

**ORDINANCE # 2026-04
TOWN OF ST. JOSEPH
ST. CROIX COUNTY**

An Ordinance adopting Code of Town of St. Joseph Chapter 168 regarding compliance with 2025 Wisconsin Act 68 regarding Subdivision.

The Town Board of the Town of St. Joseph does hereby ordain that Chapter 168 of the St. Joseph Town Code shall be adopted to state as follows:

Chapter 168 – SUBDIVISION OF LAND

Article I. General Provisions

§ 168-4. Definitions.

- B. Definitions. As used in this chapter, the following terms shall have the meanings indicated:

SUBSTANTIAL COMPLETION

Substantial completion refers to the status of public improvements as it relates to development and subdivision. For roads, the base course of a road is substantially complete after it has gone through a freeze-thaw cycle and any necessary repairs have been made to the base course before installing the wear course. Other improvements may have varying conditions, which shall be established in a development agreement.

Article II. Application and Review Procedures

§ 168-5. Basic application and submittal requirement procedures for all proposed subdivisions.

- A. Basic application procedure. Application materials and all required fees for approval of any proposed subdivision activity under this chapter shall be submitted to the Town Board and the Town Plan Commission. An application shall not be deemed to have been validly submitted to the Town until the complete written application, signed by the applicant(s) and accompanied by all applicable required materials, has been personally delivered to the Town Clerk with sufficient copies of all application materials to be delivered to the Town Attorney, Town Engineer and owners of land entitled to notice. Application materials including current Town requirements, checklists and deadlines are available in written form the Town Clerk/Treasurer.
- C. Major subdivision.
- (1) Concept review.
- (e) Town review and limitation of rights. The purpose of concept review is for the Plan Commission and Town Board to provide nonbinding feedback to the subdivider/owner on the proposed land division. The subdivider/owner obtains no vested rights in a concept submittal, and any comments by the Town Engineer, Town Planner, Plan Commission, and Town Board during the concept review are not binding on the Town.

(3) Final plat review.

- (b) When the Town Board approves the final plat of a major subdivision and when all the required documentation is submitted, the Town Chair shall certify Town approval on the plat document in the space provided for that purpose and the Town Clerk/Treasurer shall sign the certificate on the plat concerning taxes or special assessments, if there are no delinquent taxes or special assessments, within 10 days of receiving required signatures and affidavits.

Article III. Subdivision Standards

§ 168-7. Minimum lot standards.

- A. The size, shape and orientation of all lots shall be appropriate for the intended purposes. Any changes to a lot, including through subdivision or lot line adjustment, must result in lots that are consistent with the standards established in this chapter and the applicable zoning district as detailed in Chapter 170. Any lot line adjustment or subdivision proposed that include any parcel or lot that includes more than one zoning district, may also require an application for a Zoning Map amendment as detailed in § 170-102.

Article V. Agreements and Fees

§ 168-22. Agreements.

B. Developer's agreement.

- (2) Components of the developer's agreement. The agreement shall have the following provisions:

- (k) The agreement shall provide a provision requiring compliance with § 168-8H of this chapter, including explicit acknowledgment that no development, construction, or issuance of building permits within the subdivision may occur except in accordance with the road construction, other required improvements, and development-timing requirements of § 168-8H, and requiring the construction schedule for roads, access, or joint driveway to be coordinated with those requirements.
- (l) The agreement may contain agreement in other areas not expressly authorized or required by law, but that are nonetheless mutually agreeable to the subdivider/owner and the Town and which serve to promote public health, safety and welfare. Any such stipulations may not be made a condition of plat approval, nor may a subdivider's/owner's refusal to enter into such stipulations form the exclusive basis for plat or CSM rejection.

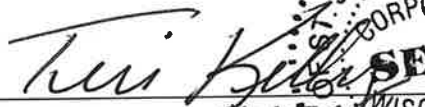
§ 168-24. Financial guaranty.

The Town Board may require that the developer agree to install any public improvements reasonably necessary and provide financial security to ensure that the subdivider will make those improvements within a reasonable time after final plat approval. Such agreement may require the approval of a development agreement. When such agreement is required, no building permits may be issued until such agreement is recorded. Final plat approval and acceptance of a financial guaranty shall not be construed to authorize construction or issuance of building permits, which

remain subject to the limitations and requirements of § 168-8 H and other applicable provisions of this Code.

Passed and adopted this 9th day of July, 2026.


Theresa Johnson, Town Chair

Attest: 
Teri Kelly, Town Clerk/Treasurer



Published: August 6, 2026