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AMENDING CHAPTER 46 OF THE DANE COUNTY CODE OF ORDINANCES. REGARDING REGULATED FACILITIES

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The County Board of Supervisors of the County of Dane does ordain as follows:

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ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

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ARTICLE 2. Section 46.03(16) is amended to read as follows:

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(16) Retail Food Establishment Restaurant shall have the meaning given in chapter ATCP 75 of the Wis. Admin. Code.

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ARTICLE 3. Section 46.03(17) is amended to read as follows:

16 (17) Registered Sanitarian shall have the meaning in Wis. Admin. s. SPS 17 174.04(7).mean a county employee operating under the jurisdiction and 18 supervision of the board, registered and duly licensed by the State of Wisconsin and responsible for the enforcement of this chapter.

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ARTICLE 4. Section 46.04(4) is amended to read as follows:

21 22 (4) Chapters SPS 326, 381-387, 390, SPS 391, SPS 390, DHS 175, ADM 60, 23 DHS 178, DHS 195, DHS 196, DHS 197, DHS 198, ATCP 75, ATCP 72, 73, 75, 24 76, 78, 79, NR 812, NR 113, and NR 845 of the Wisconsin Administrative Code 25 are hereby adopted by reference and made a part of this chapter as if fully set forth herein.

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ARTICLE 5. Section 46.21 is amended to read as follows:

#### 46.21 FACILITIES REGULATED.

- Restaurants, pPublic swimming pools and water attractions, beaches, campgrounds, hotels, motels, recreational and educational camps, tourist rooming houses, bed and breakfasts; retail food establishments, manufactured home communities; wells; servicing of septic tanks, seepage pits, grease traps or privies; and vending machines shall be constructed, operated, performed and maintained in accordance with chapters ATCP 72, ATCP 73, ATCP 75, ATCP 76, ATCP 78, ATCP 79, SPS 390, SPS 326, NR 812, NR 113 and NR 845 of the Wis. Admin. Code, as appropriate. Each facility identified herein shall be considered a regulated facility under this chapter.
- (2) Facilities regulated shall be inspected at least once every license year or as required by the applicable provisions of the Wisconsin Administrative Code, by PHMDC for compliance with the applicable Wisconsin Administrative Code and/or County Ordinance. Violations shall be noted and compliance dates set. A reinspection shall be made for all critical priority violations. Repeat violations shall be grounds for fines, legal action or suspension of permit. The board is authorized to adopt reasonable regulations from time to time pursuant to s. 251.135, Wis. Stats., which shall have the force of ordinance. Regulations so

- adopted shall be referred to the county board for incorporation into this ordinance as soon as practicable.
  - (3) Public beaches shall be considered to be regulated facilities under this chapter and shall be subject to the requirements hereof.

ARTICLE 6. Section 46.33 is amended to read as follows:

- 46.33 RETAIL FOOD ESTABLISHMENTS, RESTAURANTS, LODGING FACILITIES, PUBLIC SWIMMING POOLS, BEACHES, CAMPGROUNDS, MANUFACTURED HOME COMMUNITIES MOBILE HOME PARKS AND RECREATIONAL AND EDUCATIONAL CAMPS.
- (1) Introduction. Dane County does hereby adopt the following regulations governing the inspection, maintenance and operation of vending machines, restaurants, swimming pools and water attractions, beaches, manufactured home communities, campgrounds, hotels, motels, recreational and educational camps, tourist rooming houses, bed and breakfasts, retail food establishments, construction of wells; servicing of septic tanks, seepage pits, grease traps or privies; and the issuance, suspension and revocation of permits to operators of such facilities or persons engaging in such activities.
- (2) Types of facilities and activities regulated. All vending machines, restaurants, swimming pools and water attractions, beaches, manufactured home communities, campgrounds, hotels, motels, recreational and educational camps, tourist rooming houses, bed and breakfasts, retail food establishments, construction of wells and the servicing of septic tanks, seepage pits, grease traps or privies, subject to the provisions of the Wisconsin Administrative Code, shall also be governed by this section. Hereafter, in this section, such facilities are referred to as regulated facilities and regulated activities, respectively.
- **(3)** Effect of regulations. The inspection and examination of regulated facilities within the County of Dane, the issuance and revocation of permits for regulated facilities, and the fixing of penalties shall be done in accordance with the terms of this section.
- (4) Permits required. From and after the date on which this section takes effect, no operator of any regulated facility shall operate, maintain or establish any such facility unless he or she first has in his or her possession a valid permit issued by the health officer. Within 30 days after receiving a completed application, the department shall either approve the application and issue a permit or deny the application. If the application for a permit is denied, the department shall give the applicant reasons, in writing, for the denial. Any applicant denied a permit may appeal such denial to the panel established by subsection (7) of this section and according to the procedures specified therein.
- **(5)** Revocations. Whenever any regulated facility or regulated activity fails to meet the standards established by chapters ATCP 72, ATCP 73, ATCP 75, ATCP 76, ATCP 78, ATCP 79, NCR 812, SPS 326, SPS 390 of the Wisconsin Administrative Code or any provision of the Dane County Ordinances, the health officer is authorized to seek revocation of the operator's permit. In addition, the health officer is authorized to initiate legal action against the operator, in conjunction with the corporation counsel's office.

(6) Notice required. Prior to seeking revocation the health officer shall give a notice to the operator of the officer's intention to seek revocation, specifying the basis for the proposed revocation and the remedies which may be undertaken by the operator to avoid revocation. Said notice shall also specify the date, time and place of the revocation hearing which shall be at least twenty (20) days from the date of the notice. Issuance of a revocation notice does not preclude suspension under subsection (8) of this section and suspension may be imposed during the pendency of revocation proceedings.

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- (7) Revocation hearing. All revocation proceedings shall be conducted before a three (3) member panel comprised of members of the board of health appointed by the board's chairperson. The health officer and the operator may present evidence in the form of testimony and exhibits, may cross-examine witnesses, make objections and make argument to the panel. The panel shall receive evidence having a reasonable bearing upon the case and may give such weight to the evidence as is warranted under all the facts of the case. Any operator aggrieved by a decision of the panel may appeal such decision in the manner provided for by law.
- (8) Suspensions for imminent danger. In cases where the continued operation of any regulated facility poses a threat of imminent danger to the health or safety of the public, the health officer may immediately suspend the operator's permit and such a suspension shall require that the regulated facility be immediately closed to the public. Any operator of a regulated facility whose permit has been suspended may request a reinspection at any time when he or she believes that his or her facility no longer poses a threat of imminent danger to the public health or safety. The health officer shall maintain adequate records specifying the facts and reasons for his or her actions in suspending the operating permit of any regulated facility and such record shall be available to the operator upon request. No suspension shall remain in effect longer than reasonably necessary to protect the public health and safety.
- (9) Hearing on suspension. Any operator aggrieved by an order of suspension issued by the health officer may appeal such a decision to the board of health. The chairperson of the board of health is authorized to appoint a three (3) member panel to hear such appeal in the same manner as appeals under subsection (6) above. Such appeals shall be heard as guickly as possible and in any event not later than ten (10) days, exclusive of Saturdays, Sundays and legal holidays, of the date of receipt of a request for such appeal, or within such extension thereof as the operator may request.
- (10) Violations, how prosecuted. In addition to the suspension and revocation provisions of this section, violations of this section and pertinent state and county laws shall be prosecuted and punished as provided by the Wisconsin Statutes or by any ordinances passed by Dane County adopting this section by reference. When an act is a violation of both this section, any ordinance or an applicable statute, the person committing such act may be prosecuted under not more than one provision. Each and every violation of this section shall constitute a separate offense. Each day of violation shall constitute a separate offense.

(11) Repeal of inconsistent regulations. All regulations and parts of regulations in conflict with this section are hereby repealed, and this section shall be in full force and effect immediately upon adoption and publication, as provided by law.

# ARTICLE 7. Section 46.34 is amended to read as follows:

## 46.34 COUNTY FEES.

- (1) Public Health Department license fees shall be determined by the Board of Health. County fees for permits required by s. 46.33 shall be established by the County Board and published in the Public Health Madison and Dane County Clerk's Office and posted on the Department's website.
- (a) Inspection. Public Health Madison and Dane County may charge a <u>transient operator licensed with the</u> State of Wisconsin <u>or another Wisconsin</u> municipality <del>licensed operator or entity an inspection fee of \$25 per day.</del>
- (b) Reinspection. If Public Health Madison and Dane County reinspects a regulated business because Public Health Madison and Dane County finds a violation of this Chapter, Public Health Madison and Dane County shall charge the operator a reinspection fee. The reinspection fee for the food and drink permit shall be based upon the anticipated gross annual food and drink sales for the licensing year as set forth in the table below. The reinspection fee for a hotel, motel, tourist rooming house, bed and breakfast establishment permit; a public swimming pool permit; or a recreational, and educational camp, mobile manufactured home community, park beaches or campground permit shall be \$150 for the first reinspection and \$250 for subsequent reinspections. There is no reinspection fee for micromarkets. A reinspection fee is payable when the reinspection is completed, and is due upon written demand from Public Health Madison and Dane County.

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Anticipated	First Re-	Subsequent
Gross Annual	inspection	Reinspection
Food and Drink	Fee	Fee
Sales		
\$0 - \$10,000	\$25	\$50
\$10,001 -	\$50	\$75
\$100,000		
\$100,001 -	\$75	\$150
\$250,000		
\$250,001 -	\$150	\$250
\$500,000		
\$500,001 -	\$250	\$500
\$1,000,000		
\$1,000,001 -	\$500	\$750
\$5,000,000		
Greater than	\$750	\$1,000
\$5,000,000		

(c) Plan Review Requirement and Fee. Public Health Madison and Dane County shall require an operator of a new or extensively remodeled food establishment to submit equipment layout plans, equipment schedules, detailed descriptions of food processing operations, and menus for review as requested. Public Health Madison and Dane County shall charge the establishment owner or operator of a new food establishment the plan review fee based upon the anticipated gross annual food and drink sales for the licensing year as set forth in the table below. The plan review fee for a new hotel, motel, tourist rooming house, bed and breakfast establishment permit; a public swimming pool permit or a recreational, and educational camp, mobile—manufactured home—community park, beaches or campground permit shall be \$375 and \$250 for an existing establishment that will be extensively remodeled. Micromarkets are exempt from plan review fees.

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Anticipated Gross	Plan
Annual Food and Drink	Review/Pre-
Sales	inspection
	Fee
\$0 - \$10,000	\$375
\$10,001 - \$100,000	\$400
\$100,001 - \$250,000	\$450
\$250,001 - \$500,000	\$500
\$500,001 - \$1,000,000	\$600
\$1,000,001 -	\$700
\$5,000,000	
Greater than	\$800
\$5,000,000	

- (d) Fees for Special Conditions Inspections. Public Health Madison and Dane County may charge for any inspection or consultation services that are not directly related to Public Health Madison and Dane County's permitting and licensing responsibilities. Public Health Madison and Dane County may charge the operator or owner of an entity requesting the inspection or consultation a fee of \$250.
- **(e)** Fees for Hazard Analysis and Critical Control Point ("HACCP") Plan Review. Public Health Madison and Dane County may charge a fee of \$100 for any HACCP plan review or subsequent annual verification to the operator or entity required by law to submit an HACCP plan for approval. A separate HACCP plan review fee shall be paid for each HACCP plan.
- (2) Pre-inspections. Pursuant to the authority set forth in s. 97.615, Wisconsin Statutes, the fee for a pre-inspection shall be based upon the anticipated gross annual food and drink sales for the licensing year as set forth in the table in 46.34(6)(g)3. A separate pre-inspection fee shall be paid for each category of permit or license. The pre-inspection fee for food and drink establishments that are primarily retail and do not engage in food processing shall be \$100 for each pre-inspection. The pre-inspection fee for a hotel, motel, tourist rooming house,

- bed and breakfast establishment permit; a public swimming pool permit; or a recreational, and educational camp, mobile manufactured home community park, beaches or campground permit shall be \$375. Micromarkets are exempt from pre-inspection fees.
  - (3) Fees for operating without a license. Any operator of an enterprise requiring a food and drink license; a hotel, motel, tourist rooming house, bed and breakfast establishment license; a public swimming pool license; or recreational, and educational camp, manufactured home communities, beaches or campground license; a tattooing and body piercing license, found to be operating without a license, shall pay to the department a forfeiture of \$250.00, in addition to applicable fees.
    - **(4)** Fee for operating without a Wisconsin certified food manager. The department shall charge the operator of a restaurant a forfeiture of \$150.00 for operating without a Wisconsin certified food manager.

ARTICLE 8. Section 46.345 is rescinded.

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**46.345 FEE ADJUSTMENTS.** Whenever the combined state-county fee charged for a permit or service under s. 46.34 results in a total fee in other than whole dollar amounts, the county portion of the fee shall be adjusted so that the total fee is expressed in the nearest whole dollar amount.

ARTICLE 9. Section 46.35 is amended to read as follows:

# 46.35 LATE CHARGES, PERMIT RENEWALS, DUPLICATE PERMITS.

- (1) In each instance where a fee required under subsections (1) through (5), inclusive, of section 46.34 is not paid when due, the director of environmental health shall collect a late fee equal to 15% of the applicable permit fee.
- \_(2) In each instance where a fee required under subsections (6) through (10), inclusive, of section 46.34 is not paid when due, the director of environmental health shall collect a late fee equal to 15% of the applicable permit fee.
- (32) As used in this subsection, permit refers to any annual permit required by section 46.34 and permitted facility refers to any facility the operation of which requires any such permit. Between June 30 and July 31 of any year, the department shall not issue a permit unless the applicant submits payment of the required renewal fee and penalty. After July 31, the department shall not renew expired permits and all applications for permits received after that date shall be treated as applications for new permits. Any person who conducts, maintains, manages or operates any permitted facility between June 30 and July 31 is obligated to pay the appropriate permit fee, and the corporation counsel is authorized to commence an action for the recovery of the fee. After July 31 no person may conduct, manage, maintain or operate any permitted facility unless a current permit is in effect. In order to assist permittees in the renewal of permits, the department shall annually, on or before July 15, send notice of delinquent status to permittees who have not renewed expired permits, however, failure to send such notice shall not create any right to continued operation of the facility after July 31.

**(43)** A \$5.00 fee shall be collected for issuing a duplicate permit to any facility that has previously been issued an operating permit during the current permit year.

ARTICLE 10. Section 46.37 is amended to read as follows:

TEMPORARY TRANSIENT RETAIL FOOD ESTABLISHMENT; REGISTRATION REQUIRED. (1) A temporary food establishment shall register with the department prior to commencing operations in any twelve-month period between July 1 and June 30 of the succeeding year. Failure to register a temporary food establishment operation shall be a violation of this ordinance punishable by a forfeiture of not less than \$50 nor more than \$100 for the first offense and not less than \$100 nor more than \$500 for a second or subsequent offense in any five-year period. Registration under this section shall be required without regard to the number of days of operation anticipated by the owner or operator of the facility and without regard to whether the facility is exempt from the requirement to obtain a license under state law.

(2) Without regard to whether a temporary transient retail food establishment operation is required to obtain a license under state law, the department is authorized to inspect any such operation at any time and to issue a cease operations order if unsanitary conditions are found to exist. The department shall cause any such order to be posted in a prominent and conspicuous place on the premises.

ARTICLE 11. Section 46.60 is amended to read as follows:

**46.60 AUTHORITY; PURPOSE**. Sections 46.60 through 46.71, inclusive, are created under the authority of section <u>251.135</u> <u>101.935</u>, Wis. Stats., for the purpose of promoting the public health.

ARTICLE 12. Section 46.62 is rescinded.

46.62 PLAN APPROVAL. Plans and related specifications and calculations for a new or expanded mobile home park shall be submitted by the owner or operator to the department or its agent for examination in relation to this chapter and for approval before work is begun on the park. After the initial approval, no change in plans or specifications which is affected by any provision of this chapter may be made unless the change is approved and dated by the department or its agent.

ARTICLE 13. Section 46.63 is amended to read as follows:

**46.63 LOCATION**. 283 **(1)** Every manufac

- \_(1) Every manufactured home community and manufactured home within the community shall be located on a well-drained area, and shall be properly graded to prevent the accumulation of storm or other waters.
- (2)—No manufactured home community or manufactured home within the community may be located in any area that is situated so that drainage of contaminated liquids or solids can be deposited on its location.

- 290 ARTICLE 14. Section 46.64 is rescinded.
- 291 **46.64 PHYSICAL LAYOUT**.

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- 292 (1)(a) Each site shall be clearly delineated on the plans submitted to the 293 department or its agent for approval.
- 294 **(b)** The basic unit shall be so located on a site that there is at least a 10-foot side yard clearance from other basic units and a 10-foot rear yard clearance between basic units. The clearance requirements shall be exclusive of a parking area.
- 298 **(c)** The 10-foot clearance requirement applies to all 4 sides of the basic unit, 299 that is, to both of the side yards and both of the rear yards. Rear yard is the area 300 adjacent to each narrow end of the basic unit.
  - (d) No basic unit may be located closer than 10 feet to:
- 1. Any building such as a pump house, the office building for the park, a laundry building or a recreational building, except a garage belonging to the site;
- 304 2. Any property line of the park; or
- 3. The right-of-way line of a street within the park.
- 306 (2) Parking spaces in a ratio of one and one-half for each site shall be provided and maintained in good condition.
- (3) For a 2-way street within the park, the width shall be at least 32 feet if parking is permitted on both sides of the street; 24 feet if parking is permitted on one side of the street; and 18 feet if parking on the street is prohibited. A one-way street shall be at least 24 feet wide if parking is permitted on both sides; 18 feet wide if parking is permitted on one side; and 14 feet wide if parking on the street is prohibited. Streets shall be graveled or paved, maintained in good condition, have natural drainage and be adequately lighted at night.
- (4)(a) Manufactured home communities which before February 1, 1986 either complied with existing codes or were in existence prior to 1962 shall be allowed to operate without being in compliance with subs. (1), (2) and (3) unless the department determines that non-compliance endangers the health or safety of occupants.
- 320 **(b)** Any manufactured home community expansion shall be in accordance with subs. (1), (2) and (3) and other applicable parts of this chapter.
  - (c) Any modification of a manufactured home community which existed prior to 1962 relating to the size of basic units, the separation between basic units, or the placement of basic units on a lot in relationship to streets and other buildings shall be permitted by the department unless the department determines that the modification endangers the health or safety of occupants. Any modification of a manufactured home community which did not exist prior to 1962 shall be in accordance with subs. (1), (2) and (3) and other applicable parts of this chapter.

#### 330 ARTICLE 15. Section 46.66 is rescinded.

## 331 46.66 SEWAGE DISPOSAL.

- 332 (1) When public sewage facilities are available to the manufactured home sommunity, connection and use are required.
- 334 (2) Private sewage disposal systems as defined in s. 145.01(12), Wis. Stats., are permitted when a public sewer facility is not available to the premises. The

system shall be located on the premises and shall be designed, constructed and operated in accordance with s. 144.245, Wis. Stats., and Chs. SPS 382 and 383 of the Wisconsin Administrative Code. Failed on-site private waste disposal systems shall be replaced or rehabilitated. A failed system has the meaning prescribed for "failing private sewage system" in s. 144.245(4), Wis. Stats.

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### ARTICLE 16. Section 46.67 is amended to read as follows:

## 46.67 PLUMBING.

(1) All plumbing shall meet the requirements of Chs. SPS 382 and 383 of the Wisconsin Administrative Code, that are applicable to mobile homes and mobile home parks.

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(2) A separate water service shall extend to each site.

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#### ARTICLE 17. Section 46.68 is rescinded.

#### 46.68 GARBAGE AND REFUSE.

- (1) All garbage not disposed of through a garbage disposal unit connected with the sewage system shall be kept in separate, leak-proof, non-absorbent containers equipped with tight-fitting covers unless otherwise protected from flies and insects, and the contents shall be disposed of as often as necessary to prevent decomposition or overflow.
- \$56 (2) Garbage cans shall be maintained in a clean and sanitary condition.
- B57 (3) The use of wooden or paper containers for garbage is prohibited.
  - (4) Fly-tight containers with covers shall be used for cans, bottles and other rubbish. The contents shall be disposed of as often as necessary to prevent overflow.

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### ARTICLE 18. Section 46.69 is amended to read as follows:

#### 46.69 MANAGEMENT.

- (1) The operator or a designee in charge of the manufactured home community in the absence of the operator shall, during reasonable hours, be available in the community or in close proximity to the community.
- (2) The operator shall keep a register of all owners of manufactured homes located in the manufactured home community, and shall permit the department to inspect the register at all reasonable times and upon reasonable notice.
- 3) The operator shall maintain the manufactured home community in a clean, orderly and sanitary condition at all times.
- \$72 (4)—The operator shall cooperate with health officers in all cases of persons or animals infected or suspected of being infected with any reportable communicable disease under s. HSS 145.03(2) of the Wisconsin Administrative Code.

- 377 ARTICLE 19. Section 46.70 is rescinded.
- 378 **46.70 DUTIES OF OCCUPANTS**. All owners and other occupants of manufactured homes in a manufactured home community shall:
- \$80 (1) Register with the operator; and
- B81 (2) Maintain their site in a clean, orderly and sanitary condition at all times.

382 [EXPLANATION: This amendment updates the ordinances regarding regulated 383 facilities to conform with state statutes andregulations]