

## **TABLE OF CONTENTS**

### **TOWN OF MENASHA MUNICIPAL CODE**

#### **Chapter 33 – Post-Construction Storm Water Management Ordinance**

- 33.01 Authority
- 33.02 Findings of Fact
- 33.03 Purpose and Intent
- 33.04 Applicability and Jurisdiction
- 33.05 Definitions
- 33.06 Technical Standards
- 33.07 Performance Standards
- 33.08 Permitting Requirements, Procedures and Fees
- 33.09 Storm Water Management Plan
- 33.10 Maintenance Agreement
- 33.11 Financial Guarantee
- 33.12 Fee Schedule
- 33.13 Enforcement
- 33.14 Appeals
- 33.15 Severability
- 33.16 Effective Date

**CHAPTER 33**

**POST-CONSTRUCTION STORM WATER  
MANAGEMENT ORDINANCE** *[Created 12/3/07]*

**33.01 AUTHORITY**

- (1) This ordinance is adopted by the Town of Menasha under the authority granted by s. 60.627, Wis. Stats. This ordinance supersedes all provisions of an ordinance previously enacted under s. 60.62, Wis. Stats., that relate to storm water management regulations. Except as otherwise specified in s. 60.627, Wis. Stats., s. 60.62, Wis. Stats., applies to this ordinance and to any amendments to this ordinance.
- (2) The provisions of this ordinance are deemed not to limit any other lawful regulatory powers of the same governing body.
- (3) The Town Board of Supervisors, Town of Menasha hereby designates the Department of Community Development to administer and enforce the provisions of this ordinance.
- (4) The requirements of this ordinance do not pre-empt more stringent storm water management requirements that may be imposed by any of the following:
  - (a) Wisconsin Department of Natural Resources administrative rules, permits or approvals including those authorized under ss. 281.16 and 283.33, Wis. Stats.
  - (b) Targeted non-agricultural performance standards promulgated in rules by the Wisconsin Department of Natural Resources under s. NR 151.004, Wis. Adm. Code.

**33.02 FINDINGS OF FACT**

The Town Board finds that uncontrolled, post-construction runoff has a significant impact upon water resources and the health, safety and general welfare of the community and diminishes the public enjoyment and use of natural resources. Specifically, uncontrolled post-construction runoff can:

- (1) Degrade physical stream habitat by increasing stream bank erosion, increasing streambed scour, diminishing groundwater recharge, diminishing stream base flows and increasing stream temperature.
- (2) Diminish the capacity of lakes and streams to support fish, aquatic life, recreational and water supply uses by increasing pollutant loading of sediment, suspended solids, nutrients, heavy metals, bacteria, pathogens and other urban pollutants.

- (3) Alter wetland communities by changing wetland hydrology and by increasing pollutant loads.
- (4) Reduce the quality of groundwater by increasing pollutant loading.
- (5) Threaten public health, safety, property and general welfare by overtaxing storm sewers, drainage ways, and other minor drainage facilities.
- (6) Threaten public health, safety, property and general welfare by increasing major flood peaks and volumes.
- (7) Undermine floodplain management efforts by increasing the incidence and levels of flooding.

**33.03 PURPOSE AND INTENT**

- (1) **Purpose.** The general purpose of this ordinance is to establish long-term, post-construction runoff management requirements that will diminish the threats to public health, safety, welfare and the aquatic environment. Specific purposes are to:
  - (a) Further the maintenance of safe and healthful conditions.
  - (b) Prevent and control the adverse effects of storm water; prevent and control soil erosion; prevent and control water pollution; protect spawning grounds, fish and aquatic life; control building sites, placement of structures and land uses; preserve ground cover and scenic beauty; and promote sound economic growth.
  - (c) Control exceedance of the safe capacity of existing drainage facilities and receiving water bodies; prevent undue channel erosion; control increases in the scouring and transportation of particulate matter; and prevent conditions that endanger downstream property.
- (2) **Intent.** It is the intent of the Town Board that this ordinance regulates post-construction storm water discharges to waters of the state. This ordinance may be applied on a site-by-site basis. The Town Board recognizes, however, that the preferred method of achieving the storm water performance standards set forth in this ordinance is through the preparation and implementation of comprehensive, systems-level storm water management plans that cover hydrologic units, such as watersheds, on a municipal and regional scale. Such plans may prescribe regional storm water devices, practices or systems, any of which may be designed to treat runoff from more than one site prior to discharge to waters of the state. Where such plans are in conformance with the performance standards developed under s. 281.16, Wis. Stats., for regional storm water management measures and have been approved by the Town Board, it is the intent of this ordinance that the approved plan be used to identify

post-construction management measures acceptable for the community.

**33.04 APPLICABILITY AND JURISDICTION**

**(1) Applicability.**

- (a) Where not otherwise limited by law, this ordinance applies to all post-construction sites, unless the site is otherwise exempt under paragraph (b).
- (b) A post-construction site that meets any of the criteria in this paragraph is exempt from the requirements of this ordinance.
  - 1. One- and two-family residential dwellings that are not part of a larger common plan of development or sale and that result in less than 1 acre of disturbance.
  - 2. Non-point discharges from agricultural activity areas.
  - 3. Non-point discharges from silviculture activities.
  - 4. Mill and crush operations.
- (c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to post-construction sites of any size that, in the opinion of the Director of Community Development, is likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety.
- (d) In such cases where no drainage plan exists, the owner shall take all necessary physical and legal steps at their expense to ensure that water will not flow contrary to established neighborhood drainage patterns or increase the flow above the amount that is generated by the lot and any improvements to a lot that existed prior to January 1, 2008. The creation of any more impervious surface after January 1, 2008 that in the opinion of the Director of Community Development causes increased runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety shall be offset by increasing lot infiltration and/or stormwater retention on the lot upon which the additional impervious surface is created. The builder or owner shall take necessary physical and legal steps to ensure that

water will flow from any point within a lot to a street right-of-way, a natural or constructed drainage right-of-way or easement, storm sewer system, on lot detention pond, rain garden or use other runoff reduction methods. Lots that are adjacent to neighboring lots, ditches, curbs, or sidewalks, shall be graded to match the existing grades, match the top of ditch grade, match the top of the curb, and/or match the top of the edge of the sidewalk so that surface water will not pond or back up on his/her lot or adjacent lots unless such ponding existed prior to any development on this lot or adjacent lots. Where these provisions are not possible, he/she must provide adequate storm sewer, drain tile, or other facilities to conduct water from his/her lot to the public storm sewer or street, or through the reduction in impervious lot surfaces by the use of pervious concrete and paving blocks and/or with the use of rain barrels, rain gardens, native plants and other similar methods that ensure stormwater infiltration.

**(2) Jurisdiction.**

This ordinance applies to post construction sites within the boundaries and jurisdiction of the Town of Menasha.

**(3) Exclusions.**

This ordinance is not applicable to activities conducted by a state agency, as defined under s. 227.01 (1), Wis. Stats., but also including the office of district attorney, which is subject to the state plan promulgated or a memorandum of understanding entered into under s. 281.33 (2), Wis. Stats.

**33.05 DEFINITIONS**

- (1) **Administering authority** means a governmental employee, or a regional planning commission empowered under s. 60.627, Wis. Stats., that is designated by the Town Board of Supervisors, Town of Menasha to administer this ordinance and for the purpose of this ordinance shall be the Director of Community Development.
- (2) **Agricultural activity** area means the part of the farm where there is planting, growing, cultivating and harvesting of crops for human or livestock consumption and pasturing or outside yarding of livestock, including sod farms and silviculture. Practices in this area may include waterways, drainage ditches, diversions, terraces, farm lanes, excavation, filling and similar practices. The agricultural activity area does not include the agricultural production area.
- (3) **Agricultural production** area means the part of the farm where there is concentrated production activity or impervious surfaces. Agricultural production areas include buildings, driveways, parking areas, feed storage structures, manure storage structures, and

TOWN OF MENASHA CODE

- other impervious surfaces. The agricultural production area does not include the agricultural activity area.
- (4) **Average annual rainfall** means a calendar year of precipitation, excluding snow, which is considered typical. For purposes of this ordinance, average annual rainfall means measured precipitation in Green Bay, Wisconsin between March 29 and November 25, 1969.
- (5) **Best management practice or BMP** means structural or non-structural measures, practices, techniques or devices employed to avoid or minimize sediment or pollutants carried in runoff to waters of the state.
- (6) **Business day** means a day the office of the Department of Community Development is routinely and customarily open for business.
- (7) **Cease and desist order** means a court-issued order to halt land disturbing construction activity that is being conducted without the required permit.
- (8) **Combined sewer system** means a system for conveying both sanitary sewage and storm water runoff.
- (9) **Common plan of development or sale** means a development or sale where multiple separate and distinct land disturbing construction activities may be taking place at different times on different schedules but under one plan. A common plan of development or sale includes, but is not limited to, subdivision plats, certified survey maps, and other developments.
- (10) **Connected imperviousness** means an impervious surface that is directly connected to a separate storm sewer or water of the state via an impervious flow path.
- (11) **Construction site** means an area upon which one or more land disturbing construction activities occur, including areas that are part of a larger common plan of development or sale.
- (12) **Department of Community Development or Department** means the Department of Community Development, Town of Menasha.
- (13) **Design storm** means a hypothetical discrete rainstorm characterized by a specific duration, temporal distribution, rainfall intensity, return frequency, and total depth of rainfall. The TR-55, Type II, 24-hour design storms for the Town of Menasha are: 1-year, 2.3 inches; 2-year, 2.6 inches; 5-year, 3.4 inches; 10-year, 3.9 inches; 25-year, 4.5 inches; 50-year, 5.0 inches; and 100-year, 5.5 inches.
- (14) **Development** means residential, commercial, industrial, institutional, or other land uses and associated roads.
- (15) **Director of Community Development or Director** means the Director of Community Development, Town of Menasha and for the purpose of this ordinance shall be the Administering Authority.
- (16) **Division of land** means the creation from one or more parcels or building sites of additional parcels or building sites where such creation occurs at one time or through the successive partition within a 5 year period.
- (17) **Effective infiltration area** means the area of the infiltration system that is used to infiltrate runoff and does not include the area used for site access, berms or pretreatment.
- (18) **Erosion** means the process by which the land's surface is worn away by the action of wind, water, ice or gravity.
- (19) **Exceptional resource waters** means waters listed in s. NR 102.11, Wis. Adm. Code.
- (20) **Extraterritorial** means the unincorporated area within 3 miles of the corporate limits of a first, second, or third class city, or within 1.5 miles of a fourth class city or village.
- (21) **Final stabilization** means that all land disturbing construction activities at the construction site have been completed and that a uniform, perennial, vegetative cover has been established, with a density of at least 70% of the cover, for the unpaved areas and areas not covered by permanent structures, or employment of equivalent permanent stabilization measures.
- (22) **Financial guarantee** means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted to the Department of Community Development by the responsible party to assure that requirements of the ordinance are carried out in compliance with the storm water management plan.
- (23) **Governing body** means Town Board of Supervisors, Town of Menasha.
- (24) **Highway** has the meaning given in s. 340.01 (22), Wis. Stats.
- (25) **Highway reconditioning** has the meaning given in s. 84.013 (1)(b), Wis. Stats.
- (26) **Highway reconstruction** has the meaning given in s. 84.013(1)(c), Wis. Stats.
- (27) **Highway resurfacing** has the meaning given in s. 84.013(1)(d), Wis. Stats.
- (28) **Impervious surface** means an area that releases as runoff all or a large portion of the precipitation that falls on it, except for frozen soil. Rooftops, sidewalks, driveways, parking lots and streets are examples of

TOWN OF MENASHA CODE

areas that typically are impervious. Gravel surfaces are considered impervious, unless specifically designed to encourage infiltration.

- (29) **In-fill area** means a new development area less than 5 acres in size that is located within existing urban sewer service areas, surrounded by already existing development or existing development and natural or man-made features where development cannot occur.
- (30) **Infiltration** means the entry of precipitation or runoff into or through the soil.
- (31) **Infiltration system** means a device or practice such as a basin, trench, rain garden or swale designed specifically to encourage infiltration, but does not include natural infiltration in pervious surfaces such as lawns, redirecting of rooftop downspouts onto lawns or minimal infiltration from practices, such as swales or road side channels designed for conveyance and pollutant removal only.
- (32) **Karst feature** means an area or surficial geologic feature subject to bedrock dissolution so that it is likely to provide a conduit to groundwater, and may include caves, enlarged fractures, mine features, exposed bedrock surfaces, sinkholes, springs, seeps or swallets.
- (33) **Land disturbing construction activity (or disturbance)** means any man-made alteration of the land surface resulting in a change in the topography or existing vegetative or non-vegetative soil cover, that may result in runoff and lead to an increase in soil erosion and movement of sediment into waters of the state. Land disturbing construction activity includes clearing and grubbing, demolition, excavating, pit trench dewatering, filling and grading activities, and soil stockpiling.
- (34) **Maintenance agreement** means a legal document that provides for long-term maintenance of storm water management and best management practices.
- (35) **MEP or maximum extent practicable** means a level of implementing best management practices in order to achieve a performance standard specified in this ordinance which takes into account the best available technology, cost effectiveness and other competing issues such as human safety and welfare, endangered and threatened resources, historic properties and geographic features. MEP allows flexibility in the way to meet the performance standards and may vary based on the performance standard and site conditions.
- (36) **Minor reconstruction of a highway** means reconstruction of a highway that is limited to 1.5 miles in continuous or aggregate total length of realignment and that does not exceed 100 feet in width of roadbed widening.
- (37) **New development** means that portion of a post-construction site where impervious surfaces are being

created or expanded. Any disturbance where the amount of impervious area for the post-development condition is greater than the pre-development condition is classified as new development. For purposes of this ordinance, a post-construction site is classified as new development, redevelopment, routine maintenance, or some combination of these three classifications as appropriate.

- (38) **Obstruction** means any dam, wall, embankment, pile, abutment, projection, excavation, culvert, building, fence (wire or opaque), rock gravel, refuse, fill, structure, or matter in, along, across, or projecting into any pond, drainage easement, swale, or storm water facility. Existing structures shall not be considered obstructions if the storm water facilities are designed to accommodate the existing structures.
- (39) **Off-site** means located outside the property boundary described in the permit application.
- (40) **On-site** means located within the property boundary described in the permit application.
- (41) **Ordinary high-water** mark has the meaning given in s. NR 115.03(6), Wis. Adm. Code.
- (42) **Outstanding resource waters** means waters listed in s. NR 102.10, Wis. Adm. Code.
- (43) **Percent fines** means the percentage of a given sample of soil, which passes through a # 200 sieve.
- (44) **Performance** standard means a narrative or measurable number specifying the minimum acceptable outcome for a facility or practice.
- (45) **Permit** means a written authorization issued by the Department of Community Development to the applicant to conduct land disturbing construction activity or to discharge post-construction runoff to waters of the state.
- (46) **Permit administration fee** means a sum of money paid to the Department of Community Development by the permit applicant for the purpose of recouping the expenses incurred by the authority in administering the permit.
- (47) **Pervious surface** means an area that releases as runoff a small portion of the precipitation that falls on it. Lawns, gardens, parks, forests or other similar vegetated areas are examples of surfaces that typically are pervious.
- (48) **Pollutant** has the meaning given in s. 283.01(13), Wis. Stats.
- (49) **Pollution** has the meaning given in s. 281.01(10), Wis. Stats.

TOWN OF MENASHA CODE

- (50) **Post-construction site** means a construction site following the completion of land disturbing construction activity and final site stabilization.
- (51) **Post-development** means the extent and distribution of land cover types present after the completion of land disturbing construction activity and final site stabilization.
- (52) **Pre-development** means the extent and distribution of land cover types present before the initiation of land disturbing construction activity, assuming that all land uses prior to development activity are managed in an environmentally sound manner.
- (53) **Preventive action limit** has the meaning given in s. NR 140.05(17), Wis. Adm. Code.
- (54) **Redevelopment** means that portion of a post-construction site where impervious surfaces are being reconstructed, replaced, or reconfigured. Any disturbance where the amount of impervious area for the post-development condition is equal to or less than the pre-development condition is classified as redevelopment. For purposes of this ordinance, a post-construction site is classified as new development, redevelopment, routine maintenance, or some combination of these three classifications as appropriate.
- (55) **Responsible party** means any entity holding fee title to the property or other person contracted or obligated by other agreement to implement and maintain post-construction storm water BMPs.
- (56) **Routine maintenance** means that portion of a post-construction site where pre-development impervious surfaces are being maintained to preserve the original line and grade, hydraulic capacity, drainage pattern, configuration, or purpose of the facility. Remodeling of buildings and resurfacing of parking lots, streets, driveways, and sidewalks are examples of routine maintenance, provided the lower ½ of the impervious surface's granular base is not disturbed. The disturbance shall be classified as redevelopment if the lower ½ of the granular base associated with the pre-development impervious surface is disturbed or if the soil located beneath the impervious surface is exposed. For purposes of this ordinance, a post-construction site is classified as new development, redevelopment, routine maintenance, or some combination of these three classifications as appropriate.
- (57) **Runoff** means storm water or precipitation including rain, snow or ice melt or similar water that moves on the land surface via sheet or channelized flow.
- (58) **Separate storm sewer** means a conveyance or system of conveyances including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, constructed channels or storm drains, which meets all of the following criteria:
- (a) Is designed or used for collecting water or conveying runoff.
  - (b) Is not part of a combined sewer system.
  - (c) Is not draining to a storm water treatment device or system.
  - (d) Discharges directly or indirectly to waters of the state.
- (59) **Site** means the entire area included in the legal description of the land on which the land disturbing construction activity occurred.
- (60) **Stop work order** means an order issued by the Building Inspector] which requires that all construction activity on the site be stopped.
- (61) **Storm water management plan** means a comprehensive plan designed to reduce the discharge of pollutants from storm water after the site has under gone final stabilization following completion of the construction activity.
- (62) **Storm water management system plan** is a comprehensive plan designed to reduce the discharge of runoff and pollutants from hydrologic units on a regional or municipal scale.
- (63) **Structure** means any manmade object with form, shape and utility, either permanently or temporarily attached to, place upon, or set into the ground which includes but is not limited to such objects as roofed and/or walled buildings, storage tanks, bridges, culverts, signs, decorations, carports, machinery and equipment, and fences excluding any structure for utility purposes (ie telephone, cable, electrical, etc) that have been designed into the storm water management plan. The term also includes fill or filling which is the act by which earth, sand, gravel, rock, or any other material is deposited, placed, replaced, pushed, dumped, pulled, transported, or moved by man to a new location and shall include the conditions resulting there from.
- (64) **Technical standard** means a document that specifies design, predicted performance and operation and maintenance specifications for a material, device or method.
- (65) **Top of the channel** means an edge, or point on the landscape, landward from the ordinary high-water mark of a surface water of the state, where the slope of the land begins to be less than 12% continually for at least 50 feet. If the slope of the land is 12% or less continually for the initial 50 feet, landward from the ordinary high-water mark, the top of the channel is the ordinary high-water mark.
- (66) **Town Board** means the Town Board of Supervisors, Town of Menasha.

TOWN OF MENASHA CODE

- (67) **TR-55** means the United States Department of Agriculture, Natural Resources Conservation Service (previously Soil Conservation Service), Urban Hydrology for Small Watersheds, Second Edition, Technical Release 55, June 1986.
- (68) **Transportation facility** means a public street, a public road, a public highway, a public mass transit facility, a public-use airport, a public trail, or any other public work for transportation purposes such as harbor improvements under s. 85.095(1)(b), Stats.
- (69) **Type II distribution** means a rainfall type curve as established in the United States Department of Agriculture, Soil Conservation Service, Technical Paper 149, published 1973. The Type II curve is applicable to all of Wisconsin and represents the most intense storm pattern.
- (70) **Waters of the state** has the meaning given in s. 281.01 (18), Wis. Stats.

**33.06 TECHNICAL STANDARDS**

The following methods shall be used in designing and maintaining the water quality, peak discharge, infiltration, protective area, and fueling / vehicle maintenance components of storm water practices needed to meet the water quality standards of this ordinance:

- (1) Technical standards identified, developed or disseminated by the Wisconsin Department of Natural Resources under subchapter V of chapter NR 151, Wis. Adm. Code.
- (2) Technical standards and guidance identified within the Town of Menasha Storm Water Reference Guide. Changes to the Reference Guide which are administrative or technical in nature shall not require Town Board approval. Changes to the Reference Guide that relate to performance standards and requirements shall be presented to the Town Board at a public hearing for adoption.
- (3) Where technical standards have not been identified or developed by the Wisconsin Department of Natural Resources, other technical standards may be used provided that the methods have been approved by the Director of Community Development.
- (4) In this ordinance, the following year and location has been selected as average annual rainfall: Green Bay, 1969 (Mar. 29-Nov. 25).

**33.07 PERFORMANCE STANDARDS**

- (1) **Responsible Party.** The responsible party shall implement a post-construction storm water management plan that incorporates the requirements of this section.

- (2) **Plan.** A written storm water management plan in accordance with 33.09 shall be developed and implemented for each post-construction site.
- (3) **Requirements.** The storm water management plan shall meet the following minimum requirements to the maximum extent practicable:
  - (a) **Total Suspended Solids.** Bmps shall be designed, installed and maintained to control total suspended solids carried in runoff from the post-construction site as follows. The total suspended solids reduction shall be based on the average annual rainfall, as compared to no runoff management controls.
    - 1. For post-construction sites with 20,000 square feet or more of impervious surface disturbance and post-construction sites with 1 acre or more of land disturbance, the following is required:
      - a. Reduce the total suspended solids load by 80% for new development.
      - b. Reduce the total suspended solids load by 40% for redevelopment.
      - c. No total suspended solids load reduction is required for routine maintenance areas, unless runoff from the routine maintenance area discharges into a proposed water quality BMP.
    - 2. For post-construction sites with less than 20,000 square feet of impervious surface disturbance, reduce the total suspended solids load using BMPs from the Town of Menasha Storm Water Reference Guide. These sites are not required to satisfy a numeric performance standard.
    - 3. Sites with a cumulative addition of 20,000 square feet or greater of impervious surfaces after December 31, 2007 are required to satisfy the performance standards within 33.07(3)(a)1.a, b, and c.
    - 4. The amount of total suspended solids control previously required for the site shall not be reduced as a result of the proposed development or disturbance.
    - 5. Notwithstanding subds. 1. to 4., if the design cannot achieve the applicable total suspended solids reduction specified, the storm water management plan shall include a written and site-specific explanation why that level of reduction is not attained and the total suspended solids load shall be reduced to the maximum extent practicable.

(b) **Peak Discharge.** BMPs shall be designed, installed and maintained to control peak discharges from the post-construction site as follows:

1. For post-construction sites with 20,000 square feet or more of impervious surface disturbance and post-construction sites with 1 acre or more of land disturbance, the following is required:
  - a. The peak post-development discharge rate shall not exceed the peak pre-development discharge rate for the 2-year, 10-year, and 100-year, 24-hour design storms. These peak discharge requirements apply to new development and redevelopment areas. No peak discharge control is required for routine maintenance areas, unless runoff from the routine maintenance area discharges into a proposed peak flow control facility.
  - b. TR-55 methodology shall be used for peak discharge calculations, unless the administering authority approves an equivalent methodology. The meaning of hydrologic soil group and runoff curve number are as determined in TR-55. Peak pre-development discharge rates shall be determined using the following meadow runoff curve numbers:

Maximum Pre-Development Runoff Curve Numbers - Meadow				
Hydrologic Soil Group	A	B	C	D
Runoff Curve Number	30	58	71	78

2. For post-construction sites with less than 20,000 square feet of impervious surface disturbance, reduce peak post-development discharge rates using BMPs from the Town of Menasha Storm Water Reference Guide. These sites are not required to satisfy a numeric performance standard.
3. Sites with a cumulative addition of 20,000 square feet or greater of impervious surfaces after December 31, 2007 are required to satisfy the performance standards within 33.07(3)(b)1.a and b.
4. The amount of peak discharge control previously required for the site shall not be reduced as a result of the proposed development or disturbance.
5. An adequate outfall shall be provided for each point of concentrated discharge from

the post-construction site. An adequate outfall consists of non-erosive discharge velocities and reasonable downstream conveyance.

6. Exemptions. The following transportation facilities are not required to meet the peak discharge requirements of this paragraph (b) provided the transportation facility is not part of a larger common plan of development or sale:
  - a. A transportation facility where the change in hydrology due to development does not increase the existing surface water elevation at any point within the downstream receiving surface water by more than 0.01 of a foot for the 2-year, 24-hour storm event.
  - b. A highway reconstruction site.
  - c. A transportation facility that is part of a redevelopment project.
- (c) **Infiltration.** BMPs shall be designed, installed, and maintained to infiltrate runoff in accordance with the following, except as provided in subds. 8. through 11.

1. For residential developments with 20,000 square feet or more of impervious surface disturbance and residential developments with 1 acre or more of land disturbance, one of the following shall be met:
  - a. Infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 90% of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 1% of the project site is required as an effective infiltration area.
  - b. Infiltrate 25% of the post-development runoff from the 2 year -24 hour design storm with a type II distribution. Separate curve numbers for pervious and impervious surfaces shall be used to calculate runoff volumes and not composite curve numbers as defined in TR-55. However, when designing appropriate infiltration systems to meet this requirement, no more than 1% of the project site is required as an effective infiltration area.
2. For non-residential developments with 20,000 square feet or more of impervious

TOWN OF MENASHA CODE

surface disturbance and non-residential developments with 1 acre or more of land disturbance, including commercial, industrial and institutional development, one of the following shall be met:

- a. Infiltrate sufficient runoff volume so that the post-development infiltration volume shall be at least 60% of the pre-development infiltration volume, based on an average annual rainfall. However, when designing appropriate infiltration systems to meet this requirement, no more than 2% of the project site is required as an effective infiltration area.
  - b. Infiltrate 10% of the runoff from the 2 year - 24 hour design storm with a type II distribution. Separate curve numbers for pervious and impervious surfaces shall be used to calculate runoff volumes, and not composite curve numbers as defined in TR-55. However, when designing appropriate infiltration systems to meet this requirement, no more than 2% of the project site is required as an effective infiltration area.
3. Pre-development condition shall assume good hydrologic conditions for appropriate land covers as identified in TR-55 or an equivalent methodology approved by the administering authority. The meaning of hydrologic soil group and runoff curve number are as determined in TR-55. However, when pre-development land cover is cropland, rather than using TR-55 values for cropland, the following runoff curve numbers shall be used:

Maximum Pre-Development Runoff Curve Numbers – Cropland				
Hydrologic Soil Group	A	B	C	D
Runoff Curve Number	56	70	79	83

- 4. For residential and non-residential developments with less than 20,000 square feet of new impervious surfaces, infiltrate runoff volume using BMPs from the Town of Menasha Storm Water Reference Guide. These sites are not required to satisfy a numeric performance standard.
- 5. Sites with a cumulative addition of 20,000 square feet or greater of impervious surfaces after December 31, 2007 are required to satisfy the performance standards within 33.07(3)(c)1, 2, and 3.

- 6. The amount of infiltration previously required for the site shall not be reduced as a result of the proposed development or disturbance.
- 7. Before infiltrating runoff, pretreatment shall be required for parking lot runoff and for runoff from new road construction in commercial, industrial and institutional areas that will enter an infiltration system. The pretreatment shall be designed to protect the infiltration system from clogging prior to scheduled maintenance and to protect groundwater quality in accordance with subd. 11. Pretreatment options may include, but are not limited to, oil/grease separation, sedimentation, biofiltration, filtration, swales or filter strips.
- 8. Exclusions. Infiltration of runoff from the following areas are prohibited from meeting the infiltration requirements of this paragraph (c):
  - a. Areas associated with tier 1 industrial facilities identified in s. NR216.21 (2)(a), Wis. Adm. Code, including storage, loading, rooftop and parking.
  - b. Storage and loading areas of tier 2 industrial facilities identified in s. NR 216.21(2)(b), Wis. Adm. Code.
  - c. Fueling and vehicle maintenance areas.
  - d. Areas within 1000 feet upgradient or within 100 feet downgradient of karst features.
  - e. Areas with less than 3 feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock, except this subd. 8.e. does not prohibit infiltration of roof runoff.
  - f. Areas with runoff from industrial, commercial and institutional parking lots and roads and residential arterial roads with less than 5 feet separation distance from the bottom of the infiltration system to the elevation of seasonal high groundwater or the top of bedrock.
  - g. Areas within 400 feet of a community water system well as specified in s. NR 811.16(4), Wis. Adm. Code, or within 100 feet of a private well as specified in s. NR 812.08(4), Wis. Adm. Code, for runoff infiltrated from commercial, industrial and institutional land uses or

regional devices for residential development.

- h. Areas where contaminants of concern, as defined in s. NR 720.03(2), Wis. Adm. Code are present in the soil through which infiltration will occur.
  - i. Any area where the soil does not exhibit one of the following soil characteristics between the bottom of the infiltration system and the seasonal high groundwater and top of bedrock: at least a 3-foot soil layer with 20% fines or greater; or at least a 5-foot soil layer with 10% fines or greater. This does not apply where the soil medium within the infiltration system provides an equivalent level of protection. This subd. 8. i. does not prohibit infiltration of roof runoff.
9. Exemptions. Infiltration of runoff from the following areas are not required to meet the infiltration requirements of this paragraph (c):
- a. Areas where the infiltration rate of the soil is less than 0.6 inches/hour measured at the site.
  - b. Parking areas and access roads less than 5,000 square feet for commercial and industrial development.
  - c. Redevelopment and routine maintenance areas.
  - d. In-fill areas less than 5 acres.
  - e. Infiltration areas during periods when the soil on the site is frozen.
  - f. Roads in commercial, industrial and institutional land uses, and arterial residential roads.
  - g. Highways provided the transportation facility is not part of a larger common plan of development or sale.
10. Where alternate uses of runoff are employed, such as for toilet flushing, laundry or irrigation, such alternate use shall be given equal credit toward the infiltration volume required by this paragraph.
11. a. Infiltration systems designed in accordance with this paragraph shall, to the extent technically and economically feasible, minimize the level of pollutants infiltrating to groundwater and shall maintain compliance with the

preventive action limit at a point of standards application in accordance with ch. NR 140, Wis. Adm. Code. However, if site specific information indicates that compliance with a preventive action limit is not achievable, the infiltration BMP may not be installed or shall be modified to prevent infiltration to the maximum extent practicable.

- b. Notwithstanding subd. par. a., the discharge from BMPs shall remain below the enforcement standard at the point of standards application.

**(d) Protective Areas.**

1. Protective area means an area of land that commences at the top of the channel of lakes, streams and rivers, or at the delineated boundary of wetlands, and that is the greatest of the following widths, as measured horizontally from the top of the channel or delineated wetland boundary to the closest impervious surface. However, in this paragraph, protective area does not include any area of land adjacent to any stream enclosed within a pipe or culvert, such that runoff cannot enter the enclosure at this location.
- a. For outstanding resource waters and exceptional resource waters, and for wetlands in areas of special natural resource interest as specified in s. NR 103.04, 75 feet.
  - b. For perennial and intermittent streams identified on a United States geological survey 7.5-minute series topographic map, or a county soil survey map, whichever is more current, 50 feet.
  - c. For lakes, 50 feet.
  - d. For highly susceptible wetlands, 50 feet. Highly susceptible wetlands include the following types: fens, sedge meadows, bogs, low prairies, conifer swamps, shrub swamps, other forested wetlands, fresh wet meadows, shallow marshes, deep marshes and seasonally flooded basins.
  - e. For less susceptible wetlands, 10 percent of the average wetland width, but no less than 10 feet nor more than 30 feet. Less susceptible wetlands include degraded wetlands dominated by invasive species such as reed canary grass.

TOWN OF MENASHA CODE

- f. In subd. 1.a., d. and e., determinations of the extent of the protective area adjacent to wetlands shall be made on the basis of the sensitivity and runoff susceptibility of the wetland in accordance with the standards and criteria in s. NR 103.03.
  - g. For concentrated flow channels with drainage areas greater than 130 acres, 10 feet.
2. Wetlands shall be delineated. Wetland boundary delineations shall be made in accordance with s. NR 103.08(1m). This paragraph (d) does not apply to wetlands that have been completely filled in accordance with all applicable state and federal regulations. The protective area for wetlands that have been partially filled in accordance with all applicable state and federal regulations shall be measured from the wetland boundary delineation after fill has been placed.
3. This paragraph (d) applies to post-construction sites located within a protective area, except those areas exempted pursuant to subd. 6 below.
4. The following requirements shall be met:
- a. Impervious surfaces shall be kept out of the protective area to the maximum extent practicable. The storm water management plan shall contain a written site-specific explanation for any parts of the protective area that are disturbed during construction.
  - b. Where land disturbing construction activity occurs within a protective area, and where no impervious surface is present, adequate sod or self-sustaining vegetative cover of 70% or greater shall be established and maintained. The adequate sod or self-sustaining vegetative cover shall be sufficient to provide for bank stability, maintenance of fish habitat and filtering of pollutants from upslope overland flow areas under sheet flow conditions. Non-vegetative materials, such as rock riprap, may be employed on the bank as necessary to prevent erosion, such as on steep slopes or where high velocity flows occur.
  - c. Best management practices such as filter strips, swales, or wet detention basins, that are designed to control pollutants from non-point sources may be located in the protective area.
5. A protective area established or created after December 31, 2007 shall not be eliminated or reduced, except as allowed in subd. 6.b, c, or d below.
6. Exemptions. The following areas are not required to meet the protective area requirements of this paragraph (d):
- a. Redevelopment and routine maintenance areas provided the minimum requirements within in subd. 5 above are satisfied.
  - b. Structures that cross or access surface waters such as boat landings, bridges and culverts.
  - c. Structures constructed in accordance with s. 59.692(1v), Wis. Stats.
  - d. Post-construction sites from which runoff does not enter the surface water, except to the extent that vegetative ground cover is necessary to maintain bank stability.
- (e) **Fueling and Vehicle Maintenance Areas.** Fueling and vehicle maintenance areas shall, to the maximum extent practicable, have BMPs designed, installed and maintained to reduce petroleum within runoff, such that the runoff that enters waters of the state contains no visible petroleum sheen.
- (f) **Swale Treatment for Transportation Facilities.** This 33.07(3)(f) is not applicable to transportation facilities that are part of a larger common plan of development or sale.
1. Applicability. Except as provided in subd. 2., transportation facilities that use swales for runoff conveyance and pollutant removal meet all of the requirements of this section, if the swales are designed to the maximum extent practicable to do all of the following:
- a. Be vegetated. However, where appropriate, non-vegetative measures may be employed to prevent erosion or provide for runoff treatment, such as rock riprap stabilization or check dams.

TOWN OF MENASHA CODE

- b. Carry runoff through a swale for 200 feet or more in length that is designed with a flow velocity no greater than 1.5 feet per second for the peak flow generated using either a 2-year, 24-hour design storm or a 2-year storm with a duration equal to the time of concentration as appropriate. If a swale of 200 feet in length cannot be designed with a flow velocity of 1.5 feet per second or less, then the flow velocity shall be reduced to the maximum extent practicable.
2. Exemptions. The Director of Community Development may, consistent with water quality standards, require other provisions of this section be met on a transportation facility with an average daily travel of vehicles greater than 2500 and where the initial surface water of the state that the runoff directly enters is any of the following:
- a. An outstanding resource water.
  - b. An exceptional resource water.
  - c. Waters listed in s. 303(d) of the federal clean water act that are identified as impaired in whole or in part, due to nonpoint source impacts.
  - d. Waters where targeted performance standards are developed under s. NR 151.004, Wis. Adm. Code, to meet water quality standards.
- (g) **Exemptions.** The following areas are not required to meet the performance standards within 33.07(3):
- 1. Agricultural production areas with less than 100,000 square feet of impervious surface disturbance.
  - 2. Underground utility construction such as water, sewer, gas, electric, telephone, cable television, and fiber optic lines. This exemption does not apply to the construction of any above ground structures associated with utility construction.
  - 3. The following transportation facilities are exempt, provided the transportation facility is not part of a larger common plan of development or sale.
    - a. Reconditioning or resurfacing of a highway.
    - b. Minor reconstruction of a highway. Notwithstanding this exemption, the protective area requirements within NR 151.24(6) Wisconsin Administrative Code apply to minor reconstruction of a highway.
    - c. A redevelopment transportation facility with no increase in exposed parking lots or roads.
    - d. A transportation facility with less than 10% connected imperviousness based on complete development of the transportation facility, provided the cumulative area of all parking lots and rooftops is less than one acre.
    - e. Routine maintenance for transportation facilities if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.
- (4) **General Considerations for On-Site and Off-Site Storm Water Management Measures.** The following considerations shall be observed in managing runoff:
- (a) Natural topography and land cover features such as natural swales, natural depressions, native soil infiltrating capacity, and natural groundwater recharge areas shall be preserved and used, to the extent possible, to meet the requirements of this section.
  - (b) Emergency overland flow for all storm water facilities shall be provided to prevent exceeding the safe capacity of downstream drainage facilities and prevent endangerment of downstream property or public safety.
- (5) **Location and Regional Treatment Option.**
- (a) The BMPs may be located on-site or off-site as part of a regional storm water device, practice or system.
  - (b) Post-construction runoff within a non-navigable surface water that flows into a BMP, such as a wet detention pond, is not required to meet the performance standards of this ordinance. Post-construction BMPs may be located in non-navigable surface waters.
  - (c) Except as allowed under par. (d), post-construction runoff from new development shall meet the post-construction performance standards

TOWN OF MENASHA CODE

prior to entering a navigable surface water.

- (d) Post-construction runoff from any development within a navigable surface water that flows into a BMP is not required to meet the performance standards of this ordinance if:

1. The BMP was constructed prior to the effective date of this ordinance and the BMP either received a permit issued under ch. 30, Stats., or the BMP did not require a ch. 30, Wis. Stats., permit; and
2. The BMP is designed to provide runoff treatment from future upland development.

- (e) Runoff from existing development, redevelopment and in-fill areas shall meet the post-construction performance standards in accordance with this paragraph.

1. To the maximum extent practicable, BMPs shall be located to treat runoff prior to discharge to navigable surface waters.
2. Post-construction BMPs for such runoff may be located in a navigable surface water if allowable under all other applicable federal, state and local regulations such as ch. NR 103, Wis. Adm. Code and ch. 30, Wis. Stats.

- (f) The discharge of runoff from a BMP, such as a wet detention pond, or after a series of such BMPs is subject to this chapter.

- (g) The Director of Community Development may approve off-site management measures provided that all of the following conditions are met:

1. The Director of Community Development determines that the post-construction runoff is covered by a storm water management system plan that is approved by the Town of Menasha and that contains management requirements consistent with the purpose and intent of this ordinance.
2. The off-site facility meets all of the following conditions:
  - a. The facility is in place.
  - b. The facility is designed and adequately sized to provide a level of storm water control equal to or greater than that which would be afforded by on-site practices meeting the performance standards of this ordinance.
  - c. The facility has a legally obligated entity responsible for its long-term operation and maintenance.

- (h) Where a regional treatment option exists such that the Director of Community Development exempts the applicant from all or part of the minimum on-site storm water management requirements, the applicant shall be required to pay a fee in an amount determined in negotiation with the Town Board. In determining the fee for post-construction runoff, the Director of Community Development shall consider an equitable distribution of the cost for land, engineering design, construction, and maintenance of the regional treatment option.

- (6) **Alternate Requirements.** The Director of Community Development may establish storm water management requirements more stringent than those set forth in this section if the Director of Community Development determines that an added level of protection is needed to protect sensitive resources. Also, the Director of Community Development may establish storm water management requirements less stringent than those set forth in this section if the Director of Community Development determines that less protection is needed to protect sensitive resources and provide reasonable flood protection. However, the alternative requirements shall not be less stringent than those requirements promulgated in rules by Wisconsin Department of Natural Resources under NR 151 Wisconsin Administrative Code.

**33.08 PERMITTING REQUIREMENTS, PROCEDURES AND FEES**

- (1) **Permit Required.** No responsible party may undertake a land disturbing construction activity without receiving a post-construction runoff permit from the Department of Community Development prior to commencing the proposed activity.
- (2) **Permit Application and Fees.** Unless specifically excluded by this ordinance, any responsible party desiring a permit shall submit to the Department of Community Development a permit application made on a form provided by the Department for that purpose.
  - (a) Unless otherwise excepted by this ordinance, a permit application must be accompanied by a storm water management plan, a maintenance agreement and a non-refundable permit administration fee.
  - (b) The storm water management plan shall be prepared to meet the requirements of 33.07 and 33.09, the maintenance agreement shall be prepared to meet the requirements of 33.10, the financial guarantee shall meet the requirements of 33.11, and fees shall be those established by the Town Board as set forth in 33.12.
- (3) **Review and Approval of Permit Application.** The Department of Community Development shall review any permit application that is submitted with a storm water management plan, maintenance agreement, and the required fee. The following approval procedure shall be used:
  - (a) Within twenty (20) business days of the receipt of a complete permit application, including all items as required by sub. (2), the Director of Community Development, or its designee, shall inform the applicant whether the application, plan and maintenance agreement are approved or disapproved based on the requirements of this ordinance.
  - (b) If the storm water permit application, plan and maintenance agreement are approved, or if an agreed upon payment of fees in lieu of storm water management practices is made, the Director of Community Development shall issue the permit.
  - (c) If the storm water permit application, plan or maintenance agreement is disapproved, the Director of Community Development, or its designee, shall detail in writing the reasons for disapproval.
  - (d) The Director of Community Development, or its designee, may request additional information from the applicant. If additional information is submitted, the Director of Community

Development, or its designee, shall have twenty (20) business days from the date the additional information is received to inform the applicant that the plan and maintenance agreement are either approved or disapproved.

- (e) Failure by the Director of Community Development, or its designee, to inform the permit applicant of a decision within twenty (20) business days of a required submittal shall be deemed to mean approval of the submittal and the applicant may proceed as if a permit had been issued.
- (4) **Permit Requirements.** All permits issued under this ordinance shall be subject to the following conditions, and holders of permits issued under this ordinance shall be deemed to have accepted these conditions. The Director of Community Development may suspend or revoke a permit for violation of a permit condition, following written notification of the responsible party. An action by the Director of Community Development to suspend or revoke this permit may be appealed in accordance with 33.14.
  - (a) Compliance with this permit does not relieve the responsible party of the responsibility to comply with other applicable federal, state, and local laws and regulations.
  - (b) The responsible party shall design and install all structural and non-structural storm water management measures in accordance with the approved storm water management plan and this permit.
  - (c) The responsible party shall notify the Director of Community Development at least ten [10] business days before commencing any work in conjunction with the storm water management plan, and within ten [10] business days upon completion of the storm water management practices. If required as a special condition under sub. (5), the responsible party shall make additional notification according to a schedule set forth by the Director of Community Development so that practice installations can be inspected during construction.
  - (d) Practice installations required as part of this ordinance shall be certified as built by a licensed professional engineer. Completed storm water management practices must pass a final inspection by the Director of Community Development or its designee to determine if they are in accordance with the approved storm water management plan and ordinance. The Director of Community Development or its designee shall notify the responsible party in writing of any changes required in such practices to bring them into compliance with the conditions of this permit.

TOWN OF MENASHA CODE

- (e) The responsible party shall notify the Director of Community Development of any significant modifications it intends to make to an approved storm water management plan. The Director of Community Development may require that the proposed modifications be submitted to it for approval prior to incorporation into the storm water management plan and execution by the responsible party.
- (f) The responsible party shall maintain all storm water management practices in accordance with the storm water management plan until the practices either become the responsibility of the Town of Menasha, or are transferred to subsequent private owners as specified in the approved maintenance agreement.
- (g) The responsible party authorizes the Director of Community Development or its designee to perform any work or operations necessary to bring storm water management measures into conformance with the approved storm water management plan, and consents to a special assessment or charge against the property as authorized under subch. VII of ch. 66, Wis. Stats., or to charging such costs against the financial guarantee posted under 33.11.
- (h) If so directed by the Director of Community Development, the responsible party shall repair at the responsible party's own expense all damage to adjoining municipal facilities and drainage ways caused by runoff, where such damage is caused by activities that are not in compliance with the approved storm water management plan.
- (i) The responsible party shall permit property access to the Director of Community Development or its designee for the purpose of inspecting the property for compliance with the approved storm water management plan and this permit.
- (j) Where site development or redevelopment involves changes in direction, increases in peak rate and/or total volume of runoff from a site, the Director of Community Development may require the responsible party to make appropriate legal arrangements with affected property owners concerning the prevention of endangerment to property or public safety.
- (k) The responsible party is subject to the enforcement actions and penalties detailed in 33.13, if the responsible party fails to comply with the terms of this permit.
- (l) The permit applicant shall post the Certificate of Permit Coverage in a conspicuous location at the construction site.

- (5) **Permit Conditions.** Permits issued under this subsection may include conditions established by the Director of Community Development in addition to the requirements needed to meet the performance standards in 33.07 or a financial guarantee as provided for in 33.11.
- (6) **Permit Duration.** Permits issued under this section shall be valid from the date of issuance through the date the Director of Community Development or its designee notifies the responsible party that all storm water management practices have passed the final inspection required under sub. (4)(d).
- (7) **Alternate Requirements.** The Director of Community Development may prescribe alternative requirements for applicants seeking an exemption to on-site storm water management performance standards under 33.07 (5) or for applicants seeking a permit for a post-construction site with less than 20,000 square feet of impervious surface disturbance.

**33.09 STORM WATER MANAGEMENT PLAN**

- (1) **Plan Requirements.** The storm water management plan required under 33.08 (2) shall comply with the Town of Menasha Storm Water Reference Guide and contain at a minimum the following information:
  - (a) Name, address, and telephone number of the landowner and responsible parties.
  - (b) A legal description of the property proposed to be developed.
  - (c) Pre-development site map with property lines, disturbed limits, and drainage patterns.
  - (d) Post-development site map with property lines, disturbed limits, and drainage patterns.
    - 1. Total area of disturbed impervious surfaces within the site.
    - 2. Total area of new impervious surfaces within the site.
    - 3. Performance standards applicable to site.
    - 4. Proposed best management practices.
    - 5. Groundwater, bedrock, and soil limitations.
    - 6. Separation distances. Storm water management practices shall be adequately separated from wells to prevent contamination of drinking water.

TOWN OF MENASHA CODE

- (2) **Alternate Requirements.** The Director of Community Development may prescribe alternative submittal requirements for applicants seeking an exemption to on-site storm water management performance standards under 33.07 (5) or for applicants seeking a permit for a post-construction site with less than 20,000 square feet of impervious surface disturbance.

required to bring the storm water management practice into proper working condition.

- (g) Agreement that the party designated under par. (c), as responsible for long term maintenance of the storm water management practices, shall be notified by the Director of Community Development of maintenance problems which require correction. The specified corrective actions shall be undertaken within a reasonable time frame as set by the Director of Community Development.

**33.10 MAINTENANCE AGREEMENT**

- (1) **Maintenance Agreement Required.** The maintenance agreement required under 33.08 (2) for storm water management practices shall be an agreement between the Town of Menasha and the responsible party to provide for maintenance of storm water practices beyond the duration period of this permit. The maintenance agreement shall be filed with the Winnebago County Register of Deeds as a property deed restriction so that it is binding upon all subsequent owners of the land served by the storm water management practices.

- (h) Authorization of the Director of Community Development or its designee to perform the corrected actions identified in the inspection report if the responsible party designated under par. (c) does not make the required corrections in the specified time period. The Director of Finance shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to subch. VII of ch. 66, Wis. Stats.

- (2) **Agreement Provisions.** The maintenance agreement shall contain the following information and provisions and be consistent with the maintenance plan required by 33.09(1)(f):

- (3) **Alternate Requirements.** The Director of Community Development may prescribe alternative requirements for applicants seeking an exemption to on-site storm water management performance standards under 33.07 (5) or for applicants seeking a permit for a post-construction site with less than 20,000 square feet of impervious surface disturbance.

- (a) Identification of the storm water facilities and designation of the drainage area served by the facilities.
- (b) A schedule for regular maintenance of each aspect of the storm water management system consistent with the storm water management plan required under 33.08 (2).
- (c) Identification of the responsible party(s), organization or Town responsible for long term maintenance of the storm water management practices identified in the storm water management plan required under 33.08 (2).
- (d) Requirement that the responsible party(s), organization, or Town shall maintain storm water management practices in accordance with the schedule included in par. (b).
- (e) Authorization for the Director of Community Development or its designee to access the property to conduct inspections of storm water management practices as necessary to ascertain that the practices are being maintained and operated in accordance with the agreement.
- (f) A requirement on the Director of Community Development or its designee to maintain public records of the results of the site inspections, to inform the responsible party responsible for maintenance of the inspection results, and to specifically indicate any corrective actions

**33.11 FINANCIAL GUARANTEE**

- (1) **Establishment of the Guarantee.** The Director of Community Development shall require the submittal of a financial guarantee, the form and type of which shall be acceptable to the Director of Community Development, unless waived by the Director prior to the issuance of the permit. The financial guarantee shall be in an amount determined by the Director of Community Development to be the estimated cost of construction and the estimated cost of maintenance of the storm water management practices during the period which the designated party in the maintenance agreement has maintenance responsibility. The financial guarantee shall give the Director of Community Development the authorization to use the funds to complete the storm water management practices if the responsible party defaults or does not properly implement the approved storm water management plan, upon written notice to the responsible party by the Director of Community Development that the requirements of this ordinance have not been met.

TOWN OF MENASHA CODE

(2) **Conditions for Release.** Conditions for the release of the financial guarantee are as follows:

- (a) The Director of Community Development shall release the portion of the financial guarantee established under this section, less any costs incurred by the Director of Community Development to complete installation of practices, upon submission of as built plans by a licensed professional engineer. The Director of Community Development may make provisions for a partial pro-rata release of the financial guarantee based on the completion of various development stages.
- (b) The Director of Community Development shall release the portion of the financial guarantee established under this section to assure maintenance of storm water practices, less any costs incurred by the Director of Community Development, at such time that the responsibility for practice maintenance is passed on to another entity via an approved maintenance agreement.

(3) **Alternate Requirements.** The Director of Community Development may prescribe alternative requirements for applicants seeking an exemption to on-site storm water management performance standards under 33.07 (5) or for applicants seeking a permit for a post-construction site with less than 20,000 square feet of impervious surface disturbance.

**33.12 FEE SCHEDULE**

The fees referred to in other sections of this ordinance shall be as set forth in Appendix B, Fee Schedule, reference this code section.

**33.13 ENFORCEMENT**

- (1) Any land disturbing construction activity or post-construction runoff initiated after December 31, 2007 by any person, firm, association, or corporation subject to the ordinance provisions shall be deemed a violation unless conducted in accordance with the requirements of this ordinance.
- (2) The Director of Community Development shall notify the responsible party by certified mail of any non-complying land disturbing construction activity or post-construction runoff. The notice shall describe the nature of the violation, remedial actions needed, a schedule for remedial action, and additional enforcement action which may be taken.
- (3) Upon receipt of written notification from the Director of Community Development under sub. (2), the responsible party shall correct work that does not comply with the storm water management plan or other provisions of this permit. The responsible party shall make corrections as necessary to meet the

specifications and schedule set forth by the Director of Community Development in the notice.

- (4) If the violations to a permit issued pursuant to this ordinance are likely to result in damage to properties, public facilities, or waters of the state, the Director of Community Development may enter the land and take emergency actions necessary to prevent such damage. The costs incurred by the Director of Community Development plus interest and legal costs shall be billed to the responsible party.
- (5) The Director of Community Development or its designee is authorized to post a stop work order on all land disturbing construction activity that is in violation of this ordinance, or to request the Town Attorney to obtain a cease and desist order in any court with jurisdiction.
- (6) The Director of Community Development may revoke a permit issued under this ordinance for non-compliance with ordinance provisions.
- (7) Any permit revocation, stop work order, or cease and desist order shall remain in effect unless retracted by the Director of Community Development or by a court with jurisdiction.
- (8) The Director of Community Development is authorized to refer any violation of this ordinance, or of a stop work order or cease and desist order issued pursuant to this ordinance, to the Town Attorney for the commencement of further legal proceedings in any court with jurisdiction.
- (9) Any person, firm, association, or corporation who does not comply with the provisions of this ordinance shall be subject to a forfeiture as set forth in Appendix C, Fines and Penalties, reference this code section, per offense, together with the costs of prosecution. Each day that the violation exists shall constitute a separate offense.
- (10) Compliance with the provisions of this ordinance may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist order before resorting to injunctive proceedings. Injunctive orders are authorized pursuant to s. 61.35, Wis. Stats., for towns with village powers.

- (11) When the Director of Community Development determines that the holder of a permit issued pursuant to this ordinance has failed to follow practices set forth in the storm water management plan, or has failed to comply with schedules set forth in said storm water management plan, the Director of Community Development or a party designated by the Director of Community Development may enter upon the land and perform the work or other operations necessary to bring the condition of said lands into conformance with requirements of the approved plan. The Director of Community Development or its designee shall keep a detailed accounting of the costs and expenses of performing this work. These costs and expenses shall be deducted from any financial security posted pursuant to 33.11 of this ordinance. Where such a security has not been established, or where such a security is insufficient to cover these costs, the costs and expenses shall be entered on the tax roll as a special charge against the property and collected with any other taxes levied thereon.

### **33.16 EFFECTIVE DATE**

This ordinance shall be effective on January 1, 2008 after adoption by the Town Board of Supervisors of the Town of Menasha and publication or posting as provided by law. Amendments hereto shall be made only after notice and public hearing.

### **33.14 APPEALS**

- (1) **Appeals.** The Town Board:
  - (a) Shall hear and decide appeals where it is alleged that there is error in any order, decision or determination made by the Director of Community Development in administering this ordinance.
  - (b) Upon appeal, the Town Board may authorize variances from the provisions of this ordinance that are not contrary to the public interest, and where owing to special conditions a literal enforcement of the ordinance will result in unnecessary hardship.
  - (c) Shall also use the rules, procedures, duties, and powers authorized by statute in hearing and deciding appeals.
- (2) **Who May Appeal.** Appeals to the Town Board may be taken by any aggrieved person or by an officer, department, board, or commission of the Town of Menasha affected by any decision of the Director of Community Development.

### **33.15 SEVERABILITY**

If any section, clause, provision or portion of this ordinance is judged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the ordinance shall remain in force and not be affected by such judgment.