authorized by the court. If entry is refused after presentation of proper identification, a special inspection warrant may be procured in accordance with Wisconsin Statute section 66.122.

12.04-5 PLANNING AND ZONING ADMINISTRATOR

(a) There is hereby created the position of Planning and Zoning Administrator who shall be appointed by the Director of Planning and Zoning, and

(b) The Planning and Zoning Administrator shall perform those duties assigned to him by the Director of Planning and Zoning and shall have authority to exercise those powers designated in section 12.04-4(a), (c), (d), (f) and (g); in addition, the duty of the Planning and Zoning Administrator shall be to interpret and administer this ordinance and to issue, after on-site inspection, all permits required by this ordinance. The Planning and Zoning Administrator shall further:

1. Maintain Records of all permits issued, inspections made, work approved, and other official actions.
2. Record the Lowest Floor Elevations of all structures erected, moved, altered, or improved in the floodland districts.
3. Establish That All Necessary Permits that are required for floodland uses by state and federal law have been secured.
4. Inspect all structures, lands, and waters as often as necessary to assure compliance with this ordinance.
5. Investigate all complaints made relating to the location of structures and the use of structures, lands, and waters, give notice of all violations of this ordinance to the owner, resident, agent, or occupant of the premises, and report uncorrected violations to the corporation counsel in a manner specified by him.
6. Assist the corporation counsel in the prosecution of ordinance violations.
7. Be Permitted Access to premises and structures during reasonable hours to make those inspections as deemed necessary by him to ensure compliance with
this ordinance. If, however, he is refused entry after presentation of his identification, he may procure a special inspection warrant in accordance with Section 66.122 of the Wisconsin Statutes.

Prohibit the use or erection of any structure, land, or water until he has inspected and approved such use or erection.

Request Assistance and cooperation from the county sheriff’s department and corporation counsel as deemed necessary.

(c) In the event of sickness, temporary vacancy, disability or inability arising from any cause, and the planning and zoning director is unable to perform his duties, the planning and zoning administrator is empowered to temporarily discharge the functions of the director until such time as the director is able to resume his duties.

(d) In the event of a vacancy in the office of the director due to his resignation, death or removal, the vacancy shall be filled by appointment by the county land use committee and the administrator shall, from the date of vacancy, temporarily perform the duties and functions of the director, at the director’s rate of pay as determined by the pay schedule established by the Kenosha County Board of Supervisors for this position until the vacancy is filled. (11/5/64)

12.04-6 DEPUTIES

(a) A deputy zoning administrator may be appointed in each township by the Director of Planning and Zoning and confirmed by the town board. Deputies may also serve in the capacity of local building inspectors at the discretion of the town board. The Director of Planning and Zoning may also appoint additional deputies from the Director’s staff without town board approval so as to fulfill the functions of the Office of Planning and Zoning Administration. The aforementioned deputies shall be sworn in by the County Clerk.

(b) Each township may, by resolution, determine that Town deputies shall be authorized to issue zoning permits. All such zoning permits shall be forwarded to the Office of Planning and Zoning Administration within five days from the date of issuance; failure to comply with this provision shall result in a revocation of the Town Deputy’s authority to issue zoning permits upon written notice by the Director of Planning and Zoning. Deputies shall, however, be required to make all necessary inspections to insure compliance with this ordinance and shall report any violations to the Office of Planning and Zoning Administration with any necessary information and data necessary to substantiate a violation. Deputies shall be familiar with the ordinances and state statutes necessary for performing their duties and any failure or negligence on their part in so performing their duties shall be cause for the Land Use Committee directing the Director of Planning and Zoning to appoint a successor to said deputy to be confirmed by the Town Board. Such deputies shall not be considered county employees. (11/5/64)

(c) Deputy Zoning Administrators shall have those powers designated in section 12.04-8(a)(c)(f) and (g). Deputies, however, shall not issue conditional use permits.
C. PERMITS

12.05-1 APPLICATIONS REQUIRED

(a) No buildings, structures, or any parts thereof, or any development except as hereinafter provided in this ordinance, shall be built, enlarged, altered, repaired, demolished, placed or moved within the areas subject to the provisions of this ordinance until a permit has been applied for in writing and issued by the Planning and Zoning Director or Administrator or his Deputy. For the purposes of this section, to alter or repair a building or structure shall be construed to mean to change the dimensions, square footage, cubic footage, or structural supports of a building or structure or to change the structure in such a way that the future use of the premises is inconsistent with the district wherein the parcel is located. All permits issued by the Office of Planning and Zoning Administration shall be issued only upon the condition that the Director of Planning and Zoning or his designee may inspect the premises for compliance during reasonable daylight hours.

(b) No new business or industry established in an existing structure shall be permitted to commence its operation until such time as a certificate of compliance has been issued by the Office of Planning and Zoning Administration certifying that the proposed use or operation is in compliance with the terms of this ordinance.

(c) Applications for permits required by this ordinance shall be made in triplicate to the Office of Planning and Zoning Administration on forms furnished by the office or authorized by this ordinance and shall include all information and data required by such forms.

(d) Applications for zoning permits required by this ordinance shall fully comply with section 66.036 of the Wisconsin Statutes, and with the Kenosha County Sanitary Code and Private Sewage System Ordinance, both of which may be amended from time to time.

(e) When required by this ordinance, applicants for a permit shall, prior to application for such permit, obtain a list of the owners of parcels within three hundred feet or any abutting property owner, or party of interest as defined in this ordinance, from the Kenosha County Assessor’s Office, with said list to be certified by the Assessor’s office and submitted by the applicant at the time of application.

(f) No application shall be accepted by the Office of Planning and Zoning Administration if the parcel for which a permit is being applied for is not in compliance with any provision of this ordinance.

(g) Any application for a permit under this ordinance or any use subject to the regulations and standards set forth herein shall be accompanied by a sworn statement by the owner of the subject property that said property and use will be operated in accordance with the provisions of this ordinance.

(h) Such forms shall include the following information or as deemed appropriate by the Office of Planning and Zoning Administration:
Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and authorized agent and their respective phone numbers.

Description of the subject site by lot, block, and reported subdivision or by metes and bounds; addresses of the subject sites; type of structure; existing and proposed operation or use of the structure or sites; number of employees, anticipated patrons or maximum seating capacity and the zoning district within which the subject site lies, tax parcel number, date of purchase and projected cost of construction.

A plat of survey and/or site plan layout consisting of a survey prepared by a land surveyor registered by the State of Wisconsin or other map drawn to scale and approved by the County Planning and Zoning Administrator showing the location, boundaries, dimensions, uses and sizes of the following as deemed appropriate by the Office of Planning and Zoning Administration: subject site, existing and proposed structures; existing and proposed easements, streets, and other public ways and utilities; off-street parking, loading areas, and driveways; existing highway access restrictions; ordinary high water mark, channel, floodway, floodplain, and shoreline boundaries; and existing and proposed street, sides, rear, and shore yard setbacks. In addition, the site plan or plat of survey shall show, when required by the Office of Planning and Zoning Administration, the type, slope, and boundaries of soils shown on the operational soil survey maps prepared by the United State Department of Agriculture Soil Conservation Service for the Southeastern Wisconsin Regional Planning Commission. Also, such survey/site plan shall show, when required by the Office of Planning and Zoning Administration, any natural features such as waterways, woods, terrain, etc., which would tend to restrict the development of the parcel. Such survey or plan shall also show the location and size of any septic field, holding tank, well, utilities and roadways. Dimensions for street, sides, rear and shore yard setbacks shall be clearly shown. All permit applications for new principal structures in any district shall be accompanied by a plat of survey prepared by a land surveyor registered by the State of Wisconsin. (11/5/84)

The permit fee specified in section 12.05-8.

Additional information that may be required by the County Land Use Committee, Director or County Sanitary Inspector. (11/5/84)

12.05-2 APPLICATIONS NOT REQUIRED
Except for development and substantial improvements in the FPO Floodplain Overlay District, permits shall not be required for:
(a) Farm buildings and structures which are not for human habitation and which are not permanently fixed to the ground and which are readily removable in their entirety, provided that street, sides, rear and shore yard setback requirements for that District are met. This exemption, however, shall not apply to roadside stands more than 300 square feet in area used for the sale of farm products or other goods and services produced solely on the parcel.
(b) Farm improvements such as drainage irrigation systems, grass waterways and terraces, farm fences except as outlined in this ordinance.

(c) Public utilities such as gas and oil pipe lines, electric and telephone transmission and distribution lines, poles and other accessories which shall be permitted in all districts except for those areas defined as Shoreland areas provided, however, that when a utility proposes a major inter-city transmission line or pipeline, it give notice to the Land Use Committee of such intention and of the time and place of hearing before the Public Service Commission and provided further that at the request of the Committee, the utility meet with it to discuss the routing of said transmission line or pipe line and before actual construction, file a mapped description of the route of such transmission line with the Committee. (11/5/84)

(d) Repairs and other alterations which do not change the cubic footage of a building or structure and do not constitute a change in use and meet all street, sides, rear and shore yard setback requirements.

(e) Structures 150 square feet or less in area and not more than fifteen feet in height. Such structures must, however, conform with the yard requirements of the district in which they are located, or if the structure is located in the rear yard, with the requirements set forth in section 12.27-2(a)1 of this Ordinance. (6/2/92)

12.05-3 TIME LIMITS
(a) All permits, except conditional use permits, shall be granted or denied in writing, within 30 days after application, by the Office of Planning and Zoning Administration. All conditional use permits shall be granted or denied within 60 days after application, unless the time is extended by mutual agreement. All stipulated shoreland permits shall be granted or denied within 30 days after application, unless the time is extended by mutual agreement. The applicant shall post any permit granted in a conspicuous place at the site. The zoning permit shall expire within six months, unless substantial construction, as defined herein, has been commenced, or within 18 months after the issuance of the permit if the structure for which a permit is issued is not substantially completed, as defined herein, and the applicant in such case shall reapply for a zoning permit before recommencing work on the structure. Any permit issued in conflict with the provisions of this ordinance shall be null and void.

(b) For purposes of this section, "substantial construction" will have been "commenced" if the value of such work that has been commenced is equivalent to 25% of the projected cost of the project as noted on the application for the permit.

(c) For purposes of this section, "substantially completed" shall be deemed to mean that construction equivalent to 75% of the projected cost of the project as noted in the application for the permit, has, in fact, been completed.

12.05-4 FOUNDATION SURVEY REQUIREMENTS
(a) Except as provided for in subsection (b), any person erecting, moving, enlarging or reconstructing a structure, which, under this ordinance, requires a zoning permit shall upon completion of the construction of footings,
concrete slab or other foundations, submit to the Office of Planning and Zoning Administration a survey prepared by a registered land surveyor showing the locations, boundaries, dimensions, elevations and size of the following: The boundaries of the lot, all existing structures (including foundations) and their relationship to the lot lines. The County Director of Planning and Zoning shall compare the location of all new or extended foundations with the location of all proposed construction activity reported on the permit application. No further construction may commence unless the Director of Planning and Zoning shall find that the foundation location is consistent with the permit as issued and shall so certify. Failure to comply with the requirements of this section shall be grounds for the issuance of a citation pursuant to section 12.32-3 of this Ordinance, and attendant penalties. (6/2/92)

(b) A foundation survey shall not be required for the construction of any structure located at least 200 feet from any property line or 200 feet from any navigable body of water.

c) In addition to the exception provided for in subsection (b) above, the foundation survey requirements may be waived at the option of the permit applicant, for any construction, except for construction of a principal structure, provided that the permit applicant shall file and record with the Office of Planning and Zoning Administration and with the Kenosha County Register of Deeds an "Assumption of Liability" which shall be binding on the permit applicant and his estate and which shall forewarn future owners of said parcel of the lack of a certified foundation survey verifying that structures located on the parcel are in conformity to the ordinance and further, that if any error is made on the placement of any construction or structure, or if a zoning violation is later discovered, the applicant and his estate shall move the construction or structure so as to conform with the zoning regulations effective on the date the permit was issued and shall further pay all consequent damages. Structures illegally located on a parcel are in violation of the Kenosha County Zoning Ordinance. Applicable statute of limitations for prosecution of such violations shall not begin to run until such time as a certified survey has been filed with the Office of Planning and Zoning Administration and the Register of Deeds indicating the location of the structures on the parcel. (6/2/92)

12.05-5 CERTIFICATE OF COMPLIANCE
A certificate of compliance shall be required in the following instances:
(a) No vacant land shall be occupied, used, developed or substantially improved; and no building hereafter erected, altered or moved shall be occupied; and no floodland shall be filled, excavated, or developed; and no nonconforming use shall be maintained, renewed or changed until a certificate of compliance shall have been issued by the Kenosha County Office of Planning and Zoning Administration. Such permit shall show that the building or premises or part thereof and the proposed use thereof are in conformity with the provisions of the ordinance. Such permit shall be issued only when the building or premises and the proposed use thereof conform with all requirements of this ordinance.
(b) Upon the establishment of a new business or industry in an existing structure as set forth in section 12.05-1(b) of this ordinance.

Under the above circumstances, no person, firm or corporation shall occupy, use or cause to be used, any land or building as set forth above until the Planning and Zoning Administrator has issued a written certificate of compliance.

12.05-6 OTHER PERMITS

It is the responsibility of a permit applicant to secure all other necessary permits required by any federal, state, or local agency. This includes, but is not limited to, a water use permit pursuant to Chapters 30 and 31 of the Wisconsin Statutes or a wetland fill permit pursuant to Section 404 of the Federal Water Pollution Control Act, as amended.

12.05-7 DISCLAIMER

All permits issued by the Office of Planning and Zoning Administration and Land Use Committee shall note the following disclaimer therein: (11/5/84)

"Each applicant for a Zoning Permit is charged with knowledge of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance. Copies of the text of this ordinance or portions thereof and copies of the official zoning maps are available for sale, copying or inspection upon request. Any statement made, assurance given or permit erroneously issued contrary to this Ordinance is null and void."

12.05-8 FEES

The following fees shall be collected by the Office of Planning and Zoning Administration so as to partially defray its cost of operation:

<table>
<thead>
<tr>
<th>Type of permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessory buildings over 150 sq. ft in area</td>
<td>10.00</td>
</tr>
<tr>
<td>Accessory building addition or alteration</td>
<td>10.00</td>
</tr>
<tr>
<td>Addition to a billboard</td>
<td>1.00/sq.ft</td>
</tr>
<tr>
<td>Addition to advertising sign</td>
<td>15.00</td>
</tr>
<tr>
<td>Addition, alteration or conversion to:</td>
<td></td>
</tr>
<tr>
<td>Agricultural structure</td>
<td>10.00</td>
</tr>
<tr>
<td>Commercial structure</td>
<td>25.00</td>
</tr>
<tr>
<td>Industrial structure</td>
<td>35.00</td>
</tr>
<tr>
<td>Residential structure</td>
<td>10.00</td>
</tr>
<tr>
<td>Any other structure</td>
<td>15.00</td>
</tr>
<tr>
<td>Advertising signs (temporary, permanent or portable)</td>
<td>25.00</td>
</tr>
<tr>
<td>Appeal to Board of Adjustment of administrative decisions not related to a variance request</td>
<td>20.00</td>
</tr>
<tr>
<td>Billboards</td>
<td>1.00/sq.ft</td>
</tr>
<tr>
<td>Certificate of Compliance</td>
<td>20.00</td>
</tr>
<tr>
<td>Conditional use Permit</td>
<td>125.00</td>
</tr>
<tr>
<td>Fences</td>
<td>15.00</td>
</tr>
<tr>
<td>Planned Unit Development Review Fee</td>
<td>20.00/unit</td>
</tr>
<tr>
<td>Principal Building</td>
<td></td>
</tr>
<tr>
<td>Agricultural</td>
<td>15.00</td>
</tr>
<tr>
<td>Commercial</td>
<td>50.00</td>
</tr>
<tr>
<td>Industrial</td>
<td>75.00</td>
</tr>
<tr>
<td>Institutional and Park</td>
<td>15.00</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
</tr>
<tr>
<td>Single family</td>
<td>15.00</td>
</tr>
<tr>
<td>Two-family</td>
<td>20.00</td>
</tr>
</tbody>
</table>
| Multi-family                                         | 30.00/building
Request for rezoning
(map or text amendment) 150.00
Stipulated shoreland permits 50.00
Swimming pool fees 10.00
Tower Signs 10.00/ft.in height
Variances 125.00
All other permits 25.00

(b) The office shall issue a receipt upon receiving all such fees.

(c) The above schedule of fees may be amended annually by increases of not more than 10% over the preceding year’s schedule.

(d) Kenosha County and any town located within Kenosha County shall be exempt from payment of any of the above fees in subsection (a).

12.05-9 TRIPLE FEES
A triple fee shall be charged by the administrator if construction, as defined in this ordinance, is started before a permit is applied for and issued. Such triple fees shall not release the applicant from full compliance with this ordinance nor from prosecution for violation of this ordinance.

12.05-10 DISPOSITION OF FEES
(a) All fees collected by the Kenosha County Office of Planning and Zoning Administration for permits issued through that office shall be retained by Kenosha County. County employees shall not be eligible to retain any of the fees collected.

(b) Except fees collected for appeals to the Board of Adjustments, Conditional Use Permits or requests for re-zoning, all fees collected for zoning permits by towns or town deputy zoning administrators/building inspectors shall be disposed of in the following manner: 50% to be forwarded to the Kenosha County Office of Planning and Zoning Administration, 50% to the town wherein the property is located if the Town Deputy is a full-time employee of the Town, or in the alternative, 50% to the Town Deputy if such Deputy is a part-time employee.

12.05-11 REFUNDS
No refunds or fees paid under section 12.05-8 shall be made after any costs have been incurred by the Office of Planning and Zoning Administration in processing applications or permits.

D. OPERATIONS AND PROCEDURES

12.06-1 HOURS
The Office of Planning and Zoning Administration shall be open to the public Monday through Friday. Office hours and legal holidays shall be established pursuant to law.

12.06-2 RECORDS AND TAPES
The Office of Planning and Zoning Administration shall be responsible for keeping all records and indexes for petitions, applications, complaints, permits, studies, plans, officially approved maps, surveys, plats, resolutions, reports, accounts, determinations and findings, minutes of official proceedings and tapes of such proceedings by parcel number wherever feasible. Such records shall be deemed to be public records and open to the public except when directed by the Kenosha County Land Use Committee in accordance with Wisconsin Statutes. Office records
maintained by the Office of Planning and Zoning Administration shall not be destroyed except in accordance with State law and with county board approval. The source of complaints for violations of those ordinances to be enforced by the Office of Planning and Zoning Administration shall not be revealed if the complainant has been given a promise of confidentiality. (11/5/84)

12.06-3
FORMS
Only those forms prepared by the Office of Planning and Zoning Administration shall be used in zoning matters unless prescribed by state statute or this ordinance.

12.06-4
LEGAL NOTICE REQUIREMENTS AND TIME LIMITS
Any petition or other matter requiring the publication of a legal notice must be submitted at least one month prior to the requested hearing date as scheduled by the Land Use Committee or Board of Adjustments. For purposes of this section, "one month prior to the requested hearing date" shall be defined to mean not later than 4:30 p.m. on the same calendar date of the month preceding the scheduled hearing, or the last day county offices are open prior to the aforementioned deadline. For purposes of the Open Meeting Law, the Planning and Zoning Administrator shall be delegated the responsibility of informing the county clerk of both scheduled open and closed meetings so that proper notice may be given. Upon receiving petitions for conditional use permits or amendments to this ordinance, the Office of Planning and Zoning Administration shall immediately forward all information pertinent to said petitions to the clerk of the township affected by the petition. The town may file a written advisory recommendation with respect to a conditional use permit application, either in support of or in opposition to the application, or to recommend approval with modifications to the application. The town may act on proposed amendments in accordance with section 12.38 of this ordinance. (11/5/84)

12.06-5
OFFICE OF BOARD OF ADJUSTMENT
When so designated by the Kenosha County Board of Adjustment, the Office of Planning and Zoning Administration shall serve as the office of the Kenosha County Board of Adjustment for the purpose of filing any papers required by statute and requested by the Board of Adjustment, and for the purpose of keeping minutes of the Board of Adjustment and preparing any papers required by the Board of Adjustment.

12.06-6
OFFICE ASSISTANCE
The Director of Planning and Zoning shall receive assistance from the Kenosha County Sheriff, Kenosha County Surveyor, Kenosha County Assessor, Kenosha County Corporation Counsel’s Office, Kenosha County Register of Deeds Office, Kenosha County Highway Department, Kenosha County Parks Department and Town Boards and Planning Commissions when requested.