ARM-LWR-456 (Rev. Nov 2018)

Wisconsin Department of Agriculture, Trade and Consumer Protection

Division of Agricultural Resource Management

P.O. Box 8911

Madison, WI 53708-8911

Phone: (608) 224-4611



**2020 Agricultural Enterprise Area Petition**

*The undersigned persons hereby petition the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP), pursuant to s. 91.86, Wis. Stats., to create an Agricultural Enterprise Area (****AEA****) under s. 91.84, Wis. Stats. We have read the guidance[[1]](#footnote-1) provided and submit the following information in support of the petition:[[2]](#footnote-2)*

**PETITION CHECK LIST**

Submit an electronic copy of the following:

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|  | This completed petition form (including any supporting pages and documentation) |
|  | A map of the proposed AEA (PDF format) |
|  | Spatial location/GIS shapefile data used to create map (emailed ZIP file) |
|  | A signed signature page for each owner of an eligible farm who is signing the petition |
|  | A political subdivision signature page signed by an authorized officer or representative of every political subdivision (county, town, city or village) in which any part of the proposed AEA is located |
|  | A signature page for the county conservationist |
|  | Non-petitioner cooperator signature pages or letters of support |
| **A sample timeline for submitting an AEA petition can be found in Appendix A at the back of this document.** | |

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| **PART I:**  **1. GENERAL INFORMATION**  *Fill out the following information about the proposed AEA. See the Notes below for more specifics.* | |
| NAME OF AEA (Note 1) | |
| COUNTY/COUNTIES IN WHICH PROPOSED AEA IS LOCATED | TOWNS, CITIES OR VILLAGES IN WHICH PROPOSED AEA IS LOCATED |
| TOTAL ACRES IN PROPOSED AEA (Note 2) | TOTAL NUMBER OF ELIGIBLE PETITIONERS (Note 3) |

Note 1: Choose a name relevant to the petitioners or agricultural resources in the area.

Note 2: There are no size restrictions, however DATCP must give preference to proposed AEAs 1,000 acres or more. DATCP may only designate 2 million AEA acres statewide, therefore it may be required that the proposed boundary be adjusted for designation.

Note 3: An AEA petition must be jointly filed by *at least* 5 eligible farm owners within the boundaries of the proposed AEA, and by each county, town or municipality in which any part of the proposed AEA is located.

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| **2. PETITION CONTACT INFORMATION**  *Fill out contact information for the main contacts of the proposed AEA.* | | | |
| COUNTY STAFF CONTACT | EMAIL | PHONE NUMBER | |
| MAILING ADDRESS STREET | CITY | STATE | ZIP |

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| LANDOWNER REPRESENTATIVE | EMAIL | PHONE NUMBER | |
| MAILING ADDRESS STREET | CITY | STATE | ZIP |
| **3. ELIGIBILITY REQUIREMENTS**  *Answer the following questions. If “No” is selected for any question, this application is currently ineligible. That question should be addressed prior to submitting the application. DATCP is willing assist you in resolving any issues in order to facilitate an AEA petition.* | | | |

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| 1. All parcels in the proposed AEA are located within a farmland preservation area designated in the certified county farmland preservation plan. | **Yes** | **No** |
| 1. All parcels in the proposed AEA are contiguous\*.   *\*Contiguous means “Parcels that meet at more than one point and are only separated by a lake, stream, transportation or utility right-of-way.”* | **Yes** | **No** |
| 1. The proposed AEA is primarily in agricultural use. | **Yes** | **No** |
| 1. At least5 eligible farm owners signed the *Petitioning Landowner Signature Page*(s) | **Yes** | **No** |

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| **PART II.**  **4. BACKGROUND INFORMATION**  *Fill in the background information of the proposed AEA. See below for more specific instructions for each subsection* |
| **Question 4a. Introduction to proposed AEA**  *Write a clear, detailed narrative emphasizing the local agricultural community including things like importance of the agricultural or rural identity within the proposed AEA boundaries. This should provide context to the proposed AEA.* |
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| **Question 4b. Current Land Use and Land Use Trends**  *Consider citing existing information or maps from the county’s farmland preservation plan or local comprehensive plans.* |
| 1. Describe ALL current land uses (both agricultural and non-agricultural) within the proposed AEA *OR* attach a current land use map and a table or short narrative that explains what the map depicts:     *For assistance in creating a land use map, please contact Wednesday Jordan at (608) 224-4611 or* [*Wednesday.Jordan@wisconsin.gov*](mailto:Wednesday.Jordan@wisconsin.gov)*.*   1. Provide information about land use trends in and around the AEA:     *Examples to illustrate trends: number of new septic system applications, county zoning plan, population growth, protected natural areas, etc.*   1. List the main types of agricultural production in the proposed AEA:     *Examples: common agricultural uses (row crops, grazing, dairy, etc.), State conservation programs (CREP, MFL, etc.), Federal conservation programs (CRP, CSP, etc.), local conservation efforts, etc.* |

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| **Question 4c. Land Use Controls and Plans in Proposed AEA (check all that apply)**  *Select all Land Use Controls and Plans in proposed area. Add a short description where applicable.* |
| Farmland preservation zoning ordinance |
| Subdivision ordinances |
| Other zoning ordinances (*specify type of ordinances that apply to lands in the proposed AEA. Examples include manure storage, livestock facility siting, or wellhead protection ordinances*) |
| Purchase of development rights and/or easements (donated or purchased) |
| Transfer of development rights |
| Farmland preservation agreements |
| Cooperative boundary agreements/inter-municipal agreements |
| Natural area protections or conservation program activities (state and/or federal) (*specify*) |
| Comprehensive plan (*specify*) |
| Other programs or activities showing a commitment to water quality and/or soil health (*specify*) |
| **Question 4d. Indicate the approximate level of petitioner compliance with state soil and water standards** |
| Nearly all petitioners are in compliance  More than half of the petitioners are in compliance  Half or less than half of the petitioners are in compliance  Few or no petitioners are in compliance\*  Compliance status of petitioners is unknown\*  \*If there is low, no, or unknown compliance in the area please provide additional rational for why this is: |

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| **5. PURPOSE AND RATIONALE**  *Describe the purpose and rational for the creation of this AEA. See below for more specific instructions for each subsection.* |
| **Question 5a. AEA goals for agricultural preservation and agricultural development** |
| 1. State the main justification for creating the AEA and preserving the agricultural land use:   *Example considerations include land use conflicts, development pressures, promotion of conservation practices, interest in preserving farmland or rural character of an area, interest in receiving the tax credit, etc.*     1. State the specific goals for agricultural development and/or innovation:   *Describe specific goals, plans and agreements planned to promote economic sustainability, resiliency or growth within the AEA.*     1. Describe how does the AEA plan to meet the goals identified above:   *Explain how you plan to enact the goals identified for the AEA. Briefly describe ALL activities (include any in person contact with AEA landowners, planned investments, grants, development incentives, cooperative agreements, land or easement purchases, public outreach activities, etc.) with context.* |
| **Question 5b. How did you determine the boundary (location and size) of the proposed AEA?**  *Describe the decision making process and the information used when determining the boundary of the AEA. Factors that could be considered include: watershed boundaries, soil types, agricultural lands, landowner interest, proximity to agricultural infrastructure, etc. Landowner desire to participate should not be the only consideration in drawing the AEA boundary.* |
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| **Question 5c. Current and future activities that may take place within the AEA if designated**  *Provide specific examples of Current and Future activities within the AEA that might be used to promote future investment, economic development, or other collaboration within the AEA. Include any important collaborators, dates, and locations associated with each activity. Please attach another page if more room is required.* | |
| **Current Activities:**  Type of Activity | Brief Description of Activity |
| *Ex: Joint community marketing* | *Ex: Producers in the area have formed a producer cooperative to market their products directly to consumers.* |
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| **Future Activities:**  Type of Activity | Brief Description of Activity |
| *Ex: Field Day - Summer 2021* | *Ex: Farmer Bob is planning to host a field day with the local LCD at his farm for eligible AEA farms to showcase conservation on the farm and talk about the value of Farmland Preservation Program.* |
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| **6. OUTREACH**  *The petition should be developed through a public process, with the help of public meetings or open houses. In the following section, describe the public outreach strategy that was used during the petition process as well as the future process to encourage Farmland Preservation Agreements within the AEA if designated.* |
| **Question 6a. Describe all efforts to provide information to and involve the public in the petition process**  *Describe the public process used to share information about the AEA, establish the boundary, identify farm owner petitioners and notify non-petitioners within the proposed boundary. Provide details on meetings scheduled, mailings, or other information on how the public was made aware of the petition development.* |
| *Examples: number and dates of public meetings held, number of mailings, door-to-door outreach etc.* |

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| **Question 6b. Planned Strategy for Encouraging Landowners to Sign Farmland Preservation Agreements**  *Establish a future outreach strategy to encourage landowners within the AEA to sign Farmland Preservation Agreements.* |
| *Examples: hosting informational meetings, sending out mailings, conducting one-on-one conversations etc.* |
| Agreement sign-up goal (percent of AEA or number of landowners):  *What is a reasonable sign-up goal (% or #) for Farmland Preservation Agreements if the AEA is designated?* |
| **Question 6c. What can DATCP do to support outreach efforts within the AEA if designated?**  *Describe any types of assistance DATCP can provide to aid outreach efforts within the AEA if designated. Examples of assistance include informational mailers, educational materials, speaking presentation, etc.* |
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*Continue to next page for details related to Part III – Maps, Part IV. – Signature Pages, and Part V. - Optional*

**Part III.**

**MAP AND SPATIAL LOCATION DATA**

**7. Please send the following to DATCP in electronic form. Additional instructions are provided below.**

7a. A map of the proposed AEA, **and**

7b. The spatial location data for the AEA boundary.

Instructions:

7a: Submit a PDF Map showing the proposed area. The map should meet the following guidelines:

* Title with the name of the proposed AEA.
* Clearly delineate the boundary of the proposed AEA. This area:
  + Must exclude all areas not planned for farmland preservation in the county’s certified farmland preservation plan.
  + Must follow existing parcel boundaries.
  + Should, to the extent possible, exclude publicly owned lands within the proposed boundary. Omission of road right of ways is acceptable, but not required.
  + Show petitioner parcels as an “overlay” within the proposed boundary, or submit a second map that shows the petitioner-owned parcels.
* Have a map scale that clearly shows the proposed AEA.
* Show political boundaries (county, city, town, village), section lines, section numbers, roads and water bodies.
* Have a map legend that includes symbols for all data represented on the map including political boundaries, section numbers and lines, roads, publicly owned land and water bodies.
* Identify map scale, north arrow, map date and map producer.

7b: Spatial Location Data Guidelines (for proposed AEA boundary used to create the AEA map):

* Be a single polygon boundary of the proposed AEA that follows parcel boundaries.
* Be projected in the WTM83 (meters), NAD83 (1991) coordinate reference system. (Contact the department for the projection file if needed)
* Have a filename that clearly identifies it as the data submitted for the proposed AEA (ex: ProposedAEA\_2015.shp).
* Include metadata including data source, producer, contact, and attribute definitions. Metadata should also indicate that the map information is provided as a part of the petition requesting designation of an agricultural enterprise area.
* Be submitted in vector shapefile, Geodatabase layer, or equivalent file format.

*If you have any problems meeting these preferred mapping and data standards, please contact DATCP at*

*608-224-4611 or by email at* [*Wednesday.Jordan@Wisconsin.gov*](mailto:Wednesday.Jordan@Wisconsin.gov)*.*

**Guidelines for**

**Part IV.**

**SIGNATURE PAGES**

**8. Please fill out and sign the required signature pages listed below. All signature pages are attached to the back of the packet with additional instructions for each found below.**

8a: At least Five (5) “**Petitioning Landowner Signature Pages**”. *Five is the minimum amount of landowner signature pages required to petition for AEA designation; submitting more landowner signature pages is looked on favorably by the evaluation committee because it shows increased support for the petition.*

8b: One (1) “**Political Subdivision Page**” per political subdivision within in the proposed AEA.

8c: One (1) “**County Conservationist Signature Page**” per county within the proposed AEA

8d: All “**Non-Petitioning Cooperator Signature Pages**” or Letters of Support. It is *highly* recommended to obtain several Non-Petitioning Cooperators Letters of Support for the proposed AEA to show community support.

Instructions: The purpose of the signature pages is to show there is adequate support in the area by landowners, local governments and agricultural-related business for designation. See attached “Petitioning Landowner Signature Page,” “Political Subdivision Signature Page”, “County Conservationist Signature Page” and “Non-Petitioning Cooperator Signature Page.”

1. Submit a minimum of five (5) eligible farm owner petitioner signature pages.
   * The amount of petitioners should make sense in light of the boundary size, and there should be a logical distribution of petitioners within the proposed boundary.
2. Submit a signature page for each political subdivision within the proposed boundary. This includes both counties and towns.
3. Submit a signature page signed by the county conservationist for each county included within the proposed boundary.
4. To show support for the petition by agricultural-related businesses, non-petitioning landowners and other community organizations, please submit any corresponding non-petitioning cooperator signature pages. You can also submit letters of support in lieu of non-petitioning cooperator signature pages.
   * A minimum of 3 signature pages/letters of support for non-petitioner cooperators is highly recommended.
   * Examples of non-petitioner cooperators include local UW-Extension educators, Co-ops, conservation groups, agricultural businesses, Producer Led-Groups, agronomists, agricultural suppliers, businesses, non-profits, Land Trusts, Regional Planning Commissions, etc.

*Signature pages are found at the end of the application.*

**Part V.**

**OPTIONAL**

**Images from Proposed AEA:**

Photos of the proposed AEA may be submitted to provide illustration of the agricultural resources within the community. Photos can be a great way to provide additional context to your petition. Please note, any photos that are submitted to the department may be used in materials related to the AEA program or for the Farmland Preservation Program generally.

**Local Resolutions:**

Some counties/political subdivisions may want to pass a local resolution supporting the creating of an AEA. A Sample resolution text is included in Appendix B in the back of the application.

**Petitioning Landowner Signature Page**

*A separate signature page, in the following form, must be signed by the owner of each farm. An authorized individual may sign on behalf of a legal entity. If a farm is jointly owned by a legally married couple, both individuals must sign.*

Farm owner (correct legal name(s) or legal name of business entity):

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Type of business entity, if applicable (check one):

Individual or married couple  LLC

Corporation  Other (describe)

Partnership

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Farm owner address (street, city, zip):      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail OR Phone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| I (we) currently claim a farmland preservation tax credit (either under farmland preservation zoning or through a farmland preservation agreement). | Yes | No | Don’t Know |
| I (we) are interested in maintaining our existing farmland preservation agreement or entering into a new farmland preservation agreement. *(Note: To claim the farmland preservation tax credit under a farmland preservation agreement, the farm must meet state soil and water conservation standards.)* | Yes | No | Maybe |

**Political Subdivision** **Signature Page**

*This signature page must be signed by an authorized officer or representative of every political subdivision (county, town, city or village) in which any part of the proposed AEA is included.*

Political subdivision name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type (check one): County  Town  City  Village

Printed name of authorized officer or representative:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of authorized officer or representative:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County Conservationist** **Signature Page**

*All county conservationists for the county or counties in which the proposed AEA is located must sign a signature page. If a single AEA is located across multiple counties, a separate signature page is required for the county conservationist in each county.*

County Conservationist name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Non-Petitioner Cooperator Signature Page**

*Persons other than the petitioners may sign in support of the petition. A separate signature page, or letter of support, may be submitted for each cooperator. An authorized individual may sign on behalf of a legal entity.*

Legal name of cooperator:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relevant interest (farm owner, business, nonprofit or community organization, government entity, other):

Principal mailing address:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail OR Phone Number:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Briefly describe your interest in signing this petition requesting designation of an agricultural enterprise area:*

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_

Authorized signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

**APPENDIX A. SAMPLE TIMELINE**

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| ***Timeframe*** | ***Activity*** |
| December 2019 – January 2020 | * Identify coordinator to help with petition process * Identify other potential AEA partners (see Appendix C) * Host public informational meeting(s) on AEAs * Form AEA petition committee * Find mapping assistance * Review certified farmland preservation plan map * Begin to draw boundaries |
| February 2020 | * Hold public meeting(s) to gather input, identify petitioners and get petitioner signature pages * Hold petition committee meeting to work on map and petition content * Start to get signature pages and letters of support |
| February – March 2020 | * Request DATCP sponsor a petition workshop * Continue to work on petition and to collect signature pages * If passing resolutions, get on agendas to have resolutions passed in April or May |
| April 2020 | * Continue to work on petition * Continue to collect signature pages and letters of support * Hold petitioner meeting to review petition draft |
| April – May 2020 | * Host final public meeting on petition content and AEA boundary |
| May– June 2020 | * Double check petition to ensure completeness * Send final petition to DATCP for evaluation by AEA evaluation team |
| Summer 2020 | * Petitions evaluated |
| Fall 2020 | * Recommended areas announced * Order designating areas signed by department * Notice of order published in the official state newspaper |
| January 1, 2021 | * Designations become effective * Eligible landowners may enter into a farmland preservation agreement |

**APPENDIX B: SAMPLE RESOLUTION TEXT**

*The text below is provided as a sample. This text may or may not be appropriate for use by every political subdivision located within the proposed AEA boundary. It is important that the language be reflective of the community which is adopting the resolution.*

WHEREAS, the Department of Agriculture, Trade and Consumer Protection is accepting petitions for the designation of Agricultural Enterprise Areas throughout the State of Wisconsin, and

WHEREAS, agriculture is an important component of the (Town, County) economy, landscape, and rural character, and

WHEREAS, the (Town, County) adopted exclusive agricultural zoning and has consistently supported the agricultural industry, and

WHEREAS, the (Town, County) Comprehensive Plan adopted (date) identifies the protection and preservation of agricultural land as a goal of the Plan, and

WHEREAS, the (Town, County) believes that establishment of an Agricultural Enterprise Area (AEA) will further protect agricultural land and enhance the local agricultural economy, and

WHEREAS, the (Town, County) has determined, based on petitioner support and meetings where Agricultural Enterprise Areas were discussed, that there is public support for the AEA, and

WHEREAS, agriculture is an important land use in the (Town, County) and worthy of preservation and support,

THEREFORE, BE IT RESOLVED that the Board hereby supports the establishment of the (AEA) within the (Town, County).

1. *Guidance available at:* [*https://datcp.wi.gov/Pages/Programs\_Services/AEAPetitionInfo.aspx*](https://datcp.wi.gov/Pages/Programs_Services/AEAPetitionInfo.aspx) [↑](#footnote-ref-1)
2. *Personal information you provide may be used for purposes other than that for which it was collected, s. 15.04(1)(m), Wis. Stats.* [↑](#footnote-ref-2)