AMENDED COMMON COUNCIL

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Tuesday, November 18, 2025 at 7:00 PM

AGENDA

1. **In-Person and Remote Teleconference via ZOOM**

2. Call to Order.

3. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.

4. Presentation of letters, petitions, remonstrances, memorials, and accounts.

5. Public appearances.

6. Business presented by Mayor.
   a. Public Hearing on the 2026 City of Kaukauna Budget.
   b. Mayor's 2026 Budget Letter to the Common Council.
   c. 2026 Department Mission and Goals.
   d. Public Hearing on the amendment of the Zoning Code 17.03, 17.20, 17.25 and 17.32 and the creation of 17.33(6).
   e. Committee and Council Meetings 2026.
   f. Clarification of the definition of voting and non-voting capabilities for an ex-officio member.
   g. Clarification on current meeting procedures.

7. Consent Agenda.
   a. Board of Public Works Meeting Minutes of November 17, 2025.
   b. Finance and Personnel Meeting Minutes of November 17, 2025.
   c. Legislative Committee Meeting Minutes of November 17, 2025.
   d. Committee of the Whole Meeting Minutes of November 10, 2025.
   e. Common Council Meeting Minutes of November 4, 2025.
   f. Plan Commission Meeting Minutes of October 23, 2025.
   g. Common Council Meeting Minutes of October 21, 2025.
   h. E-Bike Sub-Committee Meeting Minutes of October 16, 2025.
   i. Heart of the Valley Metropolitan Sewerage District Special Meeting from September 23, 2025.
   j. Heart of the Valley Metropolitan Sewerage District Special Meeting from September 2, 2025.
   k. RACK Meeting Minutes of August 7, 2025.
   l. Fire Report for October 2025.
   m. Ambulance Report for October 2025.
   n. Police Report for October 2025.
   o. Code Enforcement Report for October 2025.
   p. Court Report for October 2025.

q. Clerk-Treasurer's Daily Deposit Report for October 2025.
r. Building Inspection Report for October 2025.
s. Bills Payable.

8. Reports of standing and special committees.
   a. Operator (Bartender) Licenses.
   b. Special event application and amplified noise request to the Friends of the Grignon Mansion for the Christmas Tours on December 6, 13, &14, 2025 from 2pm-7pm.
   c. Request for special allowance of horses from the Friends of the Grignon Mansion for Christmas Tours on December 6, 13, &14, 2025 from 2pm-7pm.

9. Reports of City officers.
   a. Deferred Compensation Committee Charter.
   b. Adoption of Revised Investment Policy Statement.
   c. Special Event Fee Comparison 2025.
   d. Cell Phones for Alderpersons.
   e. Discussion Updated Inspection Fee Schedule.
   f. Discussion on updating 17.25 to allow for Data Centers
   g. Sign Ordinance update
   h. Annexation Petition Review- Debruin parcel 200049900
   i. Award Contract for City Dance Program.

10. Presentation of ordinances and resolutions.
    a. Resolution 2025-5488 Resolution Clarifying Appointments to the 1000 Islands Environmental Center Board.
    b. Resolution 2025-5489 Resolution Designation Appropriations and Levying a tax for the 2026 Budget of the City of Kaukauna.
    c. *Resolution 2025-5490 - Resolution Ordering a Special Election for Municipal Judge for the Kaukauna Municipal Court to be Held on April 7, 2026.
    d. Ordinance 1938-2025 Ordinance Repealing and Replacing Section 11.11 Waste Material.
    e. Ordinance 1940-2025 Ordinance Establishing Salaries for Various Elected Officials.
    f. Ordinance 1941-2025 Ordinance to Annex 16,487 Square Feet of Land from the Town of Vandenbroek to the City of Kaukauna.
    g. Ordinance 1942-2025 Ordinance Repealing and Replacing Section 17.03.
    h. Ordinance 1943-2025 Ordinance Repealing and Replacing Section 17.20.
    i. Ordinance 1944-2025 Ordinance Repealing and Replacing Section 17.25 Industrial District.
    j. Ordinance 1945-2025 Ordinance Amending Section 17.32.
    k. Ordinance 1946-2025 Ordinance Creating Section 17.33.

11. Alder requests for discussion at next Common Council meeting.

12. Closed Session.
    a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Development of LOT 1 CSM 8469 Commerce Crossing.
    b. Return to Open Session for possible action.
    c. Adjourn to Closed Session Pursuant to 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified

public business, whenever competitive or bargaining reasons require a closed session- Vanepern Property

d. Return to Open Session for possible action.

13. Adjourn.

14. **NOTICES**

Notice is hereby given this is a joint meeting of the Common Council, Board of Public Works, Finance and Personnel Committee, Health and Recreation Committee, Legislative Committee, and Public Protection and Safety Committee. Members of noticed council, board, or committees may be involved in discussion, however only the Common Council will take formal action.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

15.

16. **MEETING ACCESS INFORMATION:**

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to http://www.zoom.us
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.

November 10, 2025

Dear President Moore and Members of the Common Council,

The 2026 Budget is the result of an open and collaborative process between the City Council and Administration. Together, we strive to provide strategic city services and community partnerships that enhance the quality of life for our residents by reducing crime, increasing affordable housing opportunities, and facilitating community investment. These efforts depend on strong partnerships and our shared commitment to working toward common goals.

Across all departments and functions, we have an obligation to our residents and businesses to continue delivering excellent services. Accordingly, the 2026 Budget includes the following high-priority items that enhance and improve our service delivery.

1. Property Tax Rate – The 2026 Budget will decrease the City's assessed tax rate by $2.65 per $1,000 of assessed value which is a 26.55% decrease.
2. Property Tax Levy - The City's tax levy increased $630,653 or 4.78%. Under state law, the levy is allowed to increase 4.23%, plus increased debt service requirements. This levy increase is less than the maximum permitted under state law.
3. Budgeted Expenditures – Budgeted General Fund expenditures for 2026 are $20,706,263 – an increase of 4.7%. This allows the city to continually qualify for the State Expenditure Restraint Program Aid. The City has qualified every year since the inception of the program.
4. General Fund Balance – Our General Fund Balance is projected to be $6,135,563 on December 31, 2025. This fund balance exceeds the Council objective of $5,176,566 at year end, which allows the City to continue to receive excellent bond rating resulting in lower interest rates when issuing future debt. Keeping the fund balance at 30% operating is optimal in the credit industry.
5. Level of Service and Capital Improvements – The 2026 Capital Improvement Program will see investments in our community to provide long lasting, positive effects and spur urban growth.

   In 2026, we continue to invest in our trail network by extending the Kakalin Trail behind the Kaukauna Public Library.

   At Strassburg Park, some new playground equipment and basketball court were recently installed. The open-air shelter, Gaga pit and baseball backstop are anticipated to be completed in early Spring. Repurposed play equipment from Haen School, generously provided by the Kaukauna Area School District, further enhanced this neighborhood park. This fall, we will seek proposals to redesign LaFollette Park, including restroom upgrades and resurfacing of the basketball court and parking lot.

   City staff continue to collaborate with the Kaukauna High School Civic Engagement Class on the Grignon Park Project, which includes expanding the pavilion, adding a tow rope to the Mount Misery sledding hill, and creating an ice rink. We are also evaluating a multi-use stage or pavilion at Central or Hydro Park to further support community gatherings and events. I remain committed to improving and maintaining our city parks to provide exceptional recreational opportunities and vital green spaces for all residents.

   Our 2026 CIP also includes $10,370,000 in major infrastructure investments — including new concrete street paving, street and alley reconstruction, sanitary and storm sewer upgrades, and the replacement of

defective sidewalks. These projects reflect our continued commitment to maintaining the essential infrastructure that supports a high quality of life in Kaukauna.

6. Economic Development - The Commerce Crossing Business Park continues to thrive. The final phase of the five-building Legacy Creekside Apartment complex will be completed later this year, adding 35 additional units to our much-needed housing stock. In total, we estimate 131 new dwelling units will be built by December 31, 2025.

   On October 20th, we celebrated the opening of the highly anticipated GrandStay Hotel, a 4-story, 76-room facility within Commerce Crossing. We also anticipate closing this fall on The Reserve, an independent, assisted living, and memory care facility, with construction expected to begin this winter.

   In 2026, we plan to update our zoning code to support potential data center development, continue developing the remaining lots in Commerce Crossing and N.E.W. Prosperity Center, and explore industrial park expansion through annexation.

7. Statements on Budget – As a city, we continue to lead with resilience, guided by fiscal responsibility and transparency. I am extremely proud of our leadership team for preparing another thoughtful and fiscally responsible budget that meets the Council's priorities while honoring the trust placed in us by our residents.

   New or reclassified positions in the 2026 budget include:

   Human Resource Coordinator – Supporting citywide staffing, compliance with State and Federal laws, and employee engagement.

   Account Specialist (Accounts Receivable) – Transitioning from part-time to full-time to strengthen internal controls and support Finance and Clerk operations.

   Assistant Library Director – Enhancing leadership capacity, expanding programming, and ensuring continuity as the library grows.

   Parks Foreman – Providing dedicated oversight for parks, trails, and facilities as the city expands, including maintenance, event coordination, and contractor management.

   My ongoing focus is to anticipate the long-term needs of our city and make decisions that benefit Kaukauna's future. The 2026 Budget reflects this unwavering pledge to deliver the highest caliber of service to every resident and business.

   Looking ahead, we will continue to balance fiscal responsibility with the City Council's priorities — ensuring strong public safety, reliable essential services, sound infrastructure, and vibrant community programs that make Kaukauna a truly exceptional place to live.

Sincerely,



Anthony J. Penterman
Mayor, City of Kaukauna

MEMO

Department

To: Committee of the Whole

From: Finance Director Van Rossum

Date: 11/10/2025

Re: 2026 Departmental Mission Statements, Goals, and Accomplishments

Background information: The attached document contains the 2026 departmental mission statements, goals, objectives, and 2025 accomplishments for each City of Kaukauna department. These pages reflect the continued efforts of staff to deliver high-quality services and advance the priorities established in the City's Strategic Plan.

Due to the timing of the 2026 budget process and other significant operational initiatives, the formal departmental goal-setting process for 2026 was not completed as a separate exercise as discussed at the 10/20,2025 meeting. Therefore, the attached packet will serve as the official record of each department's goals and accomplishments for 2026.

Looking ahead, staff plans to put the formal goal-setting process for 2027 into the strategic plan beginning mid-year 2026. This approach will allow adequate time for review and discussion with the Common Council in October 2026 prior to the development of the 2027 budget.

Strategic Plan: The departmental goals and accomplishments presented in the attached packet align with the City of Kaukauna Strategic Plan. Each department's work supports the plan's core focus areas, including operational excellence, fiscal responsibility, community engagement, and infrastructure investment.

While not every departmental activity directly corresponds to a specific strategic goal, all contribute to maintaining the essential services and organizational foundation necessary to achieve the City's long-term objectives.

Budget: No additional budgetary action is requested at this time. All activities reflected within the attached packet are incorporated within the proposed 2026 budget.

Staff Recommended Action: Move to accept and place on file the 2026 Departmental Mission Statements, Goals, and Accomplishments packet as presented.

2026 Departmental Mission Statements, Goals, and Accomplishments

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: ASSESSMENT

MISSION STATEMENT

To uniformly and equitably assess all real estate and personal property except those properties designated manufacturing by the Department of Revenue, public utilities, and property exempt by state statute. The assessment procedures are dictated by Chapter 70 of the Wisconsin Statutes.

Conduct open book and attend all Board of Review sessions. Provide information as to assessment and appeal procedures per request. (A booklet is available to the public at the Assessor's Office that explains the assessment and appeals process.)

Estimate property taxes for potential new construction in the city. Provide information to all city departments upon request. Assess all annexations, new construction, additions, changes, new plats, deletions, etc. to submit an assessment report on an annual basis to the Mayor and Common Council.

This service is currently contracted through Bowmar Appraisal.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: AUDITING SERVICES

MISSION STATEMENT

The department identifies the annual financial audit costs for the City. This is a contracted Service through Clifton, Larson, Allen, (CLA) a third party Certified Public Accountant (CPA) firm. They also provide our year end financial reporting upon audit completion.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: CITY ATTORNEY

MISSION STATEMENT

The City Attorney is required by Section 62.09 (12) of the Wisconsin Statutes to handle all legal matters in which the City has an interest.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: CLERK

MISSION STATEMENT

Performs duties as required by State Statutes, care and custody of the corporate seal and all papers and records of the City. Attend council meetings and maintain records of proceedings. Coordinate agendas and minutes for other committees, commissions, and boards. Maintain and update the ordinance book. Issue and maintain records for licenses and permits. Administer oaths. Collect, invest, and disburse municipal funds.

2025 Goals and Objectives

- Aid in the implementation of the city-wide strategic Plan
- Document Standard operation procedures for this area. Goals is to have six (6) completed
- Meet Legal Advertising deadlines
- Continue to issue various licenses and permits
- Improve the Tax collection process

2025 Accomplishments

- Liquor license approval process was completed electronically by City staff.
- Prepared numerous agendas and recording of minutes, resolutions, and ordinances.
- Issued various licenses and permits.
- Maintained City records.
- Administered oaths of office.
- Met legal advertising deadlines.
- Met posting requirements.
- Administered 2 elections.
- Successfully collected $23.3M of the tax levy.

2026 Goals and Objectives

- Transition liquor license application process from the Accounts Receivable Specialist to Clerk.
- Transition bartender application process from the Accounts Receivable Specialist to Clerk.
- Attend ongoing election training.
- Document standard operation procedures for the clerk's department.
- Continue implementing the city-wide strategic plan.

Service Efforts:

ITEM	AS OF 12/31/23	AS OF 06/30/24	AS OF 06/30/25
# of council meetings	24	12	4
# of resolutions processed	50	23	7
# of ordinances processed	18	12	5
# of licenses issued	220	105	Liquor/bartender licenses: 69
# of dog licenses issued	739	517	518

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: POLICE AND FIRE COMMISSIONERS

MISSION STATEMENT

The police and fire commissioners are comprised of members that over see the Fire and Police Chiefs. This body makes policy and hiring decision on behalf of both departments. They meet on an as needed basis.

The costs of Police and Fire Commissioners ($75 per month).

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: COMMON COUNCIL

MISSION STATEMENT

The City Council will serve the needs and concerns of the City and strive to affect the greatest good for the community as a whole while maintaining a solid perspective between individual rights and the common good.

The City Council will take a leadership position in the community. It will act as the catalyst for new programs based on the needs of the community. The Council will promote cooperation between various segments of the community.

The City Council together with the Mayor and staff will develop and adopt a fiscally responsible budget on an annual basis. This budget will provide the resources to maintain a high quality of service yet must be responsive to economic conditions both within and outside the community.

Based on the realization that the needs of the City are continually changing, the Council will periodically review policies and procedures so that City Government as a whole can maintain a high level of effectiveness.

The Council will strive to keep the citizens informed on matters affecting the community. At the same time, the Council must keep well informed on the needs and concerns of the citizens and respond to these needs in a consistent and prudent manner.

The Council will seek and respect the recommendations of the Mayor, staff members, and various boards and commissions. The Council accepts the fact that good government is a cooperative process and that encouraging and accepting these recommendations does not diminish the authority of the Council.

The Council will continue to be cognizant of the needs of City employees and strive for a satisfying work experience. The Council will encourage its employees to upgrade their skills.

The Council will continue to identify areas within the community that need special attention and develop programs for their improvement.

The Council will encourage legislation at the County, State and Federal levels that is in the best interest of the community.

The Council will promote the community both within and outside.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: COMMUNITY ENRICHMENT

MISSION STATEMENT

To develop and promote municipal programs that foster an appreciation of the arts, provide healthy lifestyle options, and utilize Kaukauna's parks and public places to the greatest extent possible.

2025 Goals and Objectives

- Complete a new Special Event Application process for external community groups.
- Continue to evaluate Park Pavilion and Park Playground renovations.
- Complete Park Master Plan with Planning & Community Development and Parks Departments.
- Complete sports fee agreement with service organizations/clubs.
- Hire Community Enrichment Program Manager for the Live! At Hydro Music Series, ECRJ and Farmers Market

2025 Accomplishments

- Successfully trained and onboarded a new Community Enrichment Program Manager.
- Hosted the first official Electric City River Jam bringing in 5,000 attendees.
- Increased sponsorships for Live! At Hydro by 24%.
- Added sponsorship opportunities to the Farmers Market and successfully obtained one for the first summer.
- Successfully opened Strassburg Park Playground Renovation
- Complete Park Master Plan with Planning & Community Development and Parks Departments.
- Complete updated and online fillable Special Event Application and adjust special event fees
- Host partnered special event with Village of Little Chute
- Reviewed youth and adult program job descriptions and wages with Human Resources.

2026 Goals and Objectives

- Increase sponsorships and partnerships for Electric City River Jam.
- Increase sponsorships and partnerships for Live! At Hydro.
- Reenter into agreement with the Kaukauna Lions to continue beverage and food sale at Live! At Hydro.
- Create recreation software tutorials to post online (website, socials, etc.) with Communication Manager.
- Create end of the year report for Common Council
- Collaborate with Park, Planning, Human Resources to create job descriptions and capital campaign for Grignon Park Project-Civic Engagement Class.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: ELECTION

MISSION STATEMENT

Administration of elections per State Statutes.

2025 Goals and Objectives

- Continue using Badger Election Books for the 2025 Elections
- Conduct 4 elections in 2024 and 2 in 2025 and provide ongoing training for election officials and staff.
- Continue to use the Community Room and Council Chambers as polling places.

2025 Accomplishments

- Conducted 4 elections in 2024 and 2 in 2025. Provided ongoing training for election officials and staff.
- Recruited poll workers for all early voting and election day allowing both locations to be fully staffed
- Submitted polling information to the county by the required deadline
- Setup and establish process for Badger Election Books

2026 Goals and Objectives

- Continue using Badger Election Books for the 2026 Elections.
- Conduct 4 elections in 2026 and provide ongoing training for election officials and staff.
- Continue to use the Community Room and Council Chambers as polling places.

Service Efforts:

ELECTION	NO. OF REGISTERED VOTERS	ELECTION DAY REGISTRATIONS
General Election 11/5/24	10,629	897
Spring Primary 2/18/25	11,114	2
Spring Election 4/1/25	11,093	133

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: FINANCE

MISSION STATEMENT

The finance department is responsible for planning, directing, and administering the major functions of accounting, budgeting, financial reporting, employer insurance management, and electronic data processing to insure the City's financial stability and compliance with goals, policies, and regulations.

2025 Goals and Objectives

- Continue to support the moving of the City wide Strategic Plan initiatives forward.
- *Roll out the expense reimbursement module within Paycor*
- *Make at least 2 enhancements within the NetSuite Accounting system*
- Implement a budgeting software for the 2026 budget that will house all the details in one spot and streamline the budget creation process.
- Capital Request form - Create a better-defined process for the Capital improvement Plan request. Create an information summary for the request to use to give context to the request.
- Review and Update 12 Standard Operating Procedures for the Finance/Accounting areas.
- Implement a quarterly review of the Budget to Actuals with Department heads
- Continue to work with any new developers on creative ways, the city can help them locate within the City of Kaukauna.

2025 Accomplishments

- Continued to lead and drive Strategic Plan initiatives, including quarterly progress updates to the Common Council.
- Enhanced the Accounts Payable automation process within NetSuite, improving invoice recognition and processing efficiency.
- Implemented a vendor approval workflow in NetSuite, adding an internal control layer for vendor setup and changes.
- Introduced fund segmentation within NetSuite to automate fund balancing for cash accounts, reducing manual journal entries and improving accuracy.
- Implemented the Budget Module within NetSuite, allowing for more detailed departmental budgeting and automated budget book creation. The new system ran parallel with the existing budget process for 2026 budget creation to ensure completeness and prepare for full adoption in 2026 for the next budget creation.
- Developed a standardized format and repository for Standard Operating Procedures (SOPs); updated 30 SOPs in 2025.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: FINANCE

2025 Accomplishments (continued)

- Reengaged the Wayfinding Sign project vendor to restart project progress.
- Led the 2026 budget process, coordinating efforts to close the gap between department requests and the proposed budget.
- Directed the People and Operational Plan (POP) process and recommendations to the Finance and Personnel Committee.
- Administered the 2025 Capital Borrowing bond issuance.
- Continued collaboration with major developers, including finalizing the Developer's Agreement for *The Reserve* and working through ongoing challenges related to the Dreamville project.

2026 Goals and Objectives

- Lead development of the City's 2027–2030 Strategic Plan.
- Advance key remaining Strategic Plan initiatives, including implementation of the Phone Tree System, Council Chamber AV/Audio upgrades, and City website redesign.
- Review and restructure the General Ledger chart of accounts to enhance reporting and analysis consistency.
- Create a quarterly Budget-to-Actual review meetings with Department Heads.
- Complete rollout of the Expense Reimbursement Module within Paycor.
- Provide comprehensive Budget Software training for all Department Heads to ensure full system adoption.
- Capital Request form - Create a better-defined process for the Capital improvement Plan request. Create an information summary for the request to use to give context to the request.
- Continue to work with any new developers on creative ways, the city can help them locate within the City of Kaukauna.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: HUMAN RESOURCES

MISSION STATEMENT

The Human Resources Department provides effective human resources services to all employees of the City, maintains compliance with all regulations (Local, State & Federal) and administers all Human Resources policies and procedures. This is accomplished through the following functions: labor relations, policy and procedure development, recruitment and hiring, human resource records maintenance, employee counseling, employee assistance program, unemployment compensation, employee orientation, wage and salary administration, benefits administration, law compliance, training and education, and employee relations.

2025 Goals and Objectives

- Continue tactics within the City Strategic Plan.
- Research feasibility of additional benefit offerings.
- Research additional functionality within Paycor or an alternative for:
  - ☐ Compensation Management
  - ☐ Benefit Management
  - ☐ Performance Management
  - ☐ Time & Schedule Management
  - ☐ Leave Management
  - ☐ Onboarding/Offboarding
- Re-evaluate job descriptions, market compensation comparison, and internal pay equity.
- Audit personnel files, documents, medical records, I-9 retention for compliance, and implement a document retention policy and procedure.

2025 Accomplishments

- Implemented document retention policy and procedure.
- I-9 audit completed.
- Implemented Benefit module within Paycor.
- Implemented Compensation module within Paycor for annual schedule adjustments.
- Job Description audit completed.
- Fire Department restructured and negotiations.

2026 Goals and Objectives

- Negotiate and settle Kaukauna Police CBA.
- Research replacement HRIS for Paycor that better meets the needs for:
  - ☐ Compensation Management
  - ☐ Benefit Management
  - ☐ Performance Management
  - ☐ Time & Schedule Management
  - ☐ Leave Management
  - ☐ Onboarding/Offboarding
- Identify a vendor for a full market compensation comparison and internal pay equity study.
- Update performance management process.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: INFORMATION TECHNOLOGY

MISSION STATEMENT

To serve as a driving force in the City's progress through the strategic application of Information technology. We are dedicated to providing robust, secure, and efficient IT solutions that support the City's mission, improve service delivery and promote digital excellence.

2025 Goals and Objectives

- Upgrade entire copier fleet and separate our printer services portal from Kaukauna Utilities
- Roll out Multifactor Authentication for Microsoft 365
- Convert from traditional fax lines to a digital faxing service which will allow us to get rid of multiple fax machines and save money on those fax lines
- Implement Malicious Domain Blocking System offered through MS-ISAC
- Clean up and organization of MSB, PD and Fire data closets
- Install new desk phones for all City buildings
- Implement a redundant internet solution
- Complete asset inventory and replacement schedule
- Implement IP And Domain monitoring service through MS-ISAC
- Upgrade all Cradlepoints to allow for Netcloud licensing for easier accessibility and proper support of those devices
- Inventory and audit the security camera system and replace camera servers at MSB, PD and install a new camera station server at SPAR

2025 Accomplishments

- Upgraded all copiers, separated out the City's printer service portal from KU's and implemented new auto install/self-service printer install solution
- Oversaw project to implement multifactor authentication using DUO for entire City
- Converted all traditional fax lines over to digital fax lines and removed physical fax machines
- Got all 3 of our main data closets cleaned up and organized
- Created asset inventory documents for each department and communicated with them on asset replacement schedule.
- Implemented IP & Domain monitoring through MS-ISAC by providing our public IP's and domains
- Upgraded 85% of Cradlepoints with proper Netcloud licensing to allow for better device management
- Inventoried all cameras and upgraded entire camera system adding new camera servers at MSB,PD, and SPAR
- Upgraded 20% of City cameras and setup annual replacement schedule to ensure all cameras continue to operate and have the latest functionality
- Procured and implemented inventory asset system to comply with cybersecurity requirements
- Upgraded all city desk phones

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: INFORMATION TECHNOLOGY

2026 Goals and Objectives

- Retire old no longer supported Windows servers that pose a security risk
- Separate PD access control system out from the existing city access control system
- Begin creation of written IT Policies for the City
- Replace computers not capable of running Windows 11 and upgrade those that are to mitigate Windows 10 end of life date
- Implement new EDR/MDR solution
- Implement Malicious Domain Blocking System offered through MS-ISAC
- Get City's access control system re-configured to allow for better security controls to limit which doors users have access too
- Attend at least 4 trainings in the areas of AI and Cybersecurity
- Begin implementation of CIS controls
- Upgrade PD interview room camera server

CITY OF KAUKAUNA

2025 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MAYOR

MISSION STATEMENT

The Office of the Mayor coordinates and administers the operations of city government; carries out the policies adopted by the Mayor and Common Council; appoints members to committees, commissions and boards subject to the approval of the Council; works with the Council in identifying and solving problems facing the city and in implementing appropriate measures for the welfare of the citizens of Kaukauna; monitors performance of staff in carrying out programs to achieve city goals; prepares the annual executive budget; seeks to achieve effective coordination and efficient delivery of services to assure economy, accountability and responsiveness to the citizens' needs.

Each budget requires more creative thinking than the previous as our City continues to grow and prosper.

2025 Goals and Objectives

- Continue working with staff to implement the City-wide Strategic Plan
- Increase tax base through new residential and commercial/industrial developments
- Continue to work with the developer on the independent living, assisted living, memory care facility in Commerce Crossing
- Work to attract businesses to the 142+ acres annexed into our Commerce Crossing Business Park
- Continue to work with KHS Civic Engagement Class on developing a program giving to special city projects.
- Continue to work with KHS Civic Engagement Class on expanding the pavilion, adding a tow rope at the sledding hill and an ice rink at Grignon Park.
- Continue the work to update our parks to include amenities such as a new sports complex (baseball fields), and a music pavilion/amphitheater at Hydro Park.
- Continue to upgrade LaFollette Park to include new restrooms, resurfacing the basketball court and parking lot
- Update Strassburg Park playground
- Work with Community Enrichment to bring more special events to our community (Pickleball Tournament, Sidewalks Sales, Chalk Walk, Community Scavenger Hunt, Bingo in the Park, Packers in the Park, Movie Night at the Aquatic Center)

2025 Accomplishments

- Worked with staff to continue implementing the City-wide Strategic Plan by having staff meetings and quarterly updates with the Common Council
- Tax base increased by $78,187,500 through new residential and commercial/industrial developments
- Expect to close on the independent living, assisted living, memory care facility in Commerce Crossing by end of 2025
- Annexed 144.76 acres into the City of Kaukauna (KASD)
- Submitted a list of community projects to KHS Civic Engagement Class in 2025
- KHS Civic Engagement Class on continues to fundraise for the pavilion Grignon Park project. The city has completed the archaeological study

CITY OF KAUKAUNA

2025 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MAYOR

2025 Accomplishments (continued)

- Supported Park improvements
  - Prioritized Strassburg Park improvements which included amenities selected by the Common Council
  - Completed six Pickleball courts at La Follette Park
- Supported business park improvements
  - 76 -room Grandstay Hotel
  - Klink Equipment
  - Tann Corporation
  - New industrial flex building (The Bakery)
  - Legacy Creekside Apartments
- City advocacy
  - Helped bring the State of Wisconsin Joint Finance Committee to Kaukauna High School for a public listening session.
  - Lobbied on behalf of Kaukauna at the Joint Finance Committee public hearing, to help secure an additional 2% increase each year in the biennial budget for the Local Road Improvement Plan (LRIP)
  - Spoke at public events such as Memorial Day, Veterans Day, UA-400 Apprentice Signing Day, Kaukauna Area School Districts In-Service
  - Hosted elementary school classes for tours of City Hall
  - Met and discussed with Congressman Tony Wied on Kaukauna Utilities new Water Treatment Facility helping secure a $1million grant for the project
  - Went to Washington D.C. for the American Public Power Association's Legislative Conference lobbying to Senators Tammy Baldwin, Ron Johnson and Congress Tony Wied on behalf of community-owned not-for-profit utilities (February 2025)
  - Met with Congressman Tony Wied and mayors from Green Bay and DePere advocating for the expansion of passenger rail service from Milwaukee to Green Bay
- Personal growth
  - Attended two Chief Executive Conferences with the League of Wisconsin Municipalities
  - Attended the American Public Power Association's National Conference in New Orleans, Louisiana (June 2025)

2026 Goals and Objectives

- Continue working with staff to review and implement the City-wide Strategic Plan
- Support the tax base increase through additional residential single-family homes and commercial/industrial developments
- Support the finalization of the developer's agreement on The Reserve
- Continue to work with KHS Civic Engagement Class on expanding the pavilion, adding a tow rope at the sledding hill and an ice rink at Grignon Park
- Upgrade LaFollette Park to include new restrooms, resurfacing the basketball court and parking lot (moving to 2026 goal per budget allocation)
- Explore Industrial Park expansion through annexation
- Update zoning codes to support data center growth in our community
- Support the development of remaining lots in Commerce Crossing Business Park and N.E.W. Prosperity Center
- Continue to explore with the Common Council and Staff regarding key properties in our commercial core district
- Work with staff to develop a plan to support future large equipment needs
- Explore options to upgrade audio/visual equipment in the Council Chambers

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MUNICIPAL SERVICE BUILDING MAINTENANCE

MISSION STATEMENT

The Municipal Service Building (a.k.a. City Hall) maintenance is responsible for janitorial services as well as all maintenance throughout the building. The janitorial service is a contracted service. Most of the maintenance is also contracted with some of the smaller items being managed by Department of Public Works laborers.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MUNICIPAL JUDGE

MISSION STATEMENT

The Municipal Judge has such jurisdiction as provided by law and Sec. 755.045 of the Wisconsin State Statutes and exclusive jurisdiction of violations of City ordinances. The procedures of Municipal Court are in accordance with Sec. 1.02, 1.04, and 1.15 of the Municipal Code and Chapters 343, 345, 755, 800, and 911 of the Wisconsin State Statutes.

2025 Changes

- The Kaukauna Municipal Court experienced a year of transition and improvement, marked by changes in leadership, staffing, scheduling, and court procedures. Following the unexpected resignation of the presiding judge, an interim judge was appointed to maintain operations until the seating of a new judge. This ensured that court services to the community continued without interruption.

- During this period, the Clerk of Court's hours were adjusted to better align with caseload and administrative needs. From January through May, the clerk worked 29 hours per week, with a reduction to 23 hours per week beginning in June.

- A new court schedule was also implemented. Under this schedule, Municipal Court meets one day per month, with an additional day set aside for cases involving either both the high school and middle school or just the high school.

- The Tax Refund Intercept Program was reinstated, allowing the court to collect outstanding debts from defendants who qualified but had not previously been submitted for recovery.

- In addition, several new procedures were established for both the judge and the Clerk of Court. These included:
    - Transferring OWI cases to Circuit Court
    - Sending trial appeals to Circuit Court
    - Managing contested parking citations
    - Conducting indigency hearings
    - Holding re-opening hearings

- These changes reflect the court's commitment to efficiency, fairness, and compliance with legal requirements, while also improving service to the community.

2025 Accomplishments

- In 2025, the Municipal Court achieved several important milestones that strengthened operations, improved efficiency, and enhanced service to the community.

- The Court successfully completed the transmission of all missing court dispositions from 2020 to the present to the Police Department, ensuring accurate and up-to-date records. Significant progress was also made on the Clerk of Courts Standard Operating Procedures Manual, with the first four chapters completed as part of a comprehensive guide to court operations.

- To improve case management, the Court created, updated, and implemented new procedures and documents for several key processes, including the Re-Opening Process, Victim Restitution Process, Community Service Process, and Indigency Process. In addition, new court forms were developed and updated, including a redesigned plea form (now available online), a court disposition form, and a juvenile disposition form.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MUNICIPAL JUDGE

2025 Accomplishments (continued)

- The Court also reviewed and implemented online educational and diversion programs through 3rd Millennium Classrooms and Dynamic Family Solutions, expanding options for defendants in areas such as truancy, shoplifting, juvenile alcohol (JA), THC, emotional regulation/conflict resolution, and sexting.

- Operational improvements were made to ensure accuracy and accountability. Duplicate defendant entries were merged in TIPSS to strengthen enforcement of forfeitures. Delinquent payment plans were cancelled, and defendants were notified of potential future collection actions through the State Debt Collection program. Updated procedures were also implemented to transition qualified defendants into State Debt Collection and/or the Tax Refund Intercept Program.

- Collaboration with the Police Department and the City Attorney/Paralegal resulted in the creation of a new process for contesting parking citations and enforcing judgments related to parking charges. The Court also updated and maintained the 2025 court calendar and developed the 2026 calendar to meet the scheduling needs of all relevant departments.

- To better track performance, the Court created and maintained spreadsheets to capture data from each court date, providing insights into trends and potential future needs. Another financial tracking spreadsheet was also developed to display monthly gains retained by the municipality and expenditures paid to the State and County.

- These accomplishments reflect the Court's commitment to modernization, accuracy, and transparency, while also preparing for the evolving needs of the community and partner agencies.

2026 Goals and Objectives

- Looking ahead to 2026, the Kaukauna Municipal Court has identified several goals and objectives to further strengthen court operations, enhance accessibility, and ensure fairness in the administration of justice.

- The Court will continue participation in training and judicial education programs for both the Judge and the Clerk of Courts, meeting all state requirements and maintaining professional development standards. Another key priority is the completion of the Clerk of Courts Standard Operating Procedures Manual, providing a comprehensive guide for consistent and efficient court operations.

- To ensure fines remain fair and consistent, the Court will research and update forfeiture amounts for municipal ordinance violations, aligning them with surrounding and comparable jurisdictions. In collaboration with the Police Department and the Outagamie County Sheriff's Office, the Court will also work to cancel more than 100 outstanding warrants issued by previous municipal judges.

- Improving accessibility is also a focus for 2026. The Court plans to research and implement a phone translation service to better assist defendants with limited English proficiency. Additionally, the Court will collaborate with the Police Department to update the information provided on citations, simplifying the payment process and improving clarity for defendants.

- Finally, the Court will conduct a comprehensive study of judicial and clerk salaries to determine whether compensation levels are within an acceptable range compared to similar positions.

- These objectives underscore the Court's commitment to continuous improvement, fairness, and accessibility while ensuring its operations remain efficient and responsive to the needs of the community.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: MAILROOM AND OFFICE SUPPLIES

MISSION STATEMENT

This department accounts for postage expense for all City departments, copier costs of the central copier and offices supplies that are charged to other departments when used.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: GENERAL GOVERNMENT
DEPARTMENT: PLANNING/COMMUNITY DEVELOPMENT

MISSION STATEMENT

The mission of the Planning and Community Development Department is to promote the orderly growth and development of the City in a manner intended to maintain a high-quality living environment.

2025 Goals and Objectives

- Approve 2 RACK Grants for new facades and interior renovations.
- Obtain an offer to purchase on two City owned lots.
- Complete a City of Kaukauna Parks Master Plan update.
- Complete the Future Land Use Map update.
- Begin planning for a Downtown Master plan
- Continue to update and improve existing zoning code.
- Improve informational packets and frequently asked questions sheets
- Review and improve existing applications (continuous)

2025 Accomplishments

- Approved 3 RACK Grants
- Completed Park plan update
- Improved information available online to address frequently asked questions
- Updated existing applications

2026 Goals and Objectives

- Continue to update and improve existing zoning code.
- Improve informational packets and frequently asked questions sheets (continuous)
- Create simpler online forms
- Prepare for comprehensive plan updates
- Update Flood Plain ordinance and procedures
- Begin creations on Economic development strategy document

Performance Measurements

	2023 Actual	**2024 Actual**	**2025 as of 9/5/2025**
Rezoning	1	2	2
Total Equalized Value (RE & PP)	$1,701,697,500	$1,836,322,700	$2,056,463,100
Zoning Code Amendments	4	1	2
Certified Survey Map (CSM)/Land Split	7	3	2
Residential Plats (In Limits)	1	1	0
Annexations	1	0	2

CITY OF KAUKAUNA

2026 BUDGET

DIVISION: GENERAL GOVERNMENT

DEPARTMENT: STREETS, PARK, and RECREATION (SPAR) BUILDING MAINTENANCE

MISSION STATEMENT

This department is responsible for utilities and maintenance for the Street Park and Recreation offices and Community Center areas. The janitorial service and maintenance of this facility is managed by Public Works employees.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: AMBULANCE

MISSION STATEMENT

As an integral part of the fire service in our community, the City of Kaukauna ambulance program will provide for the efficient care and safe transportation of victims of illness or injury. By maintaining the highest level of care and professionalism, the Firefighter/Paramedics will meet the community's needs to help ensure the safety and well-being of the populace.

2025 Goals and Objectives

- Greater community engagement from an EMS perspective.
- Increase the number of CPR classes given to targeted segments in our community.
- Complete EMS paperless integration, including electronic signatures.
- Participate in Wisconsin's GEMT program to improve our reimbursement rates for Medicaid transports.
- Continue efforts to maintain or improve cardiac survival rates in Kaukauna.
- Continue to work on various committees related to prehospital care and communications. The administrative staff serves on the local Regional Trauma Advisory Committee, Outagamie County EMS Chiefs' Association, and Fox Valley Technical College EMS advisory committee.
- Complete the annual review of the fire department's patient care guidelines, procedures, and protocols. The protocols are standing orders used during EMS calls. Our Service Medical Director Ryan Murphy M.D. and Division Chief-Operations will review the protocols and update them with the most current medications and patient care procedures.
- Comply with all regulations and standards set forth by OSHA, Wisconsin Department of Commerce, Wisconsin Department of Health and Family Services, and national health organizations.

2025 Accomplishments

- Strengthened wireless connectivity to reduce technical frustrations with paperless EMS reporting. Added additional validity rules for improved accuracy and reduced quality assurance time required.
- The department completed EMS paperless integration, including electronic signatures.
- Completed submission of the Wisconsin GEMT expenditure applications for years 2023 and 2024. The city received a payment of $73,500 for year 2023 with the 2024 payment expected in November.
- Achieved a 33.3% survival rate for cardiac arrest patients in Kaukauna through September, surpassing both state and national averages.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: AMBULANCE

2025 Accomplishments (continued)

- The upfitting of the department Quick Response Vehicle is complete, and personnel have been utilizing the unit to assist ambulance crews on emergency incidents.
- Continued to work on various committees related to prehospital care and communications. The administrative staff is active and serves on the local Regional Trauma Advisory Committee, Outagamie County EMS Chiefs' Association, and Fox Valley Technical College EMS advisory committee.
- Completed the annual review of the fire department's patient care guidelines, procedures, and protocols.
- The Division Chief-Operations continues to serve as a liaison between the fire department ambulance service and the numerous surrounding first responder agencies, coordinating patient care prior to fire department arrival at emergency incident scenes.
- Continued compliance with regulations and standards set forth by OSHA, Wisconsin Department of Commerce, Wisconsin Department of Health and Family Services, and national health organizations.
- All personnel completed the State of Wisconsin DHS's required continuing education hours for paramedic re-licensure.
- Provided EMS stand-by services at all high school football games, Bike to the Beat, Firecracker 5k, and Fox Cities Marathon.

2026 Goals and Objectives

- Recruit and retain qualified EMS personnel.
- Expand Community Outreach and Public Education by building public trust and reducing preventable EMS calls along with educating citizens on health emergencies and system usage.
- Increase the number of CPR classes given to targeted segments in our community.
- Continue to participate in Wisconsin's GEMT program to improve our reimbursement rates for Medicaid transports.
- Continue efforts to maintain and improve cardiac survival rates in Kaukauna.
- Enhance response readiness and efficiency, with the goal of reducing overall response times.
- Complete the annual review of the fire department's patient care guidelines, procedures, and protocols. The protocols are standing orders used during EMS calls. Our Service Medical Director Ryan Murphy M.D. and Assistant Chief/EMS Director will review the protocols and update them with the most current medications and patient care procedures.
- Improve patient care and clinical outcomes through consistent QA/QI review and hospital feedback.
- Comply with all regulations and standards set forth by OSHA, Wisconsin Department of Commerce, Wisconsin Department of Health and Family Services, and national health organizations.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: BUILDING INSPECTION

MISSION STATEMENT

The mission of the Building Inspection Department is to protect and foster the health, safety and well being of Kaukauna residents who occupy or use the buildings within the corporate limits of the City. The mission not only entails inspecting the older housing units but also enforcing current codes and construction practices in new construction. The enforcement level of the Building Inspection Department not only affects the quality of construction today but also the safety and well-being of the occupants tomorrow.

2025 Goals and Objectives

- Continuing education for Building Inspection Department
- Continue outreach efforts to the citizens regarding ordinance and permit requirements.
- Outreach to other community departments on operational ideas.
- Assist the Community Development Director on additional tasks.
- Creation of updated information documents, and videos to better assist residence for online programs
- Creation of set office hours and better implementation of online scheduling of inspections
- Review ordinances for Clarity in areas relevant to the Department

2025 Accomplishments

- Updated part of section 14 to require surveys for new dwellings and additions
- Attended 4 of continuing education courses
- Tested multiple options for new ways for residents to schedule inspections and made improvements to existing process.

2026 Goals and Objectives

- Continuing education for Building Inspection Department
- Continue outreach efforts to the citizens regarding ordinance and permit requirements.
- Outreach to other community departments on operational ideas.
- Assist the Community Development Director on additional tasks.
- Review ordinances for Clarity in areas relevant to the Department
- Fully implement an online scheduling service for inspections

Performance Measurements:

	2023 Actual	**2024 Actual**	**2025 as of 9/5/2024**
Inspections Performed (Residential only)	1122	1120	1029
Total Building Permits Issued (Residential and Commercial)	1099	1098	845
New Single-Family homes	83	80	86
Two-Family Homes	3	2	0
Total Permit Fee's Collected	$353,744	$380,755	$274,37

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: FIRE

MISSION STATEMENT

The Kaukauna Fire Department is committed to providing a safe and healthy community for both citizens and businesses by minimizing fire loss through sound fire prevention efforts, competent suppression techniques, and efficient emergency medical care.

2025 Goals and Objectives

- Finalize specifications and place an order for a fire engine to replace our 2003 fire engine.
- Begin the formal process of a Strategic Plan or Standards of Cover document for the fire department.
- Continue to build additional task books for the development of our staff.
- Develop a new Health & Wellness program
- Expand Community Risk Reduction Initiatives
- Identify and address areas that are negatively impacting our ISO rating.
- Work to mitigate areas where we fall short of NFPA 1710 standards.

2025 Accomplishments

- Fire engine ‘apparatus committee’ established and is working on specifications for a new engine..
- Restructuring of the fire department was initiated, clarifying roles and adjusting the organizational structure.
- Expanded task book programs to ensure personnel are successfully functioning across multiple roles, minimizing response gaps.
- Conducted our first-ever mental health wellness checks for all staff.
- Implemented additional AI workflows for efficiency and to reduce errors.
- We partnered with the Red Cross for a “sound the alarm” event, installing smoke detectors in more than 20 homes in Kaukauna.
- Developed recruit transition plans for smoother integration into shift work.
- Continued emphasis on first-due engine operations with our current staffing situation.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: FIRE

2026 Goals and Objectives

- Finalize specifications for a new fire engine and commit to purchase.
- Continue implementation of the fire department restructuring.
- Continue to work on succession planning
- Maintain response times
- Transition of fire incident reporting to new NERIS system.
- Continue live fire, active shooter, and technical rescue scenarios with mutual aid partners.
- Continue work to mitigate areas where we fall short of NFPA 1710 standards.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: FIRE SAFETY

MISSION STATEMENT

It is recognized that education and code enforcement are vital components in preventing fires and reducing fire losses. The Kaukauna Fire Department will sustain a comprehensive public awareness program within the community through regular fire prevention inspections and public education programming.

2025 Goals and Objectives

- Continue to work with partner agencies to support senior outreach programs in our community.
- All Kaukauna Fire Department staff members will continue to conduct company-based fire inspections throughout the community. We will continue to build a strong working relationship with our Code Enforcement Officer to address businesses that fail to correct fire code violations.
- All records will continue to be kept current to the Department of Commerce's regulations. We continue to send all NFIRS reports to the Federal database. All Fire Department members will have continuing education so that they are able to be kept up to date with the most current code interpretations.
- The general public will receive education in fire code compliance and fire prevention. The Kaukauna Fire Department will continue to provide community education on risk reduction.
- The Kaukauna Fire Department will continue to provide age-appropriate fire prevention education to all schools within the Kaukauna city limits.
- We will continue to partner with the Kaukauna Recreational Department's Safety Town program.

2025 Accomplishments

- As of September 30th, staff performed 810 fire inspections and identified 23 fire code violations.
- As of September 30th, we have met with 95 seniors in the community to discuss safety and risk reduction.
- Utilized social media to help spread awareness of forecasted severe weather and fire prevention tips.
- Continued to participate in Kaukauna Recreational Department's Safety Town program.
- Coordinated with the Red Cross to conduct (20) smoke detector installations in the summer of 2025.
- Distributed 20 free CO detectors to local residents, along with a total of 29 smoke detectors.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: FIRE SAFETY

2026 Goals and Objectives

- Continue to work with partner agencies to support senior outreach programs in our community.
- Integrate a civilian fire inspector into our department.
- All Kaukauna Fire Department staff will assist in performing fire inspections as needed, with an emphasis on pre-planning.
- The general public will receive education in fire code compliance and fire prevention. The Kaukauna Fire Department will continue to provide community education on risk reduction.
- The Kaukauna Fire Department will continue to provide age-appropriate fire prevention education to all schools within the Kaukauna city limits.
- We will continue to partner with the Kaukauna Recreational Department's Safety Town program.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: POLICE

MISSION STATEMENT

The mission of the Kaukauna Police Department is to enhance the quality of life in the City of Kaukauna by working cooperatively with the public to enforce the law, preserve the peace, reduce the fear of crime, and provide for a safe environment.

The Kaukauna Police Department will strive to provide quality police services and promote a "partnership for a safer community" through police and citizen interaction, with emphasis on education, respect fairness and integrity.

2025 Goals and Objectives

- Continue to hold PD open house in May
- Transition from Taser 7 to Taser 10 for patrol
- Explore rifle upgrade for patrol
- Continue with department wide employee wellness program
- Add additional evidence technicians
- Provide cell phone to patrol officers
- Continue to Provide Alice training to city businesses and school district
- Continue to develop and improve code enforcement position
- Plan for future PD retirements/ succession planning
- Develop creative ways to attract crossing guards
- Continue to participate in the "Lights of Christmas" Program

2025 Accomplishments

- Held 2 drug take back events and collected 557 pounds of prescriptions and non-prescription medication
- Held our annual Police Department open house in May during police week
- Continued with succession planning within the police department and hired a plus one officer to help with upcoming retirements
- Every officer participated in rescue task force training coordinated by the Sheriff's department.
- Participated in fund raising efforts for the "lights of Christmas program" which allows officers to give gift cards to families in need during the holiday.
- Gave 60 bike helmets to children who needed them in our community
- Held a Bike raffle for children in our community
- Every officer and record clerk participated in our employee wellness program
- Purchased 21 new duty rifles
- Provided each officer a cell phone for better communication with the public/evidence collection photos/body cam app/flock app
- Provide ALICE training to the Kaukauna Area School District, local businesses and organizations
- Transitioned from Taser 7 to Taser 10
- Continued to enhance out code enforcement position
- Participated in numerous public relations events- Touch a truck/school tours of PD/Trunk or Treat/crime prevention talks/find the rock (Facebook)

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: POLICE

2026 Goals and Objectives

- Explore the possibility of adding a part-time civilian evidence technician
- Continue to train officers in scenario based DAAT (defense and arrest tactics) and firearms training
- Work with the city on installing cameras in city parks and high traffic areas
- Explore the possibility of adding more Flock cameras in the city
- Continue holding our PD open house
- Proved ALICE training to the school district and business' in the city
- Enhance our peer-support program
- Continue to participate in the "Lights of Christmas" program
- Continue with our succession planning within the department due to retirements
- Explore creative ways to have positive interactions with the community

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PUBLIC SAFETY
DEPARTMENT: SCHOOL PATROL

MISSION STATEMENT

The City of Kaukauna School Crossing Guard program provides uniformed adult supervision at seven school intersections where the majority of the students cross within the City. The crossing guards assist students, bikers and pedestrians when they are crossing the intersections to and from their classes. This service is provided between the hours of 7:00 and 8:15 A.M., and from 2:45 through 4:00 P.M. on school days.

During three weeks in June, three of our crossing guards are involved in the Safety Town program that is designed to teach safety habits to the children who are entering kindergarten. It has evolved into a comprehensive program covering everything from crossing the street, to playground behavior, littering, avoiding poisons, stranger danger, call 911 and fire prevention. Police Officers and Firemen also participate as guest speakers.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: HEALTH AND SOCIAL SERVICES
DEPARTMENT: ALCOHOL & OTHER DRUG AWARENESS

MISSION STATEMENT

The Alcohol and Other Drug Abuse Prevention Board's mission as defined by City ordinance is as follows.

The Board shall take such steps as it determines necessary to educate the public regarding the problems of alcohol and other drug abuse and to develop public information programs to relation thereto.

The Board shall make recommendations to the Council in cases where Council action is required on matters pertaining to the prevention of alcohol and other drug abuse.

To the extent possible the Board shall coordinate all activities related to the prevention of alcohol and other drug abuse in the City and shall cooperate with other county and state agencies organized for a similar purpose.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: BRIDGE MAINTENANCE

MISSION STATEMENT

The mission of the bridge maintenance department is to provide for the operation of the city's lift bridge. Operation expenditures include inspections, maintenance and utilities for the bridge and tender building.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: BUS SUBSIDY

MISSION STATEMENT

This department accounts for the cost of Valley Transit bus service that is provided to the City. The Service is provided by the City of Appleton that is shared among all Fox Valley Municipalities.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: ENGINEERING

MISSION STATEMENT

Develop and carry out the City's capital improvement program including the design, construction, inspection and management of streets, sewers, sidewalks, associated rehabilitation programs and all other City public works projects. Operate and manage the City's Sanitary Sewer Utility and Stormwater Utility. Implement the City's Right-of-Way Management Ordinance requirements. Perform survey work, conduct traffic studies as needed, review and inspect new construction and re-development sites, compile special assessments, and maintain official maps and records.

2025 Goals and Objectives

- Complete construction projects including sewer, stormwater, and paving in a timely, cost-effective manner while minimizing disruptions to residents and the travelling public.
- Work with the Wisconsin Department of Transportation, Wisconsin Department of Natural Resources, Outagamie County Highway Department, and other agencies as needed to effectively carry out the duties delegated to the Department of Public Works.
- * Continue to work with KASD, KPD, and Street Department on school zone improvements, school walking route improvements, and bus stop improvements.
- * Continue to work with Community Enrichment to design improvements and increase accessibility for all residents to City parks and trails.
- * Evaluate improvements to pedestrian and bicycle facilities in conjunction with street and sidewalk improvement projects and implement them when practicable.
- Assist other City departments and department heads when requested.
- Work with the Heart of the Valley Metropolitan Sewerage District (HOVMSD) within the Capacity, Management, Operations, and Maintenance (CMOM) program and Clearwater Sustainability Program to reduce the amount of inflow and infiltration that enters the sanitary sewer system. This work will include sewer rehabilitation projects, replacement of private sanitary sewer laterals, flow monitoring, annual televising/inspection of sanitary sewer mains and manholes, and any other tasks recommended by the HOVMSD and its consulting engineer, when it will also best serve the interest of the City.
- Work with the Wisconsin Department of Natural Resources to meet water regulations and improve storm water quality throughout the Municipal Separate Storm Sewer System (MS4).
- Work with Kaukauna Utilities to coordinate sanitary sewer main, water main, and lateral replacement projects.
- Work with Kaukauna High School civic engagement class to plan improvements for Grignon Park
- * Continue to improve communications with residents and businesses about City operations and projects that may affect them directly.

<u>Successfully complete the following projects:</u>

  - * Complete 1000 Islands Boardwalk project
  - * New office space and installation of a sorting machine at Kaukauna Public Library
  - * Update Playground Equipment at Strassburg Park
  - * Navigation Canal Seawall Project Installation and repaving of adjacent trails
  - * CTH Z –State Street Sidewalk Extension
  - * Complete Quiet Zone Railroad Crossing Improvements
  - * Complete design for LaFollette Park Site and Restroom Improvements
  - * Grignon Park Stream Restoration and Parking lot addition
  - 2025 Concrete Street Paving Project – Mostly new construction areas
  - Sanitary Sewer and Water Main Relay Projects with Kaukauna Utilities- Desnoyer Street Area
  - Complete a Cured-In-Place Pipe (CIPP) project along the Fox River and in easements

* = Aligns directly to Strategic Plan Goal

- K4 Basin Flood Storage Project – Linda/Thelen Storm Sewer System
- Badger Road Pond
- Erosion Control - Stormwater Outfall / Streambank Restoration Project at Hoersch Property
- Parking lot pavement replacement at Upper Grignon, Lower Riverside, Pool/Well Lot
- Complete Alley rehabilitation projects including W 9th Street and E 2nd Street
- Complete remediation of the Fox Shores RR Site.

2025 Accomplishments

- Completed construction projects including sewer, stormwater, and paving in a timely, cost-effective manner while minimizing disruptions to residents and the travelling public.
- * Continued to work with KASD, KPD, and Street Department on school zone improvements, school walking route improvements, and bus stop improvements.
- * Continued to work with Community Enrichment to design improvements and increase accessibility for all residents to City parks and trails.
- * Evaluated improvements to pedestrian and bicycle facilities in conjunction with street and sidewalk improvement projects.
- Worked with the Heart of the Valley Metropolitan Sewerage District (HOVMSD) within the Capacity, Management, Operations, and Maintenance (CMOM) program and Clearwater Sustainability Program to reduce the amount of inflow and infiltration that enters the sanitary sewer system.
- Worked with the Wisconsin Department of Natural Resources to meet water regulations and improve storm water quality throughout the Municipal Separate Storm Sewer System (MS4).
- Work with Kaukauna Utilities to coordinate sanitary sewer main, water main, and lateral replacement projects.
- Worked with Kaukauna Area School District on proposed Middle School site including road layouts, pedestrian access, utilities, and lead coordination of the same with multiple agencies.
- Worked with Kaukauna High School civic engagement class to plan improvements for Grignon Park
- * Continued improvements to communications with residents and businesses about City operations and projects that may affect them directly.

    - * Completed 1000 Islands Boardwalk project
    - * Completed office space and meeting room installation with Kaukauna Public Library
    - * Completed installation of a sorting machine with Kaukauna Public Library
    - * Updated Playground Equipment at Strassburg Park, replaced BB court, constructed shelter, and added other amenities
    - * Navigation Canal Seawall Installation- Repaving of adjacent trails Fall ‘25 or spring ‘26
    - * Added CTH Z –State Street Sidewalk Extension to Ash Grove Place
    - * Installed marked enhanced trail crossings at 1000 Islands
    - * Installed RRFB Flashing Pedestrian Crossing for Aquatic Center/Doty Bayorgeon area
    - * Completed Permitting for Quiet Zone Railroad Crossing Improvements
    - * Created plans for Grignon Park Stream Restoration and parking lot addition, construction in Winter ‘25/’26
    - Completed 2025 Concrete Street Paving Project – Blue Stem Area
    - Sanitary Sewer and Water Main Relay Projects with Kaukauna Utilities- Phase 2 of Desnoyer Street Area and Thelen Ave/Linda Ct Area
    - K4 Basin Flood Storage Project – Linda/Thelen paralell Storm Sewer System
    - Applied for and received a grant to restore areas at 1000 Islands - Stormwater Outfall / Streambank Restoration Project at Hoersch Property
    - Pavement replacement at Upper Grignon parking lot, High Street, and E 2nd Street Alley
    - Completed Alley rehabilitation project including 9th / 10th Street Alley
    - Worked with KKPD to update 7.12 Parking Regulations of the municipal code

* = Aligns directly to Strategic Plan Goal

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: ENGINEERING

2026 Goals and Objectives

- Complete construction projects including sewer, stormwater, and paving in a timely, cost-effective manner while minimizing disruptions to residents and the travelling public.
- Work with the Wisconsin Department of Transportation, Wisconsin Department of Natural Resources, Outagamie County Highway Department, and other agencies as needed to effectively carry out the duties delegated to the Department of Public Works.
- * Continue to work with KASD, KPD, and Street Department on school zone improvements, school walking route improvements, and bus stop improvements.
- * Continue to work with Community Enrichment to design improvements and increase accessibility for all residents to City parks and trails.
- * Evaluate improvements to pedestrian and bicycle facilities in conjunction with street and sidewalk improvement projects and implement them when practicable.
- Assist other City departments and department heads when requested.
- Work with the Heart of the Valley Metropolitan Sewerage District (HOVMSD) within the Capacity, Management, Operations, and Maintenance (CMOM) program and Clearwater Sustainability Program to reduce the amount of inflow and infiltration that enters the sanitary sewer system. This work will include sewer rehabilitation projects, replacement of private sanitary sewer laterals, flow monitoring, annual televising/inspection of sanitary sewer mains and manholes, and any other tasks recommended by the HOVMSD and its consulting engineer, when it will also best serve the interest of the City.
- Work with the Wisconsin Department of Natural Resources to meet water regulations and improve storm water quality throughout the Municipal Separate Storm Sewer System (MS4).
- Work with Kaukauna Utilities to coordinate sanitary sewer main, water main, and lateral replacement projects.
- Work with Kaukauna High School civic engagement class to plan improvements for Grignon Park
- * Continue to improve communications with residents and businesses about City operations and projects that may affect them directly.

<u>Successfully complete the following projects:</u>

  - * Kakalin Trail Extension
  - * Complete resurfacing of trails adjacent to Navigation Canal Seawall Project
  - * Complete COnstruction of Quiet Zone Railroad Crossing Improvements
  - * Complete design and construction for LaFollette Park Site and Restroom Improvements
  - * Complete Grignon Park Stream Restoration and parking lot addition
  - * Complete design and begin installation of sports complex at Inside the Park Place
  - 2026 Concrete Street Paving Project – Hurkman 4, 9th Street Area, Washington/Florence
  - Sanitary Sewer and Water Main Relay Projects with Kaukauna Utilities- Ann Street and Riverside Park Areas
  - Cured-In-Place Pipe (CIPP) projects along the Fox River, in easements, and in Industrial Park 1
  - Sewer Extensions for Konkapot Interceptor and Evergreen Drive
  - Update traffic controller and related equipment at CTH CE/Q Intersection
  - Install Downtown District Dumpster Corrals
  - Stormwater Outfall / Streambank Restoration Project at Hoersch Property – with Outagamie County Land Conservation Dept.
  - Complete remediation of the Fox Shores RR Site
  - Resurface MSB and Third Street Parking Lots
  - Upgrade CE Sanitary Sewer Lift Station Controls

* = Aligns directly to Strategic Plan Goal

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: EQUIPMENT MAINTENANCE & REPLACEMENT

MISSION STATEMENT

The mission of this department is to provide operating departments with service, maintenance, and repairs to assigned vehicles and equipment. Duties include ordering of parts, changing of oil, lubrication, engine tuning, repairs, equipment painting, mounting plows, etc. This department also administers the annual systematic equipment replacement program.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: FORESTRY

MISSION STATEMENT

The forestry department is responsible for the planting, trimming, and removal of trees and stumps from terraces, parks or from areas where it interferes with city property. The proper clearance of city streets, alleys, and sidewalks, and the removal of trees and branches during scheduled pickup dates and after damaging storms.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: SNOW & ICE CONTROL

MISSION STATEMENT

The mission of the Snow and Ice Control Department is to keep streets and city owned sidewalks open to traffic in all winter conditions and to provide skid free pavement surfaces at intersections, stop and yield signs. Responsibilities and expenditures include ordering of blades, chains, salt, and chips for mixing and stockpiling, application of these materials, plowing, removal, and hauling of snow. Also included is the removal of snow and ice from private walks when not performed by owners. Private snow and ice removal is billed to the property owner.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET DEPARTMENT ADMINISTRATION

MISSION STATEMENT

The mission of Street Department Administration is to provide effective and efficient management of the street, sanitation, and park departments. Street department administration is in charge of and responsible for maintenance and repair of streets, alleys, curbs and gutters, sidewalks, street signs, traffic control devices, storm sewers, sanitary sewers, city buildings and structures, parks, athletic fields and all machinery, equipment and property used in any activity under departmental control.

The administration has charge of such public services as garbage and refuse collection and disposal, snow and ice control, street cleaning and flushing, recycling and such other activities as may be assigned from time to time by the council.

The administration determines the priorities, objectives, policies, procedures and overall resource needs. The administration is also responsible for the development and implementation of public policies regarding the street, sanitation, and park departments.

2025 Goals and Objectives

- Continue to provide effective and efficient direction and control of the Street and Park Departments.
- Maintain the city's designation, “Tree City USA” by the National Arbor Day Foundation.
- Provide continuing education opportunities for all Street and Park department personnel.
- Continue emphasizing safety and provide the equipment and tools necessary to achieve a safe working environment.
- Continue working with safety coordinator to provide safe work environments while maintaining optimum efficiency.
- Continue with systematic equipment replacement. Equipment scheduled to be replaced in 2025 is replacement of skid loader, replacement of 1991 John Deere grader, replacement of 1 ton truck with plow, replacement of dump truck #212, converting garbage truck 228 to an automated leaf collector, and purchase of a new automated garbage truck.
- Work with Director of Public Works, Communications Coordinator, and Planning Department on informing residents and implementing on the 3rd phase of the waste ordinance 11.11
- Work with Director of Public Works and city of Kaukauna clubs on agreements for athletic field and facility use.
- Continue professional relationships with the many clubs and organizations that organize events for the youth and citizens of Kaukauna.
- Continue with the removal and restoration of many ash trees located in open park areas.
- Continue planting of various varieties of trees to replace the dead and declining trees throughout the park systems
- Provide high quality services to residents with weekly garbage collections, brush collections, metal and white good collections, tire collections, special yard waste collections, large and irregular collections, and leaf collections.
- Continue to promote more online renewals for the more than 1,400 disposal site users.
- Install siding on the 1000 Islands Nature Center.
- Make repairs to Horseshoe Park concession building.
- Provide the response of personnel and equipment to all weather emergencies for safe travel throughout the city.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET DEPARTMENT ADMINISTRATION

2025 Accomplishments

- The Street and Park Department continued to provide effective and efficient maintenance services for the city residents, its visitors, various organizations, and the Kaukauna area school district. Routine maintenance (refuse collection, snow removal, street repair, park care, sewer maintenance, weed cutting, street maintenance, vehicle maintenance, etc.) was performed throughout the year.
- The city received recognition for the 32nd year in a row as a “Tree City USA” by the National Arbor Day Foundation. The award identifies the city as one which realizes the benefits of tree planting and maintenance of the urban forest.
- In 2025 crew members went to Salt Wise training and equipment show at Outagamie County Highway Department, participated in the Snowplow Rodeo in Appleton, and the city mechanic had training on Pierce fire trucks. Training sessions were conducted monthly for staff by MEUW on topics to continue to be compliant with OSHA standards. Safety committee would meet monthly or quarterly and discuss safety topics brought forth from the street crew, also reviewed incident and injury reports to determine solutions to prevent events from occurring.
- Equipment upgrades awarded in 2025 were the replacement of a motor grader, replacement of a 5yd dump truck, replacement of a 1-ton dump truck, replacement of an automated garbage truck, and replacement of an engineering pickup truck.
- City crews removed old playground equipment, provided all site work, poured new ADA accessible sidewalk, installed playground mulch, planted trees, and provided a base for a new basketball court at Strassburg Park.
- Siding, facia, and soffit were installed on the 1000 Islands Nature Center. Upgrades to pedestrian safety were made by painting crosswalks and adding signage at trail crossings of CTH Z. Staff installed a new bridge over a waterway on the 1000 Islands trails.
- A New steel roof, facia, and soffit were installed on the concession stand at Horseshoe Valley Park.
- Upgrades to trails were made by installing benches, shoulder clearing, and crack filling of joints on asphalt surfaces.
- All mulch playgrounds were upgraded by adding engineered wood fiber to help with safety and accessibility.
- A new LED athletic field light was installed on the hardball baseball diamond.
- Crosswalks, curbs, and parking lots were painted throughout city lots, around schools and churches, and on main streets in the city.
- Street Crews made repairs to 5 storm inlets and sanitary manholes.
- Street crews worked on pedestrian safety routes at 1000 islands, Doty Bayorgeon, Aquatic center, Grignon Park and various city sidewalks by tapering trip hazards by concrete grinding.
- Mastic material was added to potholes and larger separations on STH 55.
- Crews were out for 5 weeks sealing joints and cracks on city streets and parking lots.
- Crews collected over 4,100 cu yards of leaves through 6 weeks of curbside collection.
- Special Events were another success in 2025, to date crews have helped with 29 events. Street staff provided materials for road closures and detours while also supplying materials like seating and waste receptacles for all events with requests.
- Crews responded to 13 winter weather events to plow and salt city streets, sidewalks, parking lots, and trails.
- Cleaned over 94,000 lineal feet of sanitary sewer mains to date
- Approximately 470 manholes were inspected
- Over 528,000 gallons of leachate have been pumped from the Lehrer landfill.
- 4 valves at Augustine Lift Station and one at Dodge St. Have been replaced.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET DEPARTMENT ADMINISTRATION

2026 Goals and Objectives

- Continue to provide effective and efficient direction and control of the Street and Park Departments.
- Maintain the city's designation, “Tree City USA” by the National Arbor Day Foundation.
- Provide continuing education opportunities for all Street and Park department personnel.
- Continue emphasizing safety and provide the equipment and tools necessary to achieve a safe working environment.
- Continue working with safety coordinator to provide safe work environments while maintaining optimum efficiency.
- Continue with systematic equipment replacement. Equipment scheduled to be replaced in 2026 is replacement of the Snow Go Snow Blower, 1-ton dump truck, half ton pickup truck, and an addition of one UTV for seasonal staff.
- Work with Director of Public Works and Communications Coordinator on the changes to the Municipal Disposal Site.
- Advertise and implement the new residential collection routes.
- Work with Director of Public Works and private clubs on agreements for athletic field and facility use.
- Continue professional relationships with the many clubs and organizations that organize events for the youth and citizens of Kaukauna.
- Continue with the removal and restoration of many ash trees located in open park areas.
- Continue planting of various varieties of trees to replace the dead and declining trees throughout the park systems
- Provide high quality services to residents with weekly garbage collections, brush collections, metal and white good collections, tire collections, special yard waste collections, large and irregular collections, and leaf collections.
- Continue to promote more online renewals for the more than 2,000 disposal site users.
- Rebuild the retaining wall below Friends and Neighbors Park.
- Finish the upgrades to Strassburg Park by building an open-air shelter, installing a new backstop and Gaga Ball court, and finishing final site restoration.
- Provide the response of personnel and equipment to all weather emergencies for safe travel throughout the city.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET LIGHTING

MISSION STATEMENT

This department accounts for the cost of maintaining and operating the streetlights and decorative theme lights within the city. All streetlights are owned and operated by Kaukauna Utilities.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET MAINTENANCE

MISSION STATEMENT

The mission of the street maintenance department is to provide smooth, safe pavements for vehicular and bicycle movement. Street maintenance activities include the tarring of joints, patching of potholes, patching for street oiling, grading gravel streets, repairing curbs, and guard rails. Reconstruction of small sections of concrete, asphalt, and gravel streets and alleys is also performed.

All Department of Public work laborer staff is being budgeted under this department

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: STREET SIGNS & MARKERS

MISSION STATEMENT

The mission of the street signs and markers department is to make, install, repair, and replace traffic control and street signs. This department is also responsible for painting traffic lanes, crosswalks, parking stalls, no parking areas, etc. on all city streets and parking areas.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: TRAFFIC CONTROL

MISSION STATEMENT

The traffic control department's mission is to provide for the maintenance, repair, and safe operation of the city's seven signalized intersections, signalized pedestrian crossings, and all other powered traffic control and warning signage. This includes labor, parts, contractual services, and electrical services.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: TRANSPORTATION
DEPARTMENT: WEED CONTROL

MISSION STATEMENT

The mission of the weed control department is the control of noxious weeds. Responsibilities include the mowing of street right-of-way's, vacant lots, and lawns which property owner have neglected to maintain. Weed/grass control on private property is charged to the property owner. This department's expenditure also includes the repair of weed eaters and hand mowers

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: SANITATION
DEPARTMENT: REFUSE COLLECTION

MISSION STATEMENT

The mission of the Refuse Collection Department is to provide maintenance to the multiple refuse trucks, regular weekly collection of garbage and rubbish and to transport this garbage to a disposal site in order to enhance public health, sanitation and community appearance. Also included in budget expenditures are the various special collections for large and irregular, spring and fall clean up, and tire collection weeks.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: SANITATION
DEPARTMENT: REFUSE DISPOSAL

MISSION STATEMENT

The mission of the refuse disposal department is to account for the tipping fees for disposal of refuse and debris and for the fees associated with the city's recycling program. Also included are the costs associated with the processing of waste concrete, yard debris, leaves and brush located at the city leased site at the Red Hills Landfill, and the contracted disposal costs to remove the recycling and waste oil from the city disposal site.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: ADULT PROGRAMS

MISSION STATEMENT

To provide adult citizens organized sports leagues to include men's softball and adult coed kickball.

2025 Goals and Objectives

- Utilize new pickleball courts and increase program participation by 10%
- Create 1-2 new Adult league or program
- Continue working towards finding partnerships on programs

2025 Accomplishments

- Continued all existing pickleball programs and hired new instructor
- Offered 2 new programs - co-ed softball league and adult golf league
- Continue working towards finding partnerships on programs
    - Collaborated with Ghost Town Fitness cross promote and offer classes to seniors & older adults
    - Contacted local pickleball organizations to gage interest in leagues, tournaments, etc

2026 Goals and Objectives

- Improve program participation in already successful programs by 5%
- Create 1 new adult league or program that successfully runs
- Expand adult fitness offerings with new classes & one-time events

Service Efforts:

INDICATOR	2023	2024	2025
Adult Coed Kickball Teams	5	5	5
Adult Men's Softball Teams	23	22	20
PAC Trips	56*	53*	103*
Pickleball	54*	72*	21*
Zumba	36	60*	62*
Yoga	54*	58*	10
Fitness Fusion	-	-	6
Holiday Sampler	-	6	6*
Adult Golf	-	-	0

*Fall Program Registration is ongoing

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: ATHLETIC FIELDS

MISSION STATEMENT

The mission of the athletic field department is to provide and maintain recreation facilities available for use by the public, recreation department, local private clubs and the Kaukauna Area School District. The city maintains fields and buildings at the Doty Bayorgeon recreational facility, Horseshoe Park, Riverside Park, Grignon Park and Jonen Park.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNICATIONS
DEPARTMENT: CIVIC PROMOTIONS

MISSION STATEMENT

Civic promotion is responsible for promoting the public image of the city. Kaukauna has supported City-wide events in the past including Memorial Day contribution & annual Christmas parade.

Funds have been allocated within this department to provide financial support for various types of events. If you're interested in applying for financial assistance, you can find an application on the city's website under the Finance Department's section. This application provides comprehensive information about the specific requirements and expectations for the support provided by the city for your event.

2025 Accomplishments

- Participated in the 2025 Travel Wisconsin Co-Op for the first time
    - Ad in email marketing campaign featured the Aquatic Center: Email was opened by 17,356 individuals. Received 699 visits to the Aquatic Center page the day the email went out.
- Renewed our digital article with Livability Fox Cities.
    - As of April 2025: 7,236 views, 3,734 sessions, with an engagement rating of 92%.
- Placed an ad in the Fox Cities Magazine 2026 City Guide (new).
- Implemented Sprout Social for MSB, Library and SPAR usage.
    - Increased engagement rates across all included platforms by 23.4% and post link clicks by 26.1% as compared to January-August 2024.

2026 Goals and Objectives

- Participate in the Travel Wisconsin Travel Guide (new).
- Look for further advertising opportunities in Green Bay and surrounding areas.
- Implement a social media archiving solution to stay in compliance with open records laws.
- Implement tools to help the city’s website reach and maintain web accessibility in accordance with WCAG 2.1 AA standards by April 2027.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: COMMUNITY CENTER

MISSION STATEMENT

This category is primarily related to programs offered to senior citizens.

2025 Goals and Objectives

- Offer 2-3 additional senior programs
- Increase marketing and exposure for senior programs
- Partner with local businesses and organizations for XYZ and other senior programs

2025 Accomplishments

- Offered Strong Bodies 2x per week
-
- Successfully partnered with community businesses and organizations for XYZ programs.
- Created a new program for seniors, Game Day!
- Increased XYZ group participation by 13%* as of September.

2026 Goals and Objectives

- Offer one more senior fitness class on top of Strong Bodies
-
- Collaborate with local businesses to grow XYZ Program.
- Research and add additional 1-2 senior programs.
- Partner with travel business to offer a bus trip to seniors.

Service Efforts:

INDICATOR	2023	2024	2025
# of Community Room bookings	414	597	531*
# of 3rd Street Conference Rm bookings	84	59	61*
XYZ Group Participants	205	198	226*
Strong Bodies	146	118	183*

*Fall Program Registration is ongoing

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: DANCE CLASSES

MISSION STATEMENT

This category is intended to provide adult and youth dance lessons, which may include tap, tumbling, ballet, hip hop, lyrical jazz, break dancing & tricks, musical theatre and jazz for boys and girls ages 1 through high school ages. We offer a six-week beginner program in the spring, two 5-week summer sessions and a 12-week program that begins in September and concludes with a showcase in December. Additionally, a 12-week program beginning in January and ending in April with a showcase.

2026 Goals and Objectives

- Include dance into youth sports programming structure

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: GRIGNON MANSION

MISSION STATEMENT

To preserve and interpret the diverse history of the Grignon family and their impact on the Fox River Valley through programming, interactive learning, and community partnerships.

2025 Goals and Objectives

- Clearly define the City of Kaukauna's plans for the Grignon Mansion
- Create two new programs

2025 Accomplishments

- Successfully trained and onboarded a new Community Enrichment Program Manager.
- Successfully added a new blacksmith volunteer. Reopen shop for the first time since 2020.
- Established a partnership with local artisan to launch candle making program at the Grignon Mansion.
- Successfully updated Friends membership criteria and brought in 6 new volunteers.
- Hosted a children's painting program at the Grignon Mansion.
- Worked with Kaukauna Local Historian to digitalize historic files.
- Successfully changed the car show to the Rob Jackels Memorial Car Show in tribute to longtime Friend.
- Hosted annual events
    - Little Chute Community Band (75 attendees)
    - Rob Jackels Memorial Car Show (45 car show entries, 30 Mansion tour attendees)
    - Civil War Living History Demonstration (352 Attendees)
    - Christmas Tours (2024 – 363 attendees over 4 days)

2026 Goals and Objectives

- Grow social media presence.
- Create and host "Lost Arts" fair in summer 2026.
- Host candle making program at the Grignon Mansion.
- Continue to search for fundraising or grant opportunities for the Grignon Mansion.
- Continue partnership with Kaukauna Elks to offer school group tours.
- Continue to work with Kaukauna Local Historian to digitalize historical files.
- Determine the sustainability of current offerings and partnerships

CITY OF KAUKAUNA

2026 BUDGET

DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: LIBRARY

MISSION STATEMENT
The Kaukauna Public Library educates, inspires, and connects individuals and the community through materials, services and programs.

2025 Goals and Objectives

- Begin the process of organizing both digital and paper files.
- Implement new automated materials handling system in conjunction with the Capital Improvement Project.
- Increase the number of culture-based programs.
- Explore and implement one new format of library materials for children in audio format.

2025 Accomplishments

- Organized both physical and digital files within the building.
- Opened the Garden Room for bookings for the fall-winter semester.
- Prepped and ready to add an AMHS machine this fall.
- Added both Wonderbooks and Vox books in the children and teen audio collections. KPL was also the first library in the system to order adult Wonderbooks.
- Received $500 “in recognition of the Kaukauna Public Library’s unwavering commitment to inspiring healthy lifestyles for kids and families and your continuous volunteer support of the event” from the Fox Cities Marathon.
- Received a Dollar General Family Literacy Grant to provide adult English classes for free, as well as getting multi-lingual books into the hands of district ESL families.
- Created First Nations learning bins for check out.
- Collaborated with KASD on family literacy nights at the library.
- Partnered with 1,000 Islands on a Three Sisters Garden.
- Inventoried and purchased all missing series titles for the Science Fiction/Fantasy collection and the Inspirational collection.
- Worked with multiple libraries in the system to get Hoopla to change reporting capabilities to include Hoopla check outs into county allocation funding formulas.
- Transitioned two Library Assistants from part-time to fulltime.
- Worked with Appleton Public Library on the Fox Cities Reads, featuring nationally known author Angeline Boulley in the Fox Cities in March.
- Distributed 1,081 lunches to children.
- Hosted one job exploration training student from KHS.
- Hosted one workforce development individual.
- Offered our annual school supply drive for students in need. Currently, collecting winter clothing supplies for the next drive.
- Were a host site for Girl Scout Troop 2195 to collect bags to recycle into a bench.
- Were a host site for KHS prom donations.
- Participated in a statewide postcard writing campaign to support public libraries.
- Featured KASD early education teachers as guest storytime readers at summer Garden Storytime, so little friends could maybe meet their future teacher in advance.
- Collection site for Miss Amazing State Queen’s community service project to benefit the Fox Valley Humane Association.
- Created teen mental health kit giveaway.
- Created a seed library.
- Hosted the “We Stand on their Shoulders” A History of Wisconsin Women and voting traveling exhibit including a panel event with local women business owners.
- Increased gaming programming including electronic, board and card games.
- Participated in the Help for the Homeless Hygiene Drive.
- Hosted the “Our Afghan Neighbors” exhibit on loan from the History Museum at the Castle.
- Hosted Fox Valley Literacy’s display “The Faces of Literacy.”
- Started a full audit of library card applications, which is close to 15,000 paper records.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: LIBRARY

2025 Accolades

- “This is amazing. Every time I think I know how cool our community is, I am amazed some more. Thanks Kaukauna Public Library.” Facebook user in regards to Teen Mental Health Kits.

- “My library is important to me and the community. A public library is the true heart and soul of a community. Libraries are fee public spaces accessible to all and the programs and services that are available are so important. I go to book clubs, adult education programs, check out free materials, and take my husband to memory cafe’s at the library. The library is a lifeline for us.” Postcard campaign.

- "They provide me with an array of entertaining and informational material. Kaukauna has an array of displays of new books. I always bring hom a stack of children and adult books. I’m in my 70’s and libraries provide so much.” Postcard campaign.

- ***“***Love the library great books and staff.” InfoSoup Comment Box

- ***“***Wow!! my most humble and sincerest appreciation to you, Gavin and Ashley. You have provided more information than I ever expected and I am so thankful.” Patron who inquired about the death of a family member in the early 1900’s.

- “We Love our Library! Thanks for being amazing KPL!” Facebook user.

- “I read every day from books that are supplied by the Kaukauna Public Library. It enables me to stay mentally strong and active.” Postcard campaign.

- “We have the coolest and most beautiful library in Kaukauna.” Facebook user.

- “Great idea! Your library is amazing. I bring my grandson there.” Facebook user.

- “We love garden story time!” Facebook user.

- “Thank you for offering this spectacular event! My grandsons enjoyed it!” Facebook user.

- “It was a blast thank you for doing these kinds of things for the kiddos.” Facebook user.

- “My kids and I come at least once a week to play and attend events! We love our library! Come see how awesome Kaukauna Public Library is for yourself.” Postcard campaign.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: LIBRARY

2026 Goals and Objectives

- Create the next Library strategic plan for 2027-2031. The current strategic plan is for 2022-2026.
- Create content for the Library website including, but not limited to: a social story for visiting the Library and a video of the Library to accompany the social story.
- Revamp the Homebound Delivery program.

	2023	2024	2025 (8 mos.)	Explanation
Visits	98,018	109,887	74,885	Appleton library opened this year.
Circulation	141,597	154,664	109,576	Appleton library opened this year.
E-Circulation	30,763	39,622	26,775	
Teacher Packs	42	28	16	
Loan Rate	28,154	34,267	26,816	We want loan/borrow rate to balance.
Borrowing Rate	36,408	43,245	30,416	We want loan/borrow rate to balance.
Program Attendance	20,079	25,510	19,633	
Juvenile	11,456	13,606	9,499	
Adult	1,757	1,977	1,045	
General Interest	6,866	9,927	9,089	
Library Space Usage	2,484	2,570	1,674	
Study Rooms	1,740	1,762	1,075	
Meeting Rooms	744	808	599	
Computers Use	3,670	3,581	2,521	
Wi-Fi Usage	16,249	15,634	10,664	
Virtual Access	44,081	33,639	23,006	
Tech 1:1 Instruction	133	125	86	
Local History Inquiry	167	137	106	
Volunteer Hours	1,204	1,042	793	
New Facebook Likes	903	441	399	
Cardholders	11,261	10,943	11,371	
Media Mentions	18	35	30	

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: SWIMMING POOL

MISSION STATEMENT

To provide aquatic programs including open swim, swim lessons, water aerobics, lap swimming, and swimming pool rentals to residents of the City of Kaukauna. To provide all necessary support staff for the safety of programs and facility usage.

2025 Goals and Objectives

- Continue to update and develop new processes
- Expand on programming
- Hire and train new Program Manager

2025 Accomplishments

- Improved staff trainings, weekly lifeguard trainings, and overall expectations for staff
- Implemented new staff checklists for cleaning
- Increased swimming lesson participation by 56%
- Hire and trained 2 Pool Managers, 5 Assistant Supervisors, and 2 Lead Concessions staff
- Updated and reviewed all Aquatic Job Descriptions and wages with Human Resources
- Successfully held first full season of the “new” Aquatic Center

2026 Goals and Objectives

- Offer more one-time events at the pool for the community (special events)
- Evaluate current managerial duties for Supervisors and Assistant Supervisors
- Create a more concrete schedule now that we have completed a full season
- Evaluate concessions menu and offer new menu items
- Increase pool season passes & day passes by 5%
- Add birthday party food packages to existing birthday party rentals
- Advertise for pool passe sales in January vs April

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: SWIMMING POOL

Service Efforts:

INDICATOR	2023	2024	2025
Days of operation	61	47	69
Season attendance	26,458*	22,656	31,536*
Daily attendance of splash pad	-	513	328
Attendance of splash pad in the “shoulder” seasons	-	7,706	6,552*
Avg. daily attendance	433	480	457*
Swimming lesson participants	1,102	723	1,300
Water aerobics participants	Not able to offer	Not able to offer	13
Pool rentals (hours)	43	30	72
Discover SCUBA/Snorkeling	21	16	12
Lifeguarding	28	17	20
WSI	18	10	7
Resident Pool Passes	310	107	382
Senior Citizen Resident Pool Passes	154	13	79
Senior Citizen Non-Resident Pool Passes			16
Non-Resident Family Pool Passes	2	7	18
Family Resident Pool Passes	75	41	70
Non-Resident Pool Passes	10	23	70
Lions Swim Pass	6	0	0

*Working with IT to configure a better camera to confirm attendance

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: YOUTH PROGRAMS

MISSION STATEMENT

To provide the youth of the City of Kaukauna with a broad range of programs to include a variety of sports programs, i.e. soccer, diamond games, wrestling, flag football, baseball, and gymnastics. Provide all necessary staff for safe and adequate supervision of various programs and activities being offered. Provide staff for Safety Town and Kidz Academy programs.

2025 Goals and Objectives

- Continue expanding on community partnerships to increase programs and services
- Continue implementing updated processes and policies
- Create curriculums for all youth sport programs for instructors
- Work on employee handbooks for all youth sport instructors

2025 Accomplishments

- Implemented "Intro To _____" sports classes for youth
    - Worked with local soccer club to teach intro to soccer classes & camps to youth
- Created new partnerships with local schools and day cares to push our program guide to families
- Brought back dance workshops and offered 4 themed courses throughout the year
- Updated job descriptions and employee handbooks for all new staff during hiring process
- Worked with all instructors on creating lesson plans and outlying expectations for each program
- Implemented report cards for gymnastics to provide feedback for parents

2026 Goals and Objectives

- Offer more programs for the 3–5-year-old age groups
- Hire specialized staff to run a more niche program such as archery, tumbling, esports, etc.
- Partner with a local organization to offer a program to the community
- Create a more streamlined process for programs with report cards/progress cards
- Include dance into youth sports programming structure
- Continue to offer workshops and partner with local dance company

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: YOUTH PROGRAMS

Service Efforts:

INDICATOR	2023	2024	2025
Gymnastics	329	347	321
Summer Youth Sports	175	172	174
Spike Club Volleyball	36	36	40
Flag Football	50	53	51*
Football Fundamentals	72	89	56*
Rugby Fundamentals	-	27	16*
Track & Field Meets		212	156
Wrestling (Kaspers & Phantoms)	48*	108	125*
Boys Little Dribblers Basketball	30*	51*	46*
Girls Little Dribblers Basketball	29*	28*	34*
Kidz Academy	42	48	31
Safety Town	58	18	18
Disc Golf Instruction	28	22	13
Volleyball Instruction	11*	15*	13*
Junior Golf League	50	53	65
KidStage	117*	71*	45*
Martial Arts	52	32	30*
Lil Mad Kat Art Classes	89*	138*	62*
Tree Climbing	25	17	27
Youth Enrichment League	9	21	23*
Babysitting Clinic	20*	19*	12
Stay Home Alone	15*	20	-
Dance Lessons	219	176	22
Beginner Dance Lessons	111	47	40
Summer	144	94	22
Tot Classes	21	32	10
Adult Lyrical	-	-	2
Taylor Swift Era Workshops	-	44	-
My Adult & Me Workshop	-	4	-
Oooh La Aloha Workshop	7	-	Did not offer
Princess Ballerina Workshop	Did not offer	New workshop	Did not offer
Super Hero Workshop	Did not offer	New workshop	Did not offer
Princess Turns & Leaps Workshop	-	-	1*
Halloween Hip Hop Workshop	-	-	1*
Taylor Swift Pom Workshop	-	-	5*
Dancing in December Lyrical Workshop	-	-	0*

*Fall Program Registration is ongoing

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: PARKS
DEPARTMENT: PARKS

MISSION STATEMENT

The mission of the park department is to provide an aesthetically pleasing and open space program through planning, construction and effective maintenance. Activities of this department include park cleanup, maintenance of restroom facilities, turf care, (fertilizing, mowing, weed control), repair of benches, tables, grills, playground equipment and the annual start up and winterization of park facilities.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: 1000 ISLANDS ENVIRONMENTALCENTER

MISSION STATEMENT

To provide children, adults and families with the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.

2025 Goals and Objectives

- Hold listening sessions with local educators to align our programing with changing school standards
- Increase teen programming and engagement
- Design and install new wayfinding and interpretive signage (Update trail map)
- Begin work on updated Conservancy Zone Master Plan
- Better and more regular, targeted engagement of volunteers
- New or improved ways of usage tracking to increase accuracy
- Establish an ongoing citizen science program to align with mission/needs of the Conservancy Zone
- Take on coordination of Bald Eagle Nest Watch for this region
- Increase community engagement and education (ex. Eco Challenges, Info on City webpage, articles, etc.)
- Complete the boardwalk replacement project.
- Replace Environmental Center Truck

2025 Accomplishments

Education

- Reimagined Focus on the Fox from a one-day event to a series of Fox River focused educational and hands on programs.
- Increased the number of classes/students served and continued to offer quality and desirable programming.
- Assistant Naturalist position is now Full-Time with increased responsibility for Environmental Education/School programming in collaboration with the Naturalist.
- Eagle Days continues to be our signature event of the year with increased engagement year over year.
- Increased program collaboration with Kaukauna Public Library and Scouts to offer relevant programs that align with our missions. Added Trail of Terror event geared towards older kids (ages 12+).
- Continued to run the goat program successfully. Increased interest and community engagement. Hosted more groups from senior/assisted living facilities for visits with the goats.
- Increased adult engagement and educational programming including an offsite series of learning events at Primrose Retirement Community, and offsite program for the Women in Nature conference in Marion, WI, hosting and presenting to the Community Enrichment Department's XYZ program for Senior Citizens, and hosting/presenting to the local Modern Woodmen of America
- Naturalist Garrity appeared on Living the Outdoors with Marc Drewek to promote 1000 Islands and speak on environmental topics.
- We have become a partner with local news agencies for information and interviews on environmental and other nature-related topics, as a result of our media engagement for our programs.
- Administrative Asst. Cassie Kohls and Naturalist Garrity assisted with content and editing of a new children's book about Kaukauna written by Carol Van Boxtel in coordination with KPL.
- Created a new "Junior Naturalist" program as an after-school club for Middle School students interested in nature. Students learn more in depth about topics and also learn how to share their knowledge with others.
- Updated the Stormwater Runoff display, added new interactive "Plinko" game, lights and new signage.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: 1000 ISLANDS ENVIRONMENTALCENTER

2025 Accomplishments (continued)

Conservation

- Continued planting of native plants in gardens and in the woods of the conservancy zone.
- Removal of more invasive species such as buckthorn, garlic mustard, dames rocket, phragmites and more; Started a Garlic Mustard and Dames Rocket removal competition to be held annually in mid to late Spring.
- Increased participation in our Service Saturday drop in volunteer events. More participation from scouts looking to complete conservation and general volunteer hours.
- Engaged with new and past corporate service groups to increase volunteer involvement on Conservancy Zone projects.
- Responded to numerous requests for information and assistance regarding sick and injured wildlife, partnering with Wildlife of Wisconsin for rehabilitation questions and education.
- Coordinated with Kaukauna DPW and Outagamie County Land Conservation to begin planning and grant writing for erosion and runoff remediation projects on the eastern end of the Conservancy Zone.
- Resumed the annual Seedling Sale after a one-year hiatus due to the staff transition in 2024.

Recreation

- Added more crayfishing nets and saw increased usage from community outside of planned field trips
- Hosted quarterly community campfires and evening hikes to encourage community spirit and engagement.
- Partnered with KHS Fishing team to offer a fishing clinic during our Focus on the Fox programming.
- Held new “Hike with a Naturalist” series to explore different areas of our property as well as surrounding recreational amenities such as the Konkapot Trail.
- We were able to have a very short snowshoe season for the first time since 2019.
- Street Department helped to lay more woodchips on the Upper Woods trails and repair rutting left from equipment use.
- New 2500ft boardwalk installed along Fox River, replacing the 40-year-old boardwalk, expanding the width from 4ft to 6ft for increased accessibility and adding more safety features such as hand and toe rails. Installed 10 new benches at bumpouts along the Fox River through memorial donations.

Other

- Installed new siding and signage on the Nature Center building.
- Installed new accessible and ADA compliant sinks and new paper towel dispensers in the restrooms.
- Friends of 1000 Islands hosted our annual Pancake and Porkie Breakfast with support of staff.
- Friends of 1000 Islands held their 41st annual Nature’s Images Art Fair fundraiser.
- Eagle Scout project in the works to add accessibility (stairs) to the crayfishing staging area.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: COMMUNITY ENRICHMENT
DEPARTMENT: 1000 ISLANDS ENVIRONMENTALCENTER

2026 Goals and Objectives

- Design and install new wayfinding and interpretive signage, new storybook walk signage.
- Begin work on updated Conservancy Zone Master Plan and update to Strategic Plan.
- Improve usage tracking for better accuracy; reduce the amount of data collected to what is useful.
- Establish an ongoing citizen science program to align with mission/needs of the Conservancy Zone (bird count, etc.)
- Increase community engagement and education (ex. Eco Challenges, Info on City webpage, articles and videos, etc.) Find ways to drive more participation in public programming.
- Continue to update and add inside displays that are relevant to our location and mission.
- Addition of a few native live animals (snake, etc.) and updated enclosures for current animals.
- Installation of eagle nest camera.
- Use held restricted funds for their intended purposes.
- Planning of trail improvements to coincide with OC project and beyond. (Switchback trail, etc.)
- “Quick hit” upgrades and updates to continue to better serve our customers and continue to improve and maintain what we have.

INDICATOR	2023	2024	2025 (as of 9/30)
Total Usage	13,493	14,636	10,181

Usage numbers include field trips, public programs, and rentals. General visitors to the building or property are not reflected in these totals.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: OTHER
DEPARTMENT: HEALTH INSURANCE

MISSION STATEMENT

This department accounts for the total health insurance cost of all City employees and reflects the transfer of most of these costs to various departments within the City. The unallocated portion represents the City's share of health insurance premiums for retired employees who have not reached Medicare eligible age.

CITY OF KAUKAUNA

2026 BUDGET
DIVISION: OTHER
DEPARTMENT: PROPERTY & LIABILITY INSURANCE

MISSION STATEMENT

This department accounts for the total cost of employer insurance and consulting fees. These employer insurances include property, boiler, crime, public officials, automotive, general liability, police professional, errors and omissions, Cyber Security, and umbrella insurances.

Committee and Council Meetings 2026

Committee Meetings @ 6:00 PM	Council Meetings @ 7:00 PM
1/5/2026	1/6/2026
1/19/2026	1/20/2026
2/2/2026	2/3/2026
2/18/2026 ***Committee/Council on same night (Election) 6pm start time	2/18/2026
3/2/2026	3/3/2026
3/16/2026	3/17/2026
4/8/2026 ***Committee/Council on same night (Election) 6pm start time	4/8/2026
4/20/2026	4/21/2026
5/4/2026	5/5/2026
5/18/2026	5/19/2026
6/1/2026	6/2/2026
6/15/2026	6/16/2026
7/6/2026	7/7/2026
7/20/2026	7/21/2026
8/3/2026	8/4/2026
8/17/2026	8/18/2026
8/31/2026	9/1/2026
9/14/2026	9/15/2026
10/5/2026	10/6/2026
10/19/2026	10/20/2026
11/4/2026 ***Committee/Council on same night (Election) 6pm start time	11/4/2026
11/16/2026	11/17/2026
11/30/2026	12/1/2026
12/14/2026	12/15/2026

BOARD OF PUBLIC WORKS
A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, November 17, 2025, at 6:00 P.M.

Members present: Antoine, Eggleston, Kilgas, Moore, Schumacher, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fin. Director VanRossum, Com. Enrich. and Rec. Director Vosters, Fire Chief Carrel, HR Director Hodge (Zoom), Street Superintendent Van Gompel, Dir. Of Plan. & Com. Dev. Kittel, Proj. Eng. Conger, and interested citizens.

Motion made by Moore, seconded by Eggleston to excuse the absent members (DeCoster and Schell).
All Ald. Present voted aye.
Motion carried.

1. **Correspondence** – none**.**

2. **Discussion Topics.**
   a. **Recommendation to award replacement of Engineering Pickup - Truck #14.**

On October 29th , sealed bids were opened for the replacement of Engineering truck #14. Bids received were from Gustman Chevrolet of Kaukauna and Vande Hey Brantmeier of Chilton. Both bids are a 2026 half ton double cab Chevrolet Silverado. The two options that were listed in the packet were a truck bed topper and a hybrid option. Gustman bid on the truck bed topper option whereas Vande Hey Brantmeier did not bid on either option. Pricing is competitive as there was less than one thousand dollars difference between the two bids. After reviewing specifications, options, and pricing, staff recommends purchase of the Gustman truck package.

Street Superintendent Van Gompel also asked for direction for Truck #14. 1000 Islands was going to take Truck #14 to replace their current truck. After reviewing Truck #14, 1000 Islands didn't think it would be the best fit for their needs with it having an extended cab and shorter truck bed. They are interested in one of the street department's trucks, a 2012 single cab, with a longer box. The street department would like Truck #14 with the extended cab to transport more crew members in one vehicle. Street Superintendent Van Gompel would like direction from the Council regarding the street department taking Truck #14 and 1000 Islands taking the 2012 single cab with the longer box from the street department. Alders thanked Van Gompel for looking at options to best fit the needs of all departments and are in favor of this option.

Motion made by Moore, seconded by Antoine to authorize Street Superintendent to award the bid for replacement of the Engineering truck #14, with option #1 truck bed topper, to Gustman Chevrolet of Kaukauna for a total price of $47,580.50
All Ald. Present voted aye.
Motion carried.

   b. **Recommendation to award bid for Project 8-25R Sanitary and Storm Sewer CIPP Installation.**

The Engineering Department only received the one bid and compared it against the Engineer's estimate that was put together prior to bid opening. The Engineer's estimate is compiled utilizing previous years' prices and adjusted for inflation and changes in work descriptions. The received base bid was $1,289,771.85, and the additional alternate bid was $179,135.00 for the work. The Engineer's estimate for the project was $1,196,834.00 for the base bid and $137,500.00 for the alternate. The higher bid prices are due to the scope of work being performed as regards access and constructability. Some of the sewer lines are very old and frail, with the contractor being concerned about the possibility of something going wrong. However, removal of certain items along with an extended deadline have dropped pricing from the previously bid Project 8-25 that was rejected. The

prices received on this bid were compared to similar projects that have been bid out in the nearby area, and are relatively close.

Motion made by Kilgas, seconded by Schumacher to award Project 8-25R Sanitary and Storm Sewer CIPP Installation to Visu-Sewer, LLC, Pewaukee, WI for Base Bid Unit A and Alternate Unit B, a total amount of $1,468,906.85.
All Ald. Present voted aye.
Motion carried.

c. Update to Municipal Code 7.12 - Proposed No-Parking areas on Doty Street and W. 12th Street.

Due to concerns raised by residents, staff, and changing operations, we are proposing two updates to the 7.12 Parking Regulations section of municipal code. The two areas are: 1) A curve along W. 12th Street behind the Kaukauna Housing Authority/ Statesburg Apartments; proposed to be no parking between signs. 2) A single stall on Doty Street near the Post Office; proposed to be No Parking, except Saturdays, Sundays, and holidays.

Motion made by Eggleston, seconded by Antoine, to recommend approval of an ordinance to restrict parking on the north side of W. 12th Street and along a curve and to restrict parking for one stall on the north side of Doty Street to Legislative Committee.
All Ald. Present voted aye.
Motion carried.

3. Adjourn.

Motion made by Antoine, seconded by Kilgas to adjourn.
All Ald. Present voted aye.
Motion carried.

Meeting adjourned at 6:18 pm.
Christina Nelson, Deputy Clerk

FINANCE AND PERSONNEL COMMITTEE

A meeting of the Finance and Personnel Committee was called to order by Chair Penterman on Monday, November 17, 2025, at 6:20 pm.

Members present: Mayor Penterman, Antoine, Eggleston, Moore, and Schumacher.

Also present: Ald. Kilgas, Ald. Thiele, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, HR Director Hodge (Zoom), Street Superintendent Van Gompel, Fin. Dir. Van Rossum, Dir. Of Plan. & Com. Dev. Kittel, and interested citizens.

Motion made by Moore, seconded by Schumacher to excuse the absent member (DeCoster).
All members present voted aye.
Motion carried.

1. **Correspondence**.
   None.

2. **Discussion Topics**.

   a. **Full-time backfill for retirement.**

Sgt. J. Treichel has submitted official notice for retirement, effective 2/18/2026. With the 2025 Staffing Plan, it was approved to utilize a +1 method to stay ahead of the upcoming retirements that were already anticipated to occur beginning in 2026 – 2030.

Motion by Moore, seconded by Schumacher, to seek authorization from the Finance and Personnel Committee to recruit and hire to fill the vacancy.
All members present voted aye.
Motion carried.

   b. **Ordinance 1940-2025 Ordinance Establishing Salaries for Various Elected Officials.**

Salaries for elected officials, including the Mayor and City Attorney, need to be established before December 1st, the earliest day nomination papers may be circulated preceding the election. The salaries are being established for the Mayor: $99,051.57 effective April 21, 2026 and $102,518.37 effective April 20, 2027; City Attorney: $118,560.28 effective May 1, 2026 and $122,709.89 effective May 1, 2027; and Municipal Judge: $13,531.59 effective May 1, 2026. The Municipal Judge's salary can be adjusted annually. Discussion was also held regarding review of the salary for the Alders.

Motion by Schumacher, seconded Moore to forward Ordinance 1940-2025 Ordinance for Establishing Salaries for Various Elected Officials to the Common Council for approval.
All members present voted aye.
Motion carried.

3. **Adjourn**.

Motion by Antoine, seconded Eggleston to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 6:39 pm.

Christina Nelson, Deputy Clerk

LEGISLATIVE COMMITTEE
A meeting of the Legislative Committee was called to order by Chair Moore on Monday, November 17, 2025, at 6:41 P.M.

Members present: Antoine, Moore, Schumacher, and Thiele.

Also present: Ald. Kilgas, Ald. Eggleston, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Fire Chief Carrel, HR Director Hodge (Zoom), Street Superintendent Van Gompel, Fin. Director Van Rossum Dir. Of Plan. & Com. Dev. Kittel and interested citizens.

1. **Correspondence** – none.

2. **Discussion Topics.**

   a. **Resolution 2025-5489 Resolution Designation Appropriations and Levying a tax for the 2026 Budget of the City of Kaukauna.**
   Motion by Antoine, seconded by Thiele to forward Resolution 2025-5489 Resolution Designation Appropriations and Levying a tax for the 2026 Budget of the City of Kaukauna to the Common Council for approval.
   All members voted aye.
   Motion carried.

   b. **Ordinance 1939-2025 Ordinance Amending Section 7.12 (1)(q) and (bc).**
   Motion by Thiele, seconded by Schumacher to forward Ordinance 1939-2025 Ordinance Amending Section 7.12 (1)(q) and (bc) to the Common Council for approval.
   All members voted aye.
   Motion carried.

   c. **Ordinance 1940-2025 Ordinance Establishing Salaries for Various Elected Officials.**
   Alder Thiele would like the Alder salary to be looked at regularly to stay competitive and provide interest in serving.

   Motion by Antoine, seconded by Schumacher to forward Ordinance 1940-2025 Ordinance Establishing Salaries for Various Elected Officials to the Common Council for approval.
   All members voted aye.
   Motion carried.

   d. **Ordinance 1941-2025 Ordinance to Annex 16,487 Square Feet of Land from the Town of Vandenbroek to the City of Kaukauna.**
   Motion by Thiele, seconded by Antoine to forward Ordinance 1941-2025 Ordinance to Annex 16,487 Square Feet of Land from the Town of Vandenbroek to the City of Kaukauna to the Common Council for approval.
   All members voted aye.
   Motion carried.

   e. **Ordinance 1942-2025 Ordinance Repealing and Replacing Section 17.03.**
   Motion by Schumacher, seconded by Antoine to forward Ordinance 1938-2025 Ordinance Repealing and Replacing Section 11.11 Waste Material to the Common Council for approval.
   All members voted aye.
   Motion carried.

f. Ordinance 1943-2025 Ordinance Repealing and Replacing Section 17.20.

Motion by Thiele, seconded by Schumacher to forward Ordinance 1943-2025 Ordinance Repealing and Replacing Section 17.20. to the Common Council for approval.
All members voted aye.
Motion carried.

g. Ordinance 1944-2025 Ordinance Repealing and Replacing Section 17.25 Industrial District.

Director of Planning & Community Development Kittel stated this ordinance will add provisions in industrial parks for signage and temporary signage.

Motion by Antoine, seconded by Thiele to forward Ordinance 1944-2025 Ordinance Repealing and Replacing Section 17.25 Industrial District to the Common Council for approval.
All members voted aye.
Motion carried.

h. Ordinance 1945-2025 Ordinance Amending Section 17.32.

Motion by Thiele, seconded by Antoine to forward Ordinance 1945-2025 Ordinance Amending Section 17.32 to the Common Council for approval.
All members voted aye.
Motion carried.

i. Ordinance 1946-2025 Ordinance Creating Section 17.33.

Motion by Schumacher, seconded by Antoine to forward Ordinance 1946-2025 Ordinance Creating Section 17.33 to the Common Council for approval.
All members voted aye.
Motion carried.

3. Adjourn.

Motion by Thiele, seconded by Schumacher to adjourn.
All members voted aye.
Motion carried.

Meeting adjourned at 6:54 p.m.

Christina Nelson, Deputy Clerk

COMMITTEE OF THE WHOLE
A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, November 10, 2025, at 6:00 P.M.

Members present: Antoine (Zoom- joined at 6:05 PM), Eggleston, Kilgas, Moore, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Com. Enrich. and Rec. Director Vosters, Fire Chief Carrel, HR Director Hodge, Police Chief Graff, Fin. Dir. Van Rossum, Lib. Dir. Thiem-Menning, Senior Accountant Roehl, Street Superintendent Van Gompel, IT Manager Taplin, Mark. and Com. Manager Fencl (Zoom), and interested citizens.

Absent & Excused: DeCoster, Schell, and Schumacher.

Motion by Thiele, seconded by Kilgas to excuse the absent members.
All members present voted aye.
Motion carried.

1. **Correspondence** – none.

2. **Discussion Topics.**
   a. **2026 Budget Presentation.**

Mayor Penterman read his 2026 budget letter, dated November 10, 2025, to the Committee of the Whole. The proposed 2026 budget will decrease the city's assessed tax rate by $2.65 per $1,000 of assessed value which is a 26.55% decrease. The city's tax levy increased $630,653 or 4.78%. Under state law, the levy is allowed to increase 4.23%, plus increased debt service requirements. This levy increase is less than the maximum permitted under state law. Budgeted general fund expenditures for 2026 are $20,706,263, which is an increase of 4.8%. This allows the city to continually qualify for the State Expenditure Restraint Program Aid. The general fund balance is projected to be $6,135,563 on December 31, 2025. This fund balance exceeds the Council's objective of $5,176,566 at year end, which allows the city to continue to receive excellent bond rating resulting in lower interest rates when issuing future debt.

Motion made by Moore, seconded by Thiele to receive and place on file the Mayor's 2026 budget letter to the Common Council.
All members present voted aye.
Motion carried.

Finance Director Van Rossum presented highlights from the 2026 City of Kaukauna budget. The city's equalized value increased by 11.99%, the second-largest increase since the 1970s. The 2026 budget also includes new positions, changes in recreational programs, and adjustments to employee wages and benefits, with a proposed 3.5% wage scale increase. Non-personnel expenses are expected to increase by 2.9%, and the city's financial debt capacity has reached $41 million. The proposed mill rate is decreasing to $7.34, with the total city levy increasing by 4.8%. The city is operating below its levy limit and expenditure restraint, projecting a fund balance of $6.1m by year-end.

   b. **2026 Budget Deliberation.**

Alders asked various department heads about their sections of the 2026 budget. Kaukauna Area School District (KASD), Director of Operations and Finance, Chris McDaniel, explained the KASD total tax levy.

   c. **2026 Department Mission and Goals.**

Finance Director Van Rossum presented the 2026 department mission and goals. Ald. Moore expressed how alders should have input into what department's missions and goals should be.

3. Adjourn.

Motion made by Moore, seconded by Thiele to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 7:38 p.m.

Kayla Nessmann, Clerk

COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – NOVEMBER 4, 2025

Pursuant to adjournment on October 21, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 7:00 P.M. on Tuesday, November 4, 2025.

Roll call present: Antoine, Eggleston, Kilgas, Moore, Schell, Schumacher, and Thiele.

Absent & Excused: DeCoster.

Also present: Mayor Penterman, Attorney Greenwood, DPW/ Eng. Neumeier, Police Chief Graff, Dir. of Plan. and Com Dev. Kittel, HR Director Hodge (Zoom), Library Director Thiem-Menning, Fin. Dir. Van Rossum, Marketing & Comm. Man. Fencl, and interested citizens.

Motion by Moore, seconded by Eggleston to excuse the absent member.
All Ald. Present voted aye.
Motion carried.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly.

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, MEMORIALS, AND ACCOUNTS

PUBLIC APPEARANCES

Kyle Sargent, 1013 E. North St., Appleton, Corporation Counsel for Outagamie County. He will be running for judge in April with Mithcell Metropulos retiring and wanted to introduce himself.

Mark Schroeder, 431 E. Glendale Ave., Appleton, Circuit Court Branch VII Judge for Outagamie County. He is at the meeting to observe and learn what is going on in the community.

BUSINESS PRESENTED BY THE MAYOR

City of Kaukauna Food Drive October 31st through November 14th.
Alder Thiele reached out regarding a food drive for the residents of the Statesburg Apartments and Roundhouse Manor. Nonperishable food items and gift cards are being collected.

Alder Thiele stated that there has been an overwhelming response from the community and items will also be distributed to Loaves and Fishes and the Little Food Pantry at the library.

Appointment of Nathan King to the Kaukauna Alcohol Tobacco and Other Drug Awareness Board replacing Karen Wirth (retired).
Motion by Schell, seconded by Moore to appoint Nathan King to the Kaukauna Alcohol Tobacco and Other Drug Awareness Board replacing Karen Wirth (retired).
All Ald. Present voted aye.
Motion carried.

Reappointment of Sue Hennes to the Utilities Commission (5-year term).

Motion by Antoine, seconded by Thiele to reappoint Sue Hennes to the Utilities Commission (5-year term).
All Ald. Present voted aye.
Motion carried.

CONSENT AGENDA

Board of Public Works Meeting Minutes of November 3, 2025.

Health & Recreation Committee Meeting Minutes of November 3, 2025.
Item removed by alder and taken up separately.

Legislative Meeting Minutes of November 3, 2025.

Public Protection & Safety Meeting Minutes of November 3, 2025.

Common Council Meeting Minutes of October 21, 2025.
Item removed by Mayor and taken up separately.

Plan Commission Meeting Minutes of October 9, 2025.

Library Board Meeting Minutes of September 23, 2025.

Bills Payable.

Motion by Moore, seconded by Kilgas to adopt the remaining items of the consent agenda.
All Ald. Present voted aye.
Motion carried.

Health & Recreation Committee Meeting Minutes of November 3, 2025
Item was pulled for discussion regarding concession stands at ball diamonds and the proposed Special Event Fee Update Recommendation.

Motion by Eggleston, seconded by Kilgas to approve the Health & Recreation Committee Meeting Minutes of November 3, 2025.
Motion carried.

Common Council Meeting Minutes of October 21, 2025
Discussion about minutes not including vote taken. City Attorney Greenwood advised on procedure for approving consent agendas.

Motion by Moore, seconded by Schell to take up the Common Council Meeting Minutes of October 21, 2025, at the next Common Council Meeting.
All Ald. Present voted aye.
Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Operator (Bartender) Licenses.
The following applicants have applied for an operator's license for the license year 2024-2026 and have been recommended for approval based on their record check by the police department:

Eberrt	Amber	R.		Brillion
Hoernke	Paige	M.		Appleton

Motion by Schell, seconded by Thiele to approve the operator/bartender licenses as listed.
All Ald. Present Voted aye.
Motion carried.

Alder Moore raised a concern regarding publishing bartender applicants' addresses. He noted that there is a concern for their safety with this information being published. This was researched by the City Attorney and going forward, addresses of the bartender applicants do not need to be included in the agenda/minutes/publication.

REPORTS OF CITY OFFICERS

MSB and SPAR Building Operations Survey Results.
During the Legislative Committee meeting on August 18, 2025, Mayor presented a proposed change in structuring the operation hours for the Municipal Services Building (MSB) and the Streets, Parks and Recreation (SPAR) Building. From that discussion, staff were asked to survey the public. The Marketing and Communications Manager put together a survey to better understand how people are accessing city services at MSB and SPAR so the city can better service their needs. The goal was to not only inform building operation hours, but to also understand how people are accessing city services (online, in person, over the phone) and for what reasons (taxes, elections, etc.). The survey ran from September 10, 2025 – October 10, 2025.

Alders thanked Marketing & Comm. Man. Fencl and staff for their work collecting and analyzing data. Overall, the alders want the MSB and SPAR building hours to remain as is. However, they are open to employees working with department heads to flex hours, as long as there is coverage for their department. Summer hours would remain in effect Memorial Day to Labor Day.

Discussion- Continuation of Rooming House Licensing Under Ordinance 19.22
Given evolving housing needs, enforcement challenges, and community feedback, it may be appropriate to re-evaluate whether rooming houses remain a viable and beneficial housing option. Currently there is one licensed rooming house in the city. The definition of a rooming house is: Rooming house means any building or any part thereof containing rooming units in which space is let by the owner or operator and having common bathroom facilities. Discussion held and questions answered. Alders believe there is a need for rooming houses in our community to provide more housing options and directed Com. Dev. Kittel to bring back the format better defined with more of a special exception format.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

CLOSED SESSION

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 207 Thilmany Rd.
Motion by Moore, seconded by Kilgas to adjourn to closed session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 207 Thilmany Rd.
All Ald. Present voted aye.
Motion carried.

Adjourned to closed session at 8:03 PM.

Return to Open Session for possible action.

Motion by Antoine, seconded by Eggleston to return to open session.
All Ald. Present voted aye.
Motion carried.

Returned to open session at 8:22 PM.

Motion by Moore, seconded by Thiele to direct the mayor to sign the offer to purchase 207 Thilmany Road.
Motion carried.

Adjourn to Closed Session Pursuant to 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Open Meetings Law.
Motion by Moore, seconded by Schell to adjourn to Closed Session Pursuant to 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved - Open Meetings Law.
All Ald. Present voted aye.
Motion carried.

Adjourned to closed session at 8:24 PM.

Return to Open Session for possible action.

Motion by Kilgas, seconded by Moore to return to open session.
All Ald. present voted aye.
Motion carried.

Returned to open session at 9:28 PM.

Adjourn to Closed Session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Vanepern Property.
Motion by Moore, seconded by Antoine to adjourn to closed session Pursuant to State Statute 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Vanepern Property.
All Ald. present voted aye.
Motion carried.

Adjourned to closed session at 9:29 PM.

Return to Open Session for possible action.

Motion by Antoine, seconded by Schell to return to open session.
All Ald. Present voted aye.
Motion carried.

Returned to open session at 10:02 PM.

ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

Alder Antoine would like clarification of the definition of voting and non-voting capabilities for an ex-officio member. Alder Antoine would also like clarification on current meeting procedures. Alder Schell would like to look at the public parking lot on Third Street. The auto business next to the parking lot is using a number of stalls again. Mayor would like to look at alders at large. Alder Kilgas would like to look at an area in front of Fast Taco that has been used for parking to determine whether or not there is a parking space there.

ADJOURN

Motion by Moore, seconded by Antoine to adjourn.
All Ald. Present voted aye.
Motion carried.

Meeting adjourned at 10:02 p.m.

Christina Nelson, Deputy Clerk

PLAN COMMISSION
City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Thursday, October 23, 2025 at 4:00 PM

MINUTES

In-Person in Council Chambers

Mayor Penterman called the meeting to order at 4:00 p.m.

1. Roll Call

   Members Present: Brett Jensen, Giovanna Feller, John Neumeier, John Moore, Michael Avanzi (virtual), Ken Schoenike, Pennie Thiele, Mayor Tony Penterman

   Other(s) Present: Associate Planner Adrienne Nelson, Time Villager Reporter Brian Roebke, Representatives from DAR, interested citizens

2. Approval of Minutes
   a. Approve Minutes from October 9, 2025

      Feller made a motion to approve the minutes from October 9, 2025. Seconded by Moore. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. CSM Review – Greg Lauer CSM

Associate Planner Nelson presented the certified survey map (CSM) submitted by Garrett Smith for parcel 030032306 on behalf of Gregory Lauer. This property was recently annexed into the city. The CSM creates, essentially, four lots. One lot would be landlocked and abuts the Konkapot Creek. This lot has some topography and floodplain items that would make development difficult. The other three lots would be created near Peters Road and would include a small access road with a cul-de-sac at the end. The new access road and cul-de-sac meet municipal requirements per Section 18 of the Municipal Code and staff is reviewing the plans for the stormwater aspects of this development. It is important to

note that the access road and cul-de-sac create additional road frontage for two properties to the north. Staff would like something to be done regarding this to avoid creating a situation where those properties are specially assessed for a road they do not use or benefit from. This issue could be addressed in a couple of different ways. Staff is recommending approval of the CSM with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier added that he would like to see language added that confirms that sidewalks will be added to lots one, two, and three, in a similar manner to what was done for Butterclay Court. He also wants the 10’ rear yard stormwater easement to be looked into further. In the proposed CSM, the easement is recorded both on lots two and three as well as on the adjacent Butterclay Court properties. Neumeier was unaware of any stormwater easements recorded for the adjacent Butterclay Court properties and believes this may be an error.

Neumeier made a motion to recommend approval of the CSM to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties, that language is added that provides for sidewalks, and that the stormwater easement issue is corrected. Seconded by Thiele. The motion passed unanimously.

b. Site Plan Review – Lauer Subdivision/Oak Hills Ct

Associate Planner Nelson presented the site plan submitted in association with the Greg Lauer CSM. This site plan creates three new single-family lots. The plan set and additional documentation is attached for review by the Plan Commission. Staff is recommending approval of the site plan with the following condition: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties.

Neumeier requested that, in addition to addressing the special assessment issue, the motion include a requirement that the applicant obtain stormwater and erosion control permits before beginning work. He also wanted to note that the access road would be narrower than is typical and therefore would likely require some parking restrictions to be put in place. The Fire Department has reviewed the site plan, and they are okay with the turning radius of the cul-de-sac.

Neumeier made a motion to recommend approval of the site plan to the Common Council with the following conditions: that the special assessment issue is addressed with either language added to the CSM, a deed restriction, or other form of recorded document for the affected properties and that stormwater and erosion control permits are obtained before beginning work. Seconded by Schoenike. The motion passed unanimously.

5. Other Business
    a. DAR (Daughters of the American Revolution)

    Representatives from DAR attended the Plan Commission meeting to provide an update on their plans for the parklet and monument to be constructed at the corner of Hendricks Avenue and Reaume Avenue. They will be bringing back the plan for final approval at the next meeting.

6. Adjourn
    Moore made a motion to adjourn the meeting. Seconded by Jensen. Motion passed unanimously. The meeting adjourned at 4:21 p.m.

COUNCIL PROCEEDINGS - COUNCIL CHAMBERS – KAUKAUNA, WISCONSIN – OCTOBER 21, 2025

Pursuant to adjournment on September 16, 2025, a meeting of the Common Council of the City of Kaukauna was called to order by Mayor Penterman at 6:00 P.M. on Tuesday, October 21, 2025.

Roll call present: Antoine, DeCoster, Eggleston, Kilgas, Moore, Schell, Schumacher, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, DPW/ Engineer Neumeier, Fire Chief Carrel, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), Com. Enrich. and Rec. Dir. Vosters, Lib. Dir. Thiem-Menning, Associate Planner Nelson, HR Manager Hodge , Street Foreman Nelson (Zoom), Fin. Dir, Van Rossum, and interested citizens.

One minute of silent prayer and the Pledge of Allegiance to the American Flag observed by the assembly.

PRESENTATION OF LETTERS, PETITIONS, REMONSTRANCES, MEMORIALS, AND ACCOUNTS

PUBLIC APPEARANCES

Joseph Munao, 110 E Morningside Drive, expressed concerns about the proposed roundabout going on Morningside Drive and STH 55.

Daniel Dirnbauer, 3055 Crooks Avenue, expressed concerns about the proposed roundabout going on Morningside Drive and STH 55.

Ronald Floyd, 2909 Main Avenue, expressed concerns about the proposed roundabout going on Morningside Drive and STH 55.

Perry Killian, 2807 Crooks Avenue, expressed concerns about the proposed roundabout going on Morningside Drive and STH 55.

Summer Munao, 110 E Morningside Drive, expressed concerns about the proposed roundabout going on Morningside Drive and STH 55.

Mayor Penterman announced the public information meeting which will discuss the proposed roundabout. This meeting will be on Wednesday, October 22, 2025, from 7-8 PM.

BUSINESS PRESENTED BY THE MAYOR

Congratulations Dean Meyer on 25 years -- Kaukauna Street Department.
Mayor Penterman congratulated Dean Meyer on 25 years with the Kaukauna Street Department. Dean Meyer was not present to receive his gift.

Congratulations Josh Karl on 25 years -- Kaukauna Street Department.
Mayor Penterman congratulated Josh Karl on 25 years with the Kaukauna Street Department and presented him with a gift.

Fox Firecracker 5K Donation to the City of Kaukauna -- Jessica Decet.
Jessica Decet, Race Director of the Fox Firecracker 5K and President of the Fox Family Endurance Events, presented a $4200 check which will go towards AED machines at the pickleball courts and the City of Kaukauna pool.

Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.
Mayor Penterman read the Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.

Motion by Moore, seconded by Schell to receive and place on file the Proclamation Recognizing Walk and Bike to School Day, October 8, 2025.
All Ald. Voted aye.
Motion carried.

Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.
Mayor Penterman read the Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.

Motion by Kilgas, seconded by Thiele to receive and place on file the Proclamation Recognizing October as Pedestrian Safety Month in the City of Kaukauna.
All Ald. Voted aye.
Motion carried.

Appointment of Barb Timmons to the 1000 Islands Environmental Center Committee (3- year term).
Motion by Eggleston, seconded by Antoine to appoint Barb Timmons to the 1000 Islands Environmental Center Committee (3- year term).
All Ald. voted aye.
Motion carried.

Reappointment of John Manion to the 1000 Islands Environmental Center Committee (3- year term).
Motion by Thiele, seconded by Moore to reappoint John Manion to the 1000 Islands Environmental Center Committee (3- year term).
All Ald. voted aye.
Motion carried.

Reappointment of Deb Jakel to the 1000 Islands Environmental Center Committee (3-year term).
Motion by Schell, seconded by DeCoster to reappoint Deb Jakel to the 1000 Islands Environmental Center Committee (3-year term).
All Ald. voted aye.
Motion carried.

Reappointment of Paul Van Berkel to the 1000 Islands Environmental Center Committee (3-year term).
Motion by Antoine, seconded by Moore to reappoint Paul Van Berkel to the 1000 Islands Environmental Center Committee (3-year term).
All Ald. voted aye.
Motion carried.

Permission to St. Ignatius to sell Christmas trees in the Farmers Market lot.

Motion by Thiele, seconded by Eggleston to give permission to St. Ignatius to sell Christmas trees in the Farmers Market lot.
All Ald. voted aye.
Motion carried.

Cell Phones for Alderpersons.
Alders requested to have their own city cell phones, which will come back as a future discussion item. Alder Moore requested background information for this topic to be presented at the next meeting regarding cell phone usage and open records requests.

CONSENT AGENDA

Board of Public Works Meeting Minutes of October 20, 2025.

Finance & Personnel Committee Meeting Minutes of October 20, 2025.

Health & Recreation Committee Meeting Minutes of October 20, 2025.

Legislative Committee Meeting Minutes of October 20, 2025.

Public Protection and Safety Meeting Minutes of October 20, 2025.

Committee of the Whole Meeting Minutes of October 20, 2025.

Board of Public Works Meeting Minutes of October 6, 2025.
Item pulled and taken up separately.

Finance and Personnel Committee Meeting Minutes of October 6, 2025.

Health and Recreation Committee Meeting Minutes of October 6, 2025.

Legislative Committee Meeting Minutes of October 6, 2025.

Public Protection & Safety Meeting Minutes of October 6, 2025.

Board of Review Meeting Minutes of September 24, 2025.

Plan Commission Meeting Minutes of September 18, 2025.

Common Council Meeting Minutes of September 16, 2025.

Plan Commission Meeting Minutes of September 4, 2025.

Library Board Meeting Minutes of August 26, 2025.

1000 Islands Environmental Center Committee Meeting Minutes of August 21, 2025.

Fire Report for September 2025.

Ambulance Report for September 2025.

Police Report for September 2025.

Code Enforcement Report for September 2025.

Court Report for September 2025.

Clerk-Treasurer's Daily Deposit Report for September 2025.

Building Inspection Report for September 2025.

Bills Payable.

Motion by Moore, to adopt the remainder of the consent agenda.
All members present voted aye.
Motion carried.

Board of Public Works Meeting Minutes of October 6, 2025.
Item was pulled due to an alder question about one of the agenda items on the Board of Public Works Meeting of October 6, 2025. One of the alders was wondering if this agenda item would be brought up again at a future meeting.

Motion by Moore, seconded by Eggleston, to approve the Board of Public Works Meeting Minutes of October 6, 2025.
Motion carried.

REPORTS OF STANDING AND SPECIAL COMMITTEES

Operator (Bartender) Licenses.
The following applicants have applied for an operator's license for the license year 2024-2026 and have been recommended for approval based on their record check by the police department:

DeGroot	Karen	L.	224 Shady Ridge Ct.	Wrightstown
Gnawali	Sushil		4001 Towne Lakes Cir.	Appleton
Kussart	Paul	D.	440 W Henry St.	Kaukauna
Otradovec	Aidan	M.	206 W Division St.	Kaukauna
Prien	Addison	E.	5486 W Cedar Crest Ct.	Appleton

Motion by DeCoster, seconded by Antoine to approve the operator/bartender licenses as listed.
All Ald. Voted aye.
Motion carried.

REPORTS OF CITY OFFICERS

CSM Review- Preliminary KASD CSM
The Kaukauna Area School District, in collaboration with Point of Beginning, has submitted a preliminary Certified Survey Map (CSM) exhibit for initial review by the city. The proposed CSM would create three large lots to accommodate the new school facility and allow for future growth or development. The layout includes land dedication for a roadway connection to Highway 55, consistent with previous planning efforts for the future extension of Speedway Lane through the property. While the final decision regarding a roundabout is pending, the current layout anticipates

this feature and includes sufficient land dedication to accommodate the largest potential roundabout configuration, including separate turn lanes.

2025-2030 Park Plan.
Associate Planner Nelson presented the 2025-2030 Park Plan. About every 5 years the city updates a plan to assist in the direction and development of the park system and related amenities. Over the last year, data has been collected through a community survey, listening sessions, and park inspections. Staff also looked at national data from the National Recreation and Parks Association (NRPA) and at some surrounding communities' plans to help establish a base line of existing amenities. Overall, the city meets or exceeds many of the national averages for the number of parks per resident and acres of parkland per 1,000 people. From looking through information from NRPA, previous park plans, and survey results, staff found four focus areas that kept coming up. Those areas are as follows: maintenance, amenities, community, and beautification. From those focus areas tactics have been created to help address these areas using the information and comments from the survey. One of the alders asked for clarification on how it is determined which parks allow for dogs. Concerns were also raised about late park hours when lights and cameras are not present at many parks. A park plan is required to apply for grant opportunities.

Motion by Moore, seconded by Thiele to review the park plan and to adopt the Comprehensive Outdoor and Recreation Plan.
All Ald. Voted aye.
Motion carried.

Ambulance Service Agreement - Town of Vandenbroek.
Motion by Moore, seconded by Kilgas to allow Mayor Penterman to sign the Ambulance Service Agreement with the Town of Vandenbroek.
All Ald. Voted aye.
Motion carried.

Ambulance Service Agreement- Town of Kaukauna.
Motion by Moore, seconded by Antoine to approve the Ambulance Service Agreement with the Town of Kaukauna.
All Ald. Voted aye.
Motion carried.

Sign Ordinance update.
Staff have initiated an update and reorganization of the City's sign ordinance to improve clarity, enforcement, and alignment with current development patterns. These proposed updates have been reviewed by the Plan Commission with the Commission recommending approval of the updates pending a public hearing to be scheduled for the Common Council.

Motion by Antoine, seconded by Schell to direct staff to schedule a public hearing at the second meeting in November for the sign ordinance update for CCD, IND, and creation of 17.33.
All Ald. voted aye.
Motion carried.

Extraterritorial CSM Review-Hoelzel CSM Hollandtown.
Steve De Jong, agent, has submitted a certified survey map on behalf of Daniel Hoelzel, owner, to create three lots from parcels HL-183 and HL-183-1-1 in Hollandtown. Daniel Hoelzel would like to subdivide these existing parcels into three lots to sell the barn (located on lot 2 in the proposed CSM) to his son.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.
Motion by Moore, seconded by Eggleston to suspend the rules and waive the reading of Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.
All Ald. voted aye.
Motion carried.

Motion by Moore, seconded by Eggleston to adopt Resolution 2025-5485 Resolution Establishing Fees for Weights and Measures.
All Ald. Voted aye.
Motion carried.

Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.
Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.
All Ald. voted aye.
Motion carried.

Motion by Moore, seconded by Kilgas to adopt Resolution 2025-5486 Resolution Approving a Certified Survey Map for Parcels HL-183 and HL-183-1-1.
All Ald. Voted aye.
Motion carried.

Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).
Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).
Motion carried.

Attorney Greenwood noted that Alder Schell walked out of the Common Council chambers at 7:16 PM.

Motion by Moore, seconded by Kilgas to adopt Resolution 2025-5487 Resolution Accepting the City of Kaukauna 2024 Annual Clearwater Sustainability Program Report to the Heart of the Valley Metropolitan Sewerage District (HOVMSD).
Motion carried.

Ald. Antoine noted that Daniel Hoelzel's name was spelled wrong on Resolution 2025-5486.

Attorney Greenwood noted that Alder Schell re-joined the Common Council chambers at 7:18 PM.

ALDER REQUESTS FOR DISCUSSION AT THE NEXT COMMON COUNCIL MEETING

CLOSED SESSION

Adjourn to Closed Session Pursuant to 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 207 Thilmany Rd.
Motion by Moore, seconded by DeCoster to adjourn to Closed Session Pursuant to 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – 207 Thilmany Rd.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 7:20 PM.

Return to Open Session for possible action.
Motion by Schell, seconded by Moore to return to open session.
All Ald. voted aye.
Motion carried.

Returned to open session at 7:51 PM.

Adjourn to Closed Session Pursuant to 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public finds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - 101 Oak Street.
Motion by Moore, seconded by Antoine to adjourn to Closed Session Pursuant to 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session - 101 Oak Street.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 7:52 PM.

Return to Open Session for possible action.
Motion by Thiele, seconded by Kilgas to return to open session.
All Ald. voted aye.
Motion carried.

Returned to open session at 8:12 PM.

Motion by Moore, seconded by Antoine to approve the Memorandum of Understanding with the Kaukauna Area School District.
All Ald. voted aye.
Motion carried.

Motion by Thiele, seconded by Schell to authorize the solicitation of proposals from qualified consulting firms to conduct a Feasibility and Reuse Study for the Riverview Middle School property and report findings to the council for further discussion and direction.
All Ald. voted aye.
Motion carried.

Adjourn to Closed Session Pursuant to 19.85(1)(g)- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – Fox Shores.
Motion by Moore, seconded by Antoine to adjourn to Closed Session Pursuant to 19.85(1)(g)- Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – Fox Shores.
All Ald. voted aye.
Motion carried.

Adjourned to closed session at 8:14 PM.

Return to Open Session for possible action.
Motion by Moore, seconded by Schumacher to return to open session.
All Ald. voted aye.
Motion carried.

Returned to open session at 8:22 PM.

ADJOURN

Motion by Moore, seconded by DeCoster to adjourn.
All Ald. voted aye.
Motion carried.

Meeting adjourned at 8:22 p.m.

Kayla Nessmann, Clerk

E-BIKE SUB-COMMITTEE

A Meeting of the E-Bike Sub-Committee was called to order by Chief Graff on Thursday, October 16, 2025, at 9:04 A.M.

Roll call present: Ald. Antoine, Chief Graff, Attorney Greenwood, Officer Lambie, and Ald. Moore.

Absent & Excused: Mayor Penterman.

Motion by Attorney Greenwood, seconded by Ald. Antoine to excuse the absent member.
All members present voted aye.
Motion carried.

NEW BUSINESS
Discussion was held on proposed update to city ordinance # 7.09 Neighborhood Electric Vehicles and Other Motorized Vehicles. Discussion was held on the definition of an electric bicycle, which is a bicycle under 750 watts. Anything over 750 watts is considered an electric motorcycle and requires a driver's license to operate on public property. City of Kaukauna police officers have been running into e-bikes under 750 watts being manually altered to go over manufacturer speeds. Discussion was held on updating the ordinance to include reference to manual alterations. Discussion was also held on what would be considered "careless operation" under this ordinance.

ADJOURN
Motion by Chief Graff, seconded by Ald. Moore to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 9:49 a.m.

Kayla Nessmann, Clerk

7.09 Neighborhood Electric Vehicles and Personal Motorized Mobility Devices ~~Other Motorized Vehicles~~

1. *Definition*. ~~The term~~

a. "Electric bicycle" (see Wis. Stat. § 340.01(15ph)) means a bicycle that is equipped with fully operative pedals for propulsion by human power and an electric motor of 750 watts or less and that meets the requirements of any of the following classifications:

1. Class 1 electric bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
2. Class 2 electric bicycle is an electric bicycle that may be powered solely by the motor and is not capable of providing assistance when the bicycle reaches the speed of 20 miles per hour.
3. Class 3 bicycle is an electric bicycle equipped with a motor that provides assistance only when the rider is pedaling and that ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

Any electric bicycle modified to exceed 28 miles per hour or equipped with a motor exceeding 750 watts shall no longer be considered an electric bicycle under Wis. Stat. § 340.01(15ph) and may be classified as an "electric motorcycle" as defined below and subject to licensing and registration requirements.

b. "Electric motorcycle" means a motor vehicle manufactured with an electric motor with more than 750 watts, a seat or saddle requiring the rider to sit astride, not more than 3 wheels in contact with the ground, steering controlled by handlebars, and acceleration and braking controlled with handlebar and/or foot controls and is capable of speeds in excess of 30 miles per hour. Motor vehicles meeting this description shall be considered motorcycles under Wis. Stat. § 340.01(32) and shall require a valid Class M motorcycle license for operation on public roads. Operation without a valid license may constitute a violation of Wis. Stat. § 343.05 and may be subject to enforcement and penalties under state law, including fines and demerit points.

c. “Electric scooter” (see Wis. Stat § 340.01(15ps)) means a device weighing less than 100 pounds that has handlebars and an electric motor, is powered solely by the electric motor and human power, and has a maximum speed of not more than 20 miles per hour on a paved level surface when powered solely by the electric motor. “Electric scooter” does not include an electric personal assistive mobility device, motorcycle, motor bicycle, electric bicycle, or moped.
Any electric scooter modified to exceed 20 miles per hour shall no longer be considered an electric scooter under Wis. Stat. § 340.01(15ps) and may be classified as an “electric motorcycle” as defined above and subject to licensing and registration requirements.

d. “Motor bicycle” (see Wis. Stat. § 340.01(30)) means a bicycle to which a power unit that is not an integral part of the vehicle has been added to permit the vehicle to travel at a speed of not more than 30 miles per hour with a 150-pound rider on a dry, level, hard surface with no wind and having a seat for the operator. “Motor bicycle” does not include an electric bicycle.

e. "Neighborhood electric vehicle" means any self-propelled electrically- powered motor vehicle, excluding golf carts, that has a maximum speed of 20 to 25 miles per hour~~, that has successfully completed the Neighborhood Electric Vehicle America Test Program conducted by the federal department of energy,~~ and ~~that~~ conforms to the definition and safety requirements for low-speed vehicles ~~as adopted in the Federal Motor Vehicle Safety Standards for Low-Speed Vehicles~~ under 49 CFR 571.3(b) and 571.500.

f. “Personal motorized mobility device” means any self-propelled device designed to transport one person, powered in whole or in part by an electric or combustion motor. This term includes, but is not limited to:

1. Electric bicycles.
2. Motor bicycles.
3. Electric Scooters.

This term does not include:

1. Neighborhood electric vehicles.
2. Operation of a vehicle properly licensed by the Department of Transportation.
3. Operation of mobility aids used by people with disabilities.

4. Operation of motorized farm equipment.
5. Operation of lawn equipment.
6. Operation of garden equipment.

2. *Limitations*. Neighborhood electric vehicles, authorized pursuant to Wis. Stats. § 349.26, are allowed to be operated on all public roads with posted speeds of 35 miles per hour or less within the city, except not on those city streets on the state trunk network, marked with S.T.H. or U.S.H. route. Notwithstanding the above, such operation is permitted on:

a. S.T.H. "55" north of C.T.H. "CE" and south of Desnoyer Street. ~~and on~~
b. S.T.H. "96" from the west city limits to Claribel Street.

3. State driver's license and registration required for Neighborhood Electric Vehicles.

a. Any person who operates a neighborhood electric vehicle on any city street must hold a valid state driver's license.
b. Any person who operates a neighborhood electric vehicle on any city street must register the neighborhood electric vehicle with the state, if required by state law.

4. ~~*Other motorized vehicles*~~ Operation of Personal Motorized Mobility Devices.

a. *Careless Operation*. No person shall operate a Personal Motorized Mobility Device upon a street, sidewalk, alley, or trail in the City carelessly or heedlessly in disregard of, or in danger to, the rights or safety of other's property or person. No person shall operate a Personal Motorized Mobility Device upon the streets of the City without having manual control of the handlebars (if the Personal Motorized Mobility Device is equipped with such maneuvering apparatus) in any manner that necessitates the element of unusual or extraordinary skill or involves unnecessary risk.
b. No person shall operate a Personal Motorized Mobility Device at speeds greater than is reasonable and prudent under the conditions and circumstances and having regard for the actual and potential hazards then existing.

4. Operation at the City's Skate Park.

a. No person shall operate any motorized vehicle, whether powered by a combustion or electric motor, within the boundaries of any city-owned skate park. This prohibition includes, but is not limited to, electric bicycles, electric scooters, motor bicycles, mopeds, motorcycles, and personal motorized mobility devices.

b. Mobility aids used by individuals with disabilities are permitted within the skate park for access and observation. However, for safety reasons, such devices shall not be operated on skate park equipment, including ramps, rails, or other elevated structures designed for skating or biking. This restriction is based on legitimate safety concerns and does not limit general access to the skate park.

c. This section does not apply to city maintenance vehicles performing official duties.

5. Single Rider and Pet Restriction.

No personal motorized mobility device, as defined above, shall be operated with more than one rider. The transportation of pets on such devices is strictly prohibited.

6. Sidewalk Operation Restrictions for Personal Motorized Mobility Devices

a. Business Districts. Operation is prohibited on sidewalks in downtown business areas, Lawe Street Bridge, Veteran's Memorial Bridge, and connecting sidewalks from Wisconsin Avenue to Second Street on Main or Crooks Avenue.

b. Other Districts. Operation is only allowed for:

1. Children under 13
2. A person over the age of 12 years who is accompanying a bicycle rider who is under the age of 13 years.
3. Newspaper carriers performing duties.

c. Physically handicapped persons. Exempt when using mobility aids like scooters, wheelchairs, or three-wheeled bicycles.

d. Right-of-way. All persons operating or riding a bicycle on a sidewalk shall yield the right-of-way to any pedestrian and, within a crosswalk, to any motor vehicle, and shall give an audible signal before passing any pedestrian or bicycle rider proceeding in the same direction.

7. Penalties. Violations of this section are subject to the penalties set forth in Ordinance 7.19 of this Code unless otherwise set forth herein.

~~Except as provided for neighborhood electric vehicles within this section, no person shall operate any motorized vehicle on any city highway or sidewalk, or within any park or recreation areas in the city, except in areas specifically designated and marked for such use by the city. This section shall not apply to the operation of a properly licensed vehicle on any highway, or to the operation of motorized farm, lawn, or garden equipment.~~

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT SPECIAL MEETING HELD ON SEPTEMBER 23, 2025 AT THE HEART OF THE VALLEY MSD MEETING ROOM

Members Present: David Casper - President
Bruce Siebers, Vice President
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey – Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Tammy Tucker - Office Manager HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Jodie Greve – Accounts Payable/Asset Coordinator HOVMSD
Tim DeGroot – Combined Locks

1. 5:00 p.m. Call to Order – Roll Call

President Casper called the meet to order at 5:00 PM.

2. Public Appearances

No appearances were made.

3. Correspondence

There was no correspondence for the record.

4. General Discussion Items

A. 2026 Budget Workshop

The Commission and staff reviewed the 2026 proposed budget including expense account projections, debt service for 2026, and the sewer rate parameters. Additionally, anticipated revenue lines were discussed that are used to offset sewer charges to the District member communities. The 2026 equipment replacement fund addition now includes the filters and equipment installed as part of the effluent filter project. Considerable savings has been realized by switching from ferric sulfate to alum in the Actiflo process along with alum being used ahead of the effluent filters to enhance floc formation and phosphorus removal across the filters. Conservative interest estimates were made for 2026 as the interest rate was recently dropped a quarter point along with strong speculation that it will again drop before year end 2025. The overall proposed budget amount is an overall 4.48% decrease over 2025.

The 2026 budget and rate parameters will be officially adopted at the October 23, 2025 Commission Meeting/Public Hearing.

5 Financials

A. September 2025 Accounts Payable; Action for Approval

After a review of the bills payable, a motion was made by Commissioner Casper and seconded by Commissioner Siebers to approve payment of the bills in the amount of $913,586.27. A roll call vote was taken: Commissioner Casper, yes; Commissioner Sundelius, yes; Commissioner Coffey, yes; and Commissioner Hennessey, yes. Commissioner Siebers, yes; Motion carried unanimously. The Commission signed the check voucher register which includes general, and pre-paid.

6. Old and new business

No old or new business for the record

7 Adjournment

With no further business before the Commission, a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 5:45 PM)

SIGNED & APPROVED BY: _____

Patrick E. Hennessey, Secretary

MINUTES

HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT
SPECIAL MEETING HELD ON September 2, 2025 AT THE
HEART OF THE VALLEY MEETING ROOM

Members Present: David Casper - President
Bruce Siebers - Vice President
Patrick Hennessey - Secretary
John Sundelius - Commissioner
Kevin Coffey - Commissioner

Absent: None

Also Present: Brian Helminger - District Director HOVMSD
Tammy Tucker – Office Manager HOVMSD
Dustin Jerabek - Director of Operations & Maintenance HOVMSD
Chad Giackino - Regulatory Compliance Manager HOVMSD
Jodie Greve – Accounts Payable – HOVMSD
Lisa Remika DeWall – Village of Little Chute
John W. Neumeier – City of Kaukauna
Christine DeMaster – Via Teams - Trilogy

1. 5:00 PM. Call to Order – Roll Call

President Casper called the meeting to order at 5:00 PM.

2. Approval of the Minutes from the August 18, 2025 Regular Meeting

The minutes were not completed in time for formal acceptance. No action taken.

3. **2025 Sewer Rate Service Review – Trilogy Report – Discussion and possible action regarding recommended changes to cost allocations and the HOVMSD Sewer Service Rate methodology-**

Christine DeMaster appeared via TEAMS and reviewed the Trilogy report that contains proposed revisions to the existing sewer user charge and rate calculation methodology. The existing system has been in place since 2008 as no major projects or bonding has been necessary since then. Utility debt obligations are fixed costs that require stable revenue to ensure timely repayment. The changes proposed by Trilogy move to align the sewer rate structure with evolving utility cost trends and in particular recognizing the increased proportion of fixed costs. An example, pointed out by DeMaster is insurance and administrative wages as being fixed costs unrelated to the amount of flow or suspended solids in the inbound

sewage. Any revised allocations towards recognition of fixed costs will be contained in the monthly demand charges to the communities. Demaster also recommends elimination of the reserve capacity charges as they came as a result of the last plant upgrade and the Clean Water Fund debt service has been fully paid off as of 2025.

The only outstanding item is the revisions to the Equipment Replacement Fund to include the depreciation of the new process equipment used for effluent filtration. The information and Trilogy report was received the date of the meeting and so Commissioners will continue their review and are expected to take action on this item at the regular monthly Commission meeting schedule for September 9th. No action taken.

4. 2026 HOVMSD Budget – Initial discussion on the 2026 budget changes, annual projects & replacements, and added budget lines.

Helminger inquired with each Commissioner on their preference on hard copy versus electronic delivery of the 2026 District budget.

The Commission consented to two new budget lines to be added in order to account for polymer purchase and consumption at the process where it is consumed. Currently, there is a single budget line for polymer despite continuous feed in the Actiflo process, the Dissolved Air Floatation thickener, and as needed ahead of the new effluent Disk Filters.

Helminger suggested and the Commission consented to removing Line 59980 formerly added and used for Covid 19 Expenses.

The funding for line 59922 - Public Relations was discussed as the District wraps up its 2 major projects in 2025. Kane came on site and presented a transition at the last Commission meeting. The line for 2025 was budgeted for $30,000 with $17,000 spent as of meeting. A brief discussion ensued about the level of funding and reduced outreach anticipated for 2026. The Commission determined that for 2026 the line will be funded at $20,000 and used as needed and at District request.

5. Adjournment

With no further business before the Commission a motion was made by Commissioner Sundelius and seconded by Commissioner Coffey to adjourn the meeting. Motion carried unanimously. (Time: 5:40PM)

SIGNED & APPROVED BY: _____

Patrick E. Hennessey, Secretary

Redevelopment Authority of the City of Kaukauna
City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna

Thursday, August 7, 2025 at 9:00 AM

Minutes

In-Person in Common Council Chambers, City of Kaukauna

Chairman Moore called the meeting to order at 9:00 a.m.

1. Roll Call

   Members Present: Karl Kilgas, Leon Vanevenhoven, John Moore, Quin Lenz, Nicci Sprangers, Julie Schroeder

   Absent: Heather Hayes

   Other(s) Present: Director Kittel, Associate Planner Nelson, Dan Meissner

   Kilgas made a motion to excuse the absent members. Seconded by Vanevenhoven. The motion passed unanimously.

2. Approval of Minutes
   a. Approve Minutes from July 17, 2025

      Kilgas made a motion to approve the minutes from July 17, 2025. Seconded by Vanevenhoven. The motion passed unanimously.

3. Old Business

   None

4. New Business
   a. Certificate of Appropriateness – 301 W 7th Street

      Associate Planner Nelson presented the request for a Certificate of Appropriateness for the planned addition to the building located at 301 W 17th Street. The material to be used for the façade is stone veneer and LP Smartside. The owners of the property are not planning on updating the façade of the current structure at this time, but plan to at some point in the future.

      Moore asked for confirmation that the materials shown in the memo are accurate to what will be used.

      Meissner, the architect for the project, confirmed that the materials are accurate. They will be using earth tones for this project. He said he can bring in the materials to be used at a later date to show RACK.

Some minor discussion was had on the overall scope of the project as approved by the Plan Commission and Common Council.

Schroeder asked if the façade materials to be used on the addition are similar to the façade materials on the existing structure.

Meissner stated that the colors and texture will be similar and complimentary, but not identical. Once funds are available, the existing façade will be updated as well.

Vanevenhoven made a motion to grant a Certificate of Appropriateness to 301 W 7th Street for the project as proposed. Seconded by Lenz. The motion passed unanimously.

5. Other Business

None

6. Adjourn

Kilgas made a motion to adjourn. Seconded by Sprangers. Motion passed unanimously. Adjourned at 9:10 a.m.

Kaukauna Fire Department

Fire Report - October 2025

Incident Type: Fire

Code - Description	Number of Runs	Year to Date
100 - Fire, Other	0	3
111 - Building Fire	1	7
113 - Cooking Fire, Confined to Container	0	2
131 - Passenger Vehicle Fire	0	1
142 - Brush or Brush-and-Grass Mixture	0	1
143 - Grass Fire	0	1
150 - Outside Rubbish Fire, Other	0	1
151 - Outside Rubbish, Trash or Waste Fire	0	2
154 - Dumpster or Other Outside Trash Receptacle Fire	0	1
Total	**1**	**19**

Incident Type: Overpressure Rupture, Explosion, Overheat (No Fire)

Code - Description	Number of Runs	Year to Date
251 - Excessive Heat, Scorch Burns with No Ignition	0	1
Total	**0**	**1**

Incident Type: Rescue & Emergency Medical Services

Code - Description	Number of Runs	Year to Date
311 - Medical Assist, Assist EMS Crew	1	1
321 - EMS Call	120	1,231
322 - Motor Vehicle Accident with Injuries	2	23
323 - Motor Vehicle/Pedestrian Accident	0	4
324 - Motor Vehicle Accident With No Injuries	1	11
353 - Removal of Victim(s) from Stalled Elevator	0	2
365 - Watercraft Rescue	0	1
381 - Rescue or EMS Standby	2	3
Total	**126**	**1,276**

Incident Type: Hazardous Condition (No Fire)

Code - Description	Number of Runs	Year to Date
411 - Gasoline or Other Flammable Liquid Spill	0	1
412 - Gas Leak (natural gas or LPG)	3	8
413 - Oil or Other Combustible Liquid Spill	0	1
422 - Chemical Spill or Leak	0	1
424 - Carbon Monoxide Incident	0	3
440 - Electrical Wiring/Equipment Problem, Other	0	1
442 - Overheated Motor	0	1
444 - Power Line Down	0	3
445 - Arcing, Shorted Electrical Equipment	0	2
463 - Vehicle Accident, General Cleanup	0	5
Total	**3**	**26**

Incident Type: Service Call

Code - Description	Number of Runs	Year to Date
500 - Service Call, Other	0	9

Kaukauna Fire Department
Fire Report - October 2025

510 - Person in Distress, Other	0	1
511 - Lock-Out	2	12
520 - Water Problem, Other	0	2
531 - Smoke or Odor Removal	0	3
540 - Animal Problem, other	0	1
542 - Animal Rescue	1	7
550 - Public Service Assistance, Other	2	2
551 - Assist Police or Other Governmental Agency	0	1
553 - Public Service	1	1
561 - Unauthorized Burning	2	7
Total	**8**	**46**

Incident Type: Good Intent Call

Code - Description	Number of Runs	Year to Date
600 - Good Intent Call, Other	1	24
611 - Dispatched and Canceled Enroute	3	35
650 - Steam, Other Gas Mistaken for Smoke, Other	0	1
651 - Smoke Scare, Odor of Smoke	1	4
Total	**5**	**64**

Incident Type: False Alarm & False Call

Code - Description	Number of Runs	Year to Date
700 - False Alarm or False Call, Other	1	3
710 - Malicious, Mischevious False Call, Other	1	1
714 - Central Station, Malicious False Alarm	2	2
721 - Bomb Scare, No Bomb	0	1
733 - Smoke Detector Activation Due to Malfunction	1	9
735 - Alarm System Sounded Due to Malfunction	0	12
736 - CO Detector Activation Due to Malfunction	0	3
741 - Sprinkler Activation, No Fire - Unintentional	0	3
743 - Smoke Detector Activation, No Fire - Unintentional	1	8
745 - Alarm System Activation, No Fire - Unintentional	1	35
746 - Carbon Monoxide Detector Activation, No CO	2	12
Total	**9**	**89**

Incident Type: Severe Weather & Natural Disaster

Code - Description	Number of Runs	Year to Date
814 - Lightning Strike, No Fire	1	1
Total	**1**	**1**

Incident Type: Special Incident Type

Code - Description	Number of Runs	Year to Date
911 - Citizen Complaint	2	4
Total	**2**	**4**
Grand Total	**155**	**1,526**

Kaukauna Fire Department

Fire Report - October 2025

Fire Inspection Summary

	Completed This Month	Year to Date
Inspections Completed	62	871
Violations Found	10	33
Violations Corrected	3	22

Kaukauna Fire Department

Ambulance Report - October 2025

Runs by Municipality

City / Village / Town	Number of Runs	Year to Date
City of Kaukauna	113	1,191
Village of Combined Locks	13	114
Village of Little Chute	0	1
Total	**126**	**1,306**

Runs by County

County	Number of Runs	Year to Date
Outagamie	126	1,306
Total	**126**	**1,306**

Runs by Disposition

Disposition	Number of Runs	Year to Date
Patient Treated, Transported by Kaukauna Fire	89	910
Patient Treated, Released	18	154
Patient Evaluated, No Treatment/Transport Required	10	160
Patient Dead at Scene - No Resuscitation Attempted, No Transport	0	21
Canceled Prior to Arrival	2	26
Canceled on Scene No Patient Contact	1	11
Patient Refused Evaluation/Care, No Transport	1	11
Canceled on Scene No Patient Found	2	5
Standby-Public Safety, Fire, or EMS Operational Support Provided	0	5
Standby-No Services or Support Provided	2	2
Patient Dead at Scene - Resuscitation Attempted, No Transport	1	1
Total	**126**	**1,306**

Runs by Ambulance

Primary Unit	Number of Runs	Year to Date
First Out Ambulance	109	1,141
Second Out Ambulance	15	154
Third Out Ambulance	2	11
Engine Company	0	0
Total	**126**	**1,306**

Mutual Aid

	Number of Runs	Year to Date
Provided	0	0
Received	0	3

Police calls generated by:		YTD
911 call	234	2,106
Officer initiated	724	6,484
Called general phone number	304	3,738
TOTAL	**1,262**	**12,328**
Breakdown of calls:		
ABANDONED VEHICLE	0	13
ACCIDENT	38	328
ALARMS	11	132
ALCOHOL OFFENSE	0	7
ANIMAL	44	3,233
ARSON	0	1
ASSISTS	91	1,019
ASSAULT	0	7
BURGLARY	2	6
CIVIL	0	1
CRIME PREVENTION	101	1,368
DAMAGE TO PROPERTY	8	51
DISTURBANCES	36	272
DOMESTIC	2	25
DRUGS	5	74
FIRE CALLS	15	141
FIREWORKS	0	4
FRAUD	8	94
HARASSMENT	21	158
HAZARD	10	87
JUVENILE	38	196
LOCKOUT	15	88
LOST & FOUND	8	124
MEDICAL	95	945
MISSING PERSON	0	8
OPEN DOOR	6	46
OPERATING WHILE INTOXICATED	4	35
ORDINANCE VIOLATIONS	200	1,411
PARKING	21	157
RECKLESS DRIVE COMPLAINT	38	266
SCHOOL SAFETY	50	388
SEX OFFENSE	1	35
SUICIDE; ATTEMPT, THREAT, COMPLETED	2	19
SUSPICIOUS PERSON, VEHICLE , SITUATION	46	370
THEFT	16	102
TRAFFIC	175	1,978
TRAFFIC SAFETY	6	63
TRESPASS	7	44
TRUANCY	4	20
VIOLATE COURT ORDER	6	49
WANTED PERSON OR APPREHENSION	13	76
WARNINGS	140	1,577
WEAPON	1	7
WELFARE CHECK	43	516
911 HANGUP/ASSIST	33	398
total	**1,360**	**15,939**

note- the difference between the totals is some calls have mulitple offenses

	A	B	C	D	E	F	G	H	I	J
1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
599	1312 Main Av	24005275	Citizen	4/4/2024	10/16/2025	3	Tall Weeds / debris	No	0	Owner Resolved
600	1422 Hillcrest Dr	25007284	Citizen	7/16/2025	10/16/2025	1	Noxious Weeds/Junk Vehicles/Junk Boat in Yard and Piles of Junk in Yard	No		Owner Resolved
601	1300 Orchard Dr	25010522	Citizen	9/30/2025	10/16/2025	1	Debris and vehicles in yard	No		Owner Resolved
602	907 Grignon St	25011115	Self-Initiated in Proximity	10/14/2025	10/16/2025	1	Yard Waste Bag Violation	No		Owner Resolved
603	730 Grignon St	25011116	Self-Initiated in Proximity	10/14/2025	10/16/2025	1	Yard Waste Bag Violation	No		Owner Resolved
604	115 E Tobacnoir	25011117	Self-Initiated in Proximity	10/14/2025	10/16/2025	1	Junk Tire Violation	No		Owner Resolved
605	149 Washington St	25011120	Self-Initiated in Proximity	10/14/2025	10/16/2025	1	Yard Waste Violation	No		Owner Resolved
606	160 Washington St	25011121	Self-Initiated in Proximity	10/14/2025	10/16/2025	1	Yard Waste Violation	No		Owner Resolved
607	901 W Henry	25008769	Citizen	8/19/2025	10/20/2025	3	Poison Ivy, debris in driveway and yard, noxious weed violation	No		Owner Resolved
608	702 Lincoln Av	25009103	Citizen	8/27/2025	10/20/2025	1	Trailers and Truck Parked in Grass	No		Owner Resolved
609	935 W 10th St	25009643	Self-Initiated in Proximity	9/9/2025	10/20/2025	2	Large Trash Violation, junk vehicle	No		Owner Resolved
610	553 Linda Ct	25010284	Other City Employee/Official	9/23/2025	10/20/2025	1	Dangerous Dead Tree	No		Owner Resolved
611	508 Linda Ct or 2113	25010319	Other City Employee/Official	9/24/2025	10/20/2025	1	Dangerous Dead Tree	No		Owner Resolved
612	519 Linda Ct	25010320	Other City Employee/Official	9/24/2025	10/20/2025	1	Dangerous Dead Tree	No		Owner Resolved
613	223 W 8th St	25010360	Other City Employee/Official	9/25/2025	10/20/2025	1	Dangerous Dead Tree X2	No		Owner Resolved
614	212 W 7th St	25011157	Self Initiated	10/15/2025	10/20/2025	1	Yard Waste Bag Violation	No		Owner Resolved

	A	B	C	D	E	F	G	H	I	J
1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
615	613 W 9th St	25011168	Self Initiated	10/15/2025	10/20/2025	1	Yard Waste Bag Violation	No		Owner Resolved
616	2208 Sullivan Av	25011205	Self Initiated	10/16/2025	10/20/2025	1	Yard Waste Bag Violation	No		Owner Resolved
617	307 Depot St	25009961	Other City Employee/Official	9/16/2025	10/21/2025	1	Trailer and UTV in yard	No		Owner Resolved
618	1810 Greenbay Rd	25010907	Self Initiated	10/9/2025	10/21/2025	1	Yard Debris, Brush and Noxious Weed violations	No		Owner Resolved
619	1309 Buchanan Rd	25011339	Self Initiated	10/20/2025	10/21/2025	1	Large Trash Violation	No		Owner Resolved
620	302 W Ann St	25011349	Self Initiated	10/20/2025	10/21/2025	1	Large Trash Violation	No		Owner Resolved
621	606 Sunset	25011392	Self Initiated	10/21/2025	10/21/2025	1	Large Trash Violation	No		Owner Resolved
622	220 Margaret St	25011428	Self Initiated	10/22/2025	10/22/2025	1	Large Trash Violation	No		Owner Resolved
623	540 Roger Ct	25011431	Self Initiated	10/22/2025	10/22/2025	1	White Good Violation	No		Owner Resolved
624	621 Joyce St	25009626	Citizen	9/9/2025	10/28/2025	2	Trailer in Grass along Garage	No		Owner Resolved
625	2105 Thelen Av	25010321	Other City Employee/Official	9/24/2025	10/28/2025	1	Dangerous Dead Tree	No		Owner Resolved
626	1400 Hendricks Av	25010328	Other City Employee/Official	9/24/2025	10/28/2025	1	Dangerous Dead Tree X2	No		Owner Resolved
627	1513 Lawe St	25011109	Citizen	10/14/2025	10/28/2025	1	Low Tree Branches Over Sidewalk	No		Owner Resolved
628	1216 Lawe St	25011111	Citizen	10/14/2025	10/28/2025	1	Low Tree Branches Over Sidewalk	No		Owner Resolved
629	1827 Paul Dr	25011633	Citizen	10/28/2025	10/28/2025	0	Debris into Road	No		No violation/Civil
630	100 W 15th St	25011634	Citizen	10/28/2025	10/28/2025	0	Dangerous Dead Tree in back yard	No		No violation/Civil
631	313 E 9th St	25009657	Citizen	9/9/2025	10/29/2025	1	Junk Vehicle, Noxious	No		Owner Res

	A	B	C	D	E	F	G	H	I	J
1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
632	2208 Main Av	25011398	Self Initiated	10/21/2025	10/29/2025	1	Large Trash Violation	No		Owner Resolved
633	2209 Main Av	25011399	Self Initiated	10/21/2025	10/29/2025	1	Yard Waste Violation	No		Owner Resolved
634	809 Desnoyer St	25011429	Self Initiated	10/22/2025	10/29/2025	1	Brush Violation	No		City Resolved
635	409 Eden Av	25011432	Self Initiated	10/22/2025	10/29/2025	1	Large Trash Violation	No		Owner Resolved
636	129 McKinley St	25011641	Self Initiated	10/28/2025	10/29/2025	1	Brush Violation	No		City Resolved
637	2108 Parkwood	24010278	Citizen	10/8/2024	10/30/2025	1	Hoarder/ junk in yard	No		Owner Resolved
638	1013 Hennes Ct	25010273	Self-Initiated in Proximity	9/23/2025	10/30/2025	1	Building Shed w/o permit	No		Owner Resolved
639	314 Reaume Av	25011632	Self Initiated	10/28/2025	10/30/2025	1	Large Trash Violation	No		Owner Resolved
640	302 W Wisconsin Av	25011642	Self Initiated	10/28/2025	10/30/2025	1	Large Trash Violation	No		Owner Resolved
641	1105 Joyce St	25011646	Self Initiated	10/28/2025	10/30/2025	1	Large Trash Violation	No		Owner Resolved
642	1617 Crooks Av	25011630	Self Initiated	10/28/2025	11/4/2025	1	Brush Violation	No		Owner Resolved
643	701 Quinney Av	25011681	Other City Employee/Official	10/29/2025	11/4/2025	1	Illicit Discharge	No		Owner Resolved
644	911 Metoxen Av	25011682	Self Initiated	10/29/2025	11/4/2025	1	White Good Violation	No		Owner Resolved
645	212 W Henry St	25011709	Self Initiated	10/30/2025	11/4/2025	1	Large Trash Violation	No		Owner Resolved
646	304 Klein St	25011712	Self-Initiated in Proximity	10/30/2025	11/4/2025	1	Large Trash Violation	No		Owner Resolved
647	3005 Shady Ridge La	25011866	Other City Employee/Official	11/4/2025	11/4/2025	1	Debris Leaves in Road	No		City Resolved
648	3051 Shady Ridge La	25011867	Other City Employee/Official	11/4/2025	11/4/2025	1	Debris Leaves in Road	No		City Resolved
649	2190 Antelope Tr	25011869	Citizen	11/4/2025	11/4/2025	1	Plantings over Property Line	No		No violation/Civil
650	1112 Lawe St	25011113	Citizen	10/14/2025	11/5/2025	1	Low Tree Branches Over Sidewalk	No		Owner Resolved
651	700 Draper St	25011427	Self Initiated	10/22/2025	11/5/2025	2	Brush Violation and yard debris	No		Owner Resolved
652	2085 Old Country Circle	25011713	Other City Employee/Official	10/30/2025	11/5/2025	1	Debris into road	No		Owner Res

	A	B	C	D	E	F	G	H	I	J
1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
653	525 Idelwild St	25011723	Self Initiated	10/30/2025	11/5/2025	1	Large Trash Violation	No		Owner Resolved
654	234 Idelwild St	25011725	Self Initiated	10/30/2025	11/5/2025	1	Large Trash Violation	No		Owner Resolved
655	635 Lincoln Av	25007906	Self-Initiated in Proximity	7/31/2025	11/6/2025	3	Noxious Weed, junk vehicle, storing vehicle on	No		Owner Resolved
656	1709 Crooks Av	25010523	Citizen	9/30/2025	11/6/2025	2	Brush Pile behind garage with mice	No		Owner Resolved
657	100 W Ann St	25011629	Self Initiated	10/28/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
658	318 Klein St	25011711	Self-Initiated in Proximity	10/30/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
659	211 Kenneth ave	25011863	Citizen	11/4/2025	11/6/2025	1	Boat on lawn	No		Owner Resolved
660	3298 Fieldcrest Dr	25011868	Self Initiated	11/4/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
661	2108 Sullivan Av	25011881	Self Initiated	11/4/2025	11/6/2025	1	Large Trash and Prohibited Trash Violations	No		Owner Resolved
662	2200 Sullivan Av	25011882	Self Initiated	11/4/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
663	1105 Joyce ST	25011914	Self Initiated	11/5/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
664	1501 Stafford	25011916	Other City Employee/Official	11/5/2025	11/6/2025	1	Debris Leaves in Road	No		Owner Resolved
665	2716 Main Av	25011918	Other City Employee/Official	11/5/2025	11/6/2025	1	Debris Leaves in Road	No		Owner Resolved
666	114 W Division St	25011919	Self Initiated	11/5/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
667	619 Kaukauna St	25011921	Self Initiated	11/5/2025	11/6/2025	1	Large Trash Violation	No		Owner Resolved
668	1300 Main Av	25011631	Self Initiated	10/28/2025	11/11/2025	1	Large Trash and tree limb	No		Owner Resolved
669	133 Sarah St	25011679	Self Initiated	10/29/2025	11/11/2025	1	Large Trash Violation	No		Owner Resolved
670	307 W 3rd St	25011883	Citizen	11/4/2025	11/11/2025	1	Debris on sidewalk and yard	No		Owner Resolved
671	103 E 3rd St	25011913	Other City Employee/Official	11/5/2025	11/11/2025	1	Encroachment	No		Owner Resolved
672	621 Kaukauna St	25011920	Self Initiated	11/5/2025	11/11/2025	1	Large Trash Violation	No		Owner Resolved

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1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
673	2407 Main Av	25011951	Citizen	11/6/2025	11/11/2025	1	Noxious Weeds	No		Owner Resolved
674	100 E 13th St	25011954	Self Initiated	11/6/2025	11/11/2025	1	Large Trash Violation	No		Owner Resolved
675	1605 Crooks Av	25011955	Self Initiated	11/6/2025	11/11/2025	1	Brush and Large Trash Violations	No		Owner Resolved
676	2000 Main Av	25011958	Self Initiated	11/6/2025	11/11/2025	1	Large Trash Violation	No		Owner Resolved
677	2833 Main Av	25011964	Self Initiated	11/6/2025	11/11/2025	1	Yard Waste Bag Violation	No		Owner Resolved
678	2901 Main Av	25011965	Self Initiated	11/6/2025	11/11/2025	1	Large Trash Violation	No		Owner Resolved
679	233 Brothers St	25011968	Self Initiated	11/6/2025	11/11/2025	1	Yard Waste Bag Violation	No		Owner Resolved
680	119 E Tobacnoir St	25011973	Self Initiated	11/6/2025	11/11/2025	2	Large Trash Violation	No		Owner Resolved
681	516 W 10th St	25005052	Citizen	5/27/2025	11/12/2025	1	Junk/garbage in yard and dilapidated shed	No		Owner Resolved
682	110 W 4th ST	25011156	Self Initiated	10/15/2025	11/12/2025	1	Prohibited Trash and Noxious Weed Violation	No		City Resolved
683	601 W 10th St	25011340	Self Initiated	10/20/2025	11/12/2025	1	Large Trash Violation	No		Owner Resolved
684	1201 Cleveland Av	24007379	Other City Employee/Official	10/4/2023		1	Exterior home repair and Debris			
685	1004 Joyce St	24008422	Self-Initiated in Proximity	8/21/2024		1	Dangerous Dead tree in terrace and 1 in side yard			
686	323 W 7th St	24009489	Self Initiated	9/17/2024		1	Dangerous Dead tree in terrace			
687	1708 Bluebird ln	25004295	Citizen	5/7/2025		1	Building without a permit and noxious weeds			
688	507 Draper St	25005476	Citizen	6/3/2025		1	Noxious Weed Violation, 2			

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1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
689	508 Frostfield Dr	25005507	Citizen	6/5/2025		1	Dangerous Dead Trees			
690	565 Wildwood Dr	25005509	Citizen	6/5/2025		1	Dangerous Dead Tree			
691	2200 Parkwood Dr	25005512	Self-Initiated in Proximity	6/5/2025		1	Dangerous Dead Trees			
692	312 E 20th St	25006361	Citizen	6/24/2025			Dangerous Dead Tree			
693	221 Henry St	25006366	Citizen	6/24/2025		1	Dangerous Dead Tree in			
694	111 W Morningside Dr	25006474	Other City Employee/Official	6/26/2025		1	Dangerous Dead Tree			
695	2809 Hendricks	25006478	Other City Employee/Official	6/26/2025		1	Dangerous Dead Tree			
696	223 W Morningside	25006480	Other City Employee/Official	6/26/2025		1	Dangerous Dead Trees			
697	2717 Southbreeze Ct	25006483	Other City Employee/Official	6/26/2025		1	Dangerous Dead Tree			
698	1400 Thelen Av	25006491	Self Initiated	6/26/2025		1	Dangerous Dead Tree			
699	1616 Main Av	25007022	Citizen	7/10/2025		1	Debris in Yard			
700	405 Reaume Av	25007330	Self Initiated	7/17/2025		1	Dangerous Dead Tree			
701	1700 Bluebird Ln	25008078	Citizen	8/5/2025		1	Junk Vehicle on Lawn and compost pile with mice			
702	222 W 9th St	25008779	Other City Employee/Official	8/20/2025		1	Dangerous Dead Tree			
703	126 W 6th St	25008781	Other City Employee/Official	8/20/2025		1	Dangerous Dead Tree			
704	201 W 6th St	25008782	Other City Employee/Official	8/20/2025		1	Dangerous Dead Tree			
705	420 W Division St	25009051	Citizen	8/26/2025		1	Debris pile and junk vehicle			
706	517 Green St	25009108	Self-Initiated in Proximity	8/27/2025		1	Junk Vehice in Driveway			
707	309 W 6th St	25009111	Citizen	8/27/2025		1	Noxious Weeds & Junk Vehicle			
708	1105 Janet St	25009451	Citizen	9/4/2025		1	Truck in Yard			
709	1000 Janet St	25009487	Citizen	9/5/2025		1	Camper in Yard			
710	221 Klein St	25009628	Self-Initiated in Proximity	9/9/2025		1	Noxious Weeds			
711	1901 Fieldcrest Dr	25010276	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
712	312 W 13th St	25010277	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
713	305 W 13th St	25010278	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
714	1765 Glenview St	25010279	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
715	310 W Henry St	25010280	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
716	1904 Thelen Av	25010281	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			

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1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
717	1809 Thelen Av	25010282	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
718	2200 Fieldcrest Dr	25010283	Other City Employee/Official	9/23/2025		1	Dangerous Dead Tree			
719	2404 Sullivan Av	25010309	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
720	2408 Sullivan Av	25010310	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
721	1905 Welhouse Dr	25010311	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
722	1900 Sullivan Av	25010312	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
723	2206 Glenview Av	25010313	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
724	2204 Glenview Av	25010315	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
725	2118 Glenview Av	25010316	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
726	2116 Glenview Av	25010317	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
727	116 W 15th St	25010318	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
728	2111 Glenview Av	25010323	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
729	2400 Sullivan Av	25010324	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
730	134 W Ann St	25010325	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
731	112 E 15th St	25010326	Other City Employee/Official	9/24/2025		1	Dangerous Dead Tree			
732	213 W 8th St	25010359	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
733	315 W 8th St	25010363	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
734	900 Brill Rd	25010364	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
735	901 Sullivan Av	25010365	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
736	115 E 9th St	25010367	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
737	417 W 10th St	25010371	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
738	309 W 10th St	25010372	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
739	1801 Crooks Av	25010373	Other City Employee/Official	9/25/2025		1	Dangerous Dead Tree			
740	914 State St	25010374	Citizen	9/23/2025		1	Enclosed trailer in back yard			
741	2201 Antelope Tr	25010528	Citizen	9/30/2025		1	Yard Waste Violation			
742	2423 Laverne ln	25010628	Other City Employee/Official			1	Dangerous Dead Tree			

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1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
743	2010 Mayflower Dr	25010856	Other City Employee/Official	10/8/2025		1	Dangerous Dead Tree			
744	2016 Mayflower Dr	25010857	Self-Initiated in Proximity	10/8/2025		1	Dangerous Dead Tree			
745	2201 Main Av	25010858	Other City Employee/Official	10/8/2025		1	Dangerous Dead Tree			
746	525 Gertrude St	25010864	Citizen	10/8/2025		1	Noxious Weeds, boat motor and other debris in yard			
747	412 W Division St	25011341	Citizen	10/20/2025		1	Noxious Weeds and Debris in yard			
748	145 Grant St	25011395	Self Initiated	10/21/2025		1	Yard Debris and Junk Vehicle			
749	211 Park St	25011710	Self Initiated	10/30/2025		1	Large Trash Violation			
750	1217 Thelen ave	25011861	Citizen	11/4/2025		1	Trailers on lawn			
751	2113 Main Av	25011864	Citizen	11/4/2025		1	Dangerous Dead Tree			
752	2205 Main Av	25011865	Citizen	11/4/2025		1	Dangerous Dead Tree			
753	2600 Haas Rd	25011917	Other City Employee/Official	11/5/2025		1	Branches blocking			
754	2170 Whitewolf Ln	25011975	Self Initiated	11/6/2025		1	Large Trash Violation			
755	1111 Main Av	25012143	Self Initiated	11/11/2025		1	Large Trash Violation			
756	1514 Main Av	25012144	Self Initiated	11/11/2025		1	Yard Waste Bag Violation			
757	2708 Main Av	25012145	Self Initiated	11/11/2025		1	Debris In road			
758	403 W 8th ST	25012148	Self Initiated	11/11/2025		1	Brush Violation			
759	1731 Paul Dr	25012175	Self Initiated	11/12/2025		1	Large Trash Violation			
760	580 W Henry St	25012176	Self Initiated	11/12/2025		1	Yard Waste Bag Violation			
761	942 Shamrock Ct	25012180	Self Initiated	11/12/2025		1	Large Trash Violation			
762	930 Shamrock Ct	25012181	Self Initiated	11/12/2025		1	Yard Waste Bag Violation			
763	307 Whitney St	25012182	Self Initiated	11/12/2025		1	Large Trash Violation			
764	116 W 5th St	25012183	Self Initiated	11/12/2025		1	Large Trash Violation			
765	624 Lincoln Av	25012190	Self Initiated	11/12/2025		1	Sign In Terrace			
766	3235 Fieldcrest Dr	25012191	Self Initiated	11/12/2025		1	Brush Violation			
767	200 Prospector Ct	25012192	Self Initiated	11/12/2025		1	Yard Waste Bag Violation			
768	115 Prospector Ct	25012193	Self Initiated	11/12/2025		1	Yard Waste Bag Violation			
769	200 W Morningside Dr	25012194	Self Initiated	11/12/2025		1	Sign In Terrace			

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1	**Address**	**PD Case #**	**How Received**	**Date Initiated**	**Date Closed**	**Number of warnings**	Violation	Cited	Number of Citations	How R
770	110 E Morningside Dr	25012195	Self Initiated	11/12/2025		1	Sign In Terrace			
771	612 Frances St		Other City Employee/Official				Dangerous Dead Tree			
772	2051 Mayflower Dr		Other City Employee/Official				Dangerous Dead Tree			
773	2031 Greengrove St		Other City Employee/Official				Dangerous Dead Tree			
774	1300 Buchanan Ct		Other City Employee/Official				Dangerous Dead Tree			
775	219 Klein St		Other City Employee/Official				Dangerous Dead Tree			

MUNICIPAL JUDGE
COURT REPORT

October

	2024	2025	2024 CUMULATIVE	2025 CUMULATIVE
FORFEITURES/MUNICIPAL ORDINANCE VIOLATIONS	$3,960.99	$5,139.04	$42,380.02	$71,403.86
MUNICIPAL COURT COSTS	$1,557.35	$2,158.96	$19,580.77	$28,886.38
PENALTY SURCHARGES	$1,150.56	$1,308.79	$11,216.97	$17,337.74
COUNTY JAIL SURCHARGES	$444.74	$534.93	$5,282.34	$7,753.06
DRIVER IMPROVEMENT SURCHARGES	$1,749.00	$1,605.00	$9,292.18	$14,297.08
CRIME LAB/DRUG ENFORCEMENT SURCHARGES	$562.00	$693.38	$5,699.58	$8,975.46
IGNITION INTERLOCK DEVICE SURCHARGE	$50.00	$0.00	$400.00	$100.00
SAFE RIDE PROGRAM	$225.00	$225.00	$1,018.00	$1,599.60
TOTAL	$9,699.64	$11,665.10	$94,869.86	$150,353.18

Clerk-Treasurer Daily Deposit Report

Date	Deposit	Balance
Date	Credit	Balance
10/1/2025	$11,409.10	$41,509.10
10/1/2025	$100.00	$30,100.00
10/2/2025	$26,051.00	$56,076.00
10/2/2025	$25.00	$30,025.00
10/3/2025	$33,273.05	$64,040.05
10/3/2025	$677.00	$30,767.00
10/3/2025	$90.00	$30,090.00
10/6/2025	$10,059.13	$40,139.13
10/6/2025	$80.00	$30,080.00
10/7/2025	$75,415.39	$105,540.39
10/7/2025	$100.00	$30,125.00
10/7/2025	$25.00	$30,025.00
10/8/2025	$64,811.76	$94,836.76
10/8/2025	$25.00	$30,025.00
10/9/2025	$16,991.43	$47,278.43
10/9/2025	$212.00	$30,287.00
10/9/2025	$75.00	$30,075.00
10/10/2025	$47,655.74	$77,805.74
10/10/2025	$150.00	$30,150.00
10/14/2025	$60,839.06	$106,735.48
10/14/2025	$14,633.22	$45,896.42
10/14/2025	$573.08	$31,263.20
10/14/2025	$435.12	$30,690.12
10/14/2025	$135.00	$30,255.00
10/14/2025	$55.00	$30,120.00
10/14/2025	$50.00	$30,065.00
10/14/2025	$15.00	$30,015.00
10/15/2025	$11,337.35	$41,598.35
10/15/2025	$140.00	$30,261.00
10/15/2025	$121.00	$30,121.00
10/16/2025	$20,219.65	$50,654.65
10/16/2025	$435.00	$30,435.00
10/17/2025	$113,613.04	$143,693.04
10/17/2025	$80.00	$30,080.00
10/20/2025	$75,789.75	$105,854.75
10/20/2025	$65.00	$30,065.00
10/21/2025	$130,221.45	$160,289.45
10/21/2025	$38.00	$30,068.00
10/21/2025	$30.00	$30,030.00
10/22/2025	$41,013.23	$71,148.23
10/22/2025	$135.00	$30,135.00
10/23/2025	$13,500.59	$45,822.75
10/23/2025	$2,058.16	$32,322.16

Month: October

10/23/2025	$264.00	$30,264.00
10/24/2025	$66,150.37	$96,190.37
10/24/2025	$40.00	$30,040.00
10/27/2025	$45,820.72	$75,975.72
10/27/2025	$155.00	$30,155.00
10/28/2025	$44,159.18	$89,710.14
10/28/2025	$426.64	$45,550.96
10/28/2025	$150.00	$45,124.32
10/29/2025	$55,480.05	$85,580.05
10/29/2025	$100.00	$30,100.00
10/30/2025	$15,846.65	$46,146.65
10/30/2025	$225.00	$30,300.00
10/30/2025	$75.00	$30,075.00
10/31/2025	$339.00	$30,364.00
10/31/2025	$25.00	$30,025.00

Note: This deposit report includes all cash and checks that were handled/receipted in the clerk's office and deposited at close of business for the month indicated on the top of report

Permit number	Municipal address
KU-2025-926	1213 CROOKS AV
KU-2025-921	301 E DUCHARME ST
KU-2025-935	811 SETTER DR
KU-2025-934	1920 BEAR PAW TR
KU-2025-927	1765 GLENVIEW AV
KU-2025-928	3750 RIDGECREST LA
KU-2025-929	901 SPRING ST
KU-2025-930	1030 APPLE BLOSSOM CT
KU-2025-937	318 W EIGHTH ST
KU-2025-931	1341 EDGEWOOD DR
KU-2025-944	401 WHITNEY ST
KU-2025-518	109 RAUGHT ST
KU-2025-905	1816 KILLIAN DR
KU-2025-925	610 LINCOLN AV
KU-2025-938	122 W SEVENTH ST
KU-2025-941	2041 RED FOX LA
KU-2025-947	128 W FIFTEENTH ST
KU-2025-945	1111 RIVERSIDE DR
KU-2025-950	1901 THELEN AV
KU-2025-943	150 W WISCONSIN AV
KU-2025-936	1308 GLENVIEW AV
KU-2025-949	806 CROOKS AV
KU-2025-914	408 E SEVENTH ST
KU-2025-939	2041 RED FOX LA
KU-2025-932	163 W WISCONSIN AVE (WALKING TRAIL BEH
KU-2025-647	1801 PROGRESS WAY
KU-2025-946	108 BROTHERS ST
KU-2025-922	409 E SEVENTEENTH ST
KU-2025-452	109 RAUGHT ST
KU-2025-956	404 WHITNEY ST
KU-2025-955	505 BUCHANAN RD
KU-2025-902	4501 FIELDCREST DR
KU-2025-952	101 E KELSO RD, KAUKAUNA, WI 54130
KU-2025-912	2009 HILLCREST DR
KU-2025-913	1901 E HYLAND AV
KU-2025-953	2020 RED FOX LA
KU-2025-951	101 E KELSO DRIVE
KU-2025-960	2023 RED FOX LA
KU-2025-962	520 DIEDRICH ST
KU-2025-964	821 SETTER DR
KU-2025-959	1020 W HYLAND AV
KU-2025-958	1011 CROOKS AV
KU-2025-880	702 LINCOLN AV
KU-2025-903	121 GARFIELD ST
KU-2025-957	711 BLACKWELL ST
KU-2025-965	200 E SECOND ST
KU-2025-954	3440 HAAS RD
KU-2025-971	820 E HYLAND AV 3

KU-2025-970	820 E HYLAND AV 2
KU-2024-926	1020 W HYLAND AV
KU-2025-924	1130 HAEN DR
KU-2025-976	220 E SEVENTEENTH ST
KU-2025-975	520 DIEDRICH ST
KU-2025-974	4501 FIELDCREST DR
KU-2025-969	820 E HYLAND AV 2
KU-2025-963	122 W SEVENTH ST
KU-2025-967	201 DEFOREST DR
KU-2025-979	412 W WISCONSIN AV
KU-2025-923	1130 HAEN DR
KU-2025-978	3401 BECKETT LA
KU-2025-973	2060 WHITE DOVE LA
KU-2025-982	3067 WHITE BIRCH ST
KU-2025-983	1000 BEAULIEU CT
KU-2025-609	2101 WHITE DOVE LA
KU-2025-987	9 ARMSTRONG CT
KU-2025-988	4451 FIELDCREST DR
KU-2025-986	1330 BOXER ST
KU-2025-984	101 E KELSO RD
KU-2025-989	627 BOWERS LA
KU-2025-980	805 KRISTY ST
KU-2025-985	303 GERTRUDE ST
KU-2025-991	1716 FIELDCREST DR
KU-2025-993	180 FOX SHORES DR
KU-2025-992	404 BRILL ST
KU-2025-990	2451 HAAS RD
KU-2025-996	1707 FIELDCREST DR
KU-2025-998	132 RAUGHT ST
KU-2025-997	1011 OVIATT ST

Category	Work type	Applicant
Driveway/Culvert	New	Lorri Kavanaugh
Driveway/Culvert	Improve existing	Chris Bayorgeon
Storm Sewer/ Waters / Sanitary laterals	New	Mitchel Nordahl
Other structures	New	Ashley Jared
HVAC	Remodel	Black-Haak Heating
Other structures	New	Nicole Dreier
Storm Sewer/ Waters / Sanitary laterals	New	Alex Wolff
Plumbing	Replacement	MATTHEW VANDENELZEN
Plumbing	Replacement	TUREKS PLUMBING
Plumbing	Replacement	MATTHEW VANDENELZEN
HVAC	Repair	Jeff Ring
Accessory structures	Remodel	Evan Freimuth
Accessory structures	New	Jesse Felzer
Plumbing	Replacement	Steven Augustine
Electrical	New	Todd Llewellyn
Plumbing	New	ryan murphy
Driveway/Culvert	Additional	Erik Wanless
HVAC	Repair	Jeff Ring
Plumbing	Replacement	TUREKS PLUMBING
Signs	New	Connie Peterson
Plumbing	Repair	TUREKS PLUMBING
Residential building	Footings and foundations	Bob Brugger
Accessory structures	New	JOSH rumbuc
HVAC	New	Adam Peters
Electrical	New	Julie Schuh
HVAC	Remodel	Bobbi Jo Welty
Other structures	New	Jeremy Hilker
Residential building	Remodel	Kelly Behnke
Other structures	New	Evan Freimuth
Electrical	New	Andrew Schmitz
Accessory structures	New	Kim Micke
Residential building	Addition	Dennis Thiel
Other structures	New	Kelli Lax
Residential building	Addition	Jacob Heiman
Electrical	New	Sara Genske
Other structures	New	Jaime Muniz Lara
Electrical	New	Robert Magee
Other structures	New	Dale Lawton
HVAC	Remodel	Black-Haak Heating
Storm Sewer/ Waters / Sanitary laterals	New	Mitchel Nordahl
Plumbing	New	SAM VAN HANDEL
HVAC	Repair	Lisa Guyette
Driveway/Culvert	New	Madeline Ziegelbauer
Other structures	New	Cierra Nieman
Electrical	New	Black-Haak Heating
Plumbing	Remodel	Andy Besch
Other structures	New	Nicole Trepanier
Electrical	Remodel	Mike Schmidt

Electrical	Remodel	Mike Schmidt
Accessory structures	New	Brian Vanderloop
Plumbing	New	Bryce Rouce
Electrical	Remodel	David Buss Buss Electric Inc
Plumbing	Remodel	Timothy Rausch
Electrical	Remodel	Jared Krueger
Electrical	Remodel	Mike Schmidt
HVAC	New	Todd Nennig
Residential building	Finished Basement	Shelly Van Grinsven
Other structures	New	Olivia Berens
Electrical	New	Heather Bernhardt
Other structures	New	Jaime Muniz Lara
Other structures	New	Brienna Goltz
Plumbing	Replacement	TUREKS PLUMBING
Signs	New	Brad Garrity
Pools	New	Dylan Lauder
Accessory structures	Demolition	Trevor Quillico
Electrical	Remodel	Andrew Schmitz
Other structures	New	Geocassidy Amadi
Plumbing	New	Patrick Bertram
Residential building	Repair	Jody Freund
Other structures	New	John Van Stiphout
Other structures	New	Primo Guzman
HVAC	Remodel	Brian Diedrick, Jr
HVAC	Repair	Craig Berkovitz
Electrical	Repair	Dwayne Hipke
Other structures	New	Revamp fence & deck
Electrical	New	Black-Haak Heating
Plumbing	Replacement	TUREKS PLUMBING
Electrical	Repair	Black-Haak Heating

Issued date	Issued by
10/1/25	Dave Kittel
10/2/25	Dave Kittel
10/2/25	Dave Kittel
10/2/25	Adrienne Nelson
10/2/25	Dave Kittel
10/2/25	Adrienne Nelson
10/2/25	Dave Kittel
10/6/25	Dave Kittel
10/6/25	Dave Kittel
10/6/25	Dave Kittel
10/8/25	Brett Jensen
10/8/25	Brett Jensen
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10/8/25	Adrienne Nelson
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10/8/25	Adrienne Nelson
10/8/25	Brett Jensen
10/9/25	Adrienne Nelson
10/10/25	Brett Jensen
10/10/25	Adrienne Nelson
10/10/25	Brett Jensen
10/10/25	Dave Kittel
10/10/25	Brett Jensen
10/13/25	Brett Jensen
10/13/25	Adrienne Nelson
10/13/25	Brett Jensen
10/14/25	Adrienne Nelson
10/15/25	Brett Jensen
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10/15/25	Brett Jensen
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10/16/25	Brett Jensen
10/17/25	Brett Jensen
10/17/25	Brett Jensen
10/20/25	Adrienne Nelson
10/21/25	Brett Jensen

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10/30/25 Brett Jensen
10/30/25 Brett Jensen
10/30/25 Adrienne Nelson
10/31/25 Brett Jensen
10/31/25 Brett Jensen
10/31/25 Brett Jensen

City - Bills Payable

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125836	158974	10/17/2025		Tire Issue	A T F Tires & Service Center Inc.	35.65
125836	159538	10/17/2025		Leafer Vac Trailer #351	A T F Tires & Service Center Inc.	240.58
125837	101025	10/17/2025		Face Painter - Fall Fest	Alexandria Bloechl	250.00
125838	26430	10/17/2025		Splash Pad Camera	Amplitel Technologies LLC	2,153.82
125839	INUS320441a	10/17/2025		Axon Taser 10 - Paying Balance Due	Axon Enterprise, Inc.	15,872.99
125839	INUS381437	10/17/2025		Sidearm Sensor	Axon Enterprise, Inc.	219.91
125840	1226	10/17/2025		Horse Shoe Park Pond Cleaning	B Bowers Construction LLC	500.00
125841	2198	10/17/2025		Assessor Services - Quarter 4	Bowmar Appraisal Inc.	17,100.00
125842	ARI2100111	10/17/2025		Library Materials	Broad Reach	654.38
125843	282693	10/17/2025		Street Paint	Carstens Ace Hardware	34.17
125843	283985	10/17/2025		Pool Supplie	Carstens Ace Hardware	25.84
125843	284202	10/17/2025		Foam Tape	Carstens Ace Hardware	3.19
125843	283412	10/17/2025		Athletic Fields/Building Maint.	Carstens Ace Hardware	106.12
125843	282941	10/17/2025		Shop	Carstens Ace Hardware	66.53
125843	283585	10/17/2025		Street Paint Supplies	Carstens Ace Hardware	14.38
125843	283012	10/17/2025		Park Hand Tools	Carstens Ace Hardware	3.14
125843	283632	10/17/2025		Truck #10, Athletic Field Restroom Diamond #2	Carstens Ace Hardware	32.97
125843	282690	10/17/2025		Park Tools	Carstens Ace Hardware	19.79
125843	283413	10/17/2025		Parks/Paint Supplies	Carstens Ace Hardware	17.09
125843	282963	10/17/2025		Athletic Field Building Maint.	Carstens Ace Hardware	35.76
125843	282696	10/17/2025		Bee Pesticide	Carstens Ace Hardware	21.57
125843	282925	10/17/2025		Parks	Carstens Ace Hardware	15.93
125843	283380	10/17/2025		Truck #211	Carstens Ace Hardware	6.29
125843	283096	10/17/2025		Disposal Site Yard	Carstens Ace Hardware	3.58
125843	282958	10/17/2025		Parks/Plumbing	Carstens Ace Hardware	26.99
125843	283222	10/17/2025		San. Sewer/Tools	Carstens Ace Hardware	7.19
125843	282962	10/17/2025		Athletic Fields Tools	Carstens Ace Hardware	21.58
125843	283892	10/17/2025		Car Wash Supplies	Carstens Ace Hardware	23.37

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125843	283092	10/17/2025		Disposal Site Yard	Carstens Ace Hardware	3.58
125843	283607	10/17/2025		Hardball Irrigation	Carstens Ace Hardware	5.36
125843	284404	10/17/2025		Rust Stain Remover	Carstens Ace Hardware	10.79
125844	1000 Islands Endowment Fund 101625	10/17/2025		1000 Islands Endowment Fund - Memorial Donation for Sylvester "Bud" Vanevenhoven Jr. - Remaining amount after bench purchase	Community Foundation for Fox Valley Region	315.00
125845	992670	10/17/2025		Envelope Sealer, Letter Openers, Labels	Complete Office of Wisconsin	36.32
125846	101025	10/17/2025		Board of Review Payment	David Pahl	75.00
125847	54653	10/17/2025		Oil #84	DC Auto Repair, LLC	54.02
125847	54670	10/17/2025		Oil & Coolant Check #83	DC Auto Repair, LLC	157.31
125848	I11344	10/17/2025		September Farmers Market	Dean Enterprises, LLC	132.38
125849	844713	10/17/2025		Siren Repair - Batteries Replaced	Faith Technologies, Inc.	2,057.26
125850	BE303507	10/17/2025		Times Villager Ad/Dump Truck	Finger Publishing, Inc.	35.07
125850	BE299989	10/17/2025		Notice for JRB Meeting	Finger Publishing, Inc.	36.07
125850	BE305689	10/17/2025		Publication Fee for H&R Minutes	Finger Publishing, Inc.	59.01
125850	BE305693	10/17/2025		Publication Fee for Council Minutes	Finger Publishing, Inc.	142.30
125850	BE304578	10/17/2025		Times Villager Ad/Dump Truck	Finger Publishing, Inc.	28.71
125850	BE304580	10/17/2025		Times Villager Ad/Half Ton Pick Up	Finger Publishing, Inc.	28.71
125850	BE305691	10/17/2025		Publication Fee for Leg. Minutes	Finger Publishing, Inc.	46.87
125850	BE305692	10/17/2025		Publication Fee for F&P Minutes	Finger Publishing, Inc.	118.36
125850	BE305690	10/17/2025		Publication Fee for BPW Minutes	Finger Publishing, Inc.	130.50
125850	BE305688	10/17/2025		Publication Fee for PP&S Minutes	Finger Publishing, Inc.	46.87
125850	BE303506	10/17/2025		Times Villager Ad/Half Ton Pick Up	Finger Publishing, Inc.	35.07
125851	00386/2025	10/17/2025		Coffee for Breakroom	Fox River Vending, Inc.	204.00
125852	56269	10/17/2025		Bathroom Supplies	Fox Specialty Company LLC	293.09
125853	032632424	10/17/2025		Gold Badge - Stary	Galls, LLC	120.89
125854	100125	10/17/2025		DPLA Committee Meeting Milwaukee Mileage & Parking	Gavin Schmitt	166.00
125855	101025	10/17/2025		Board of Review Payment	George Burton	75.00
125856	16211	10/17/2025		MSB/Building Maint., PD/Building Maint., Shop/Building Maint., SPaR/Building Maint.	Haenco LLC	766.71
125857	21842	10/17/2025		Small Business Saturday and Fa la la la Local Sponsorship	Heart of The Valley Chamber Of Commerce	1,000.00
125858	90757492	10/17/2025		Books	Ingram	16.76
125858	90815331	10/17/2025		Books	Ingram	18.98
125858	90757489	10/17/2025		Books	Ingram	11.37

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125858	90757491	10/17/2025		Books	Ingram	12.31
125858	90757493	10/17/2025		Books	Ingram	16.82
125858	90757487	10/17/2025		Books	Ingram	34.94
125858	90815332	10/17/2025		Books	Ingram	19.21
125858	90757495	10/17/2025		Books	Ingram	14.39
125858	90757496	10/17/2025		Books	Ingram	46.77
125858	90757490	10/17/2025		Books	Ingram	10.04
125858	90757494	10/17/2025		Books	Ingram	16.68
125858	90757497	10/17/2025		Books	Ingram	204.43
125858	90757488	10/17/2025		Books	Ingram	7.93
125858	90757486	10/17/2025		Books	Ingram	13.56
125859	100625	10/17/2025		Tax Refund for Overstated Assessed Value - Pcl#325037200	Judy Wolfinger	1,747.59
125860	14369345P	10/17/2025		Refuse Truck #224	JX Enterprises, Inc.	148.98
125860	14369284P	10/17/2025		Refuse #224	JX Enterprises, Inc.	115.58
125861	65817	10/17/2025		Refund - Basketball Cancellation	Kayla Sachs	30.00
125862	25231	10/17/2025		Repair Storm Lateral for 154 E 3rd St.	Keith Petersen Plumbing Inc.	3,690.00
125863	TV1040	10/17/2025		Hydro Excavating Parts (Streets)	Klink Hydraulics, LLC	686.89
125863	CJ159	10/17/2025		Refuse #224	Klink Hydraulics, LLC	960.47
125863	TV1039	10/17/2025		Parks MSV #104	Klink Hydraulics, LLC	137.26
125863	JG148	10/17/2025		Tandem Dump Truck #214	Klink Hydraulics, LLC	76.32
125864	52143251	10/17/2025		Oxygen Rental	Linde Gas & Equipment Inc.	69.88
125865	65837	10/17/2025		Security Deposit Refund	Maria Nieto	300.00
125866	CS8007	10/17/2025		Special Assessment Overpayment - Pcl#325118011	Matthew Shoukry	20.67
125867	100725	10/17/2025		CDL Reimbursement	Matthew Wallace	75.48
125868	K226680	10/17/2025		Truck #214	Northcentral Utility of Wisconsin, LLC	568.64
125868	K226730	10/17/2025		Tandem Dump Truck #214	Northcentral Utility of Wisconsin, LLC	24.64
125869	284131376	10/17/2025		Pest Control - Buiding Maint/MSB	ORKIN Pest Control	114.00
125869	284131337	10/17/2025		Pest Control - SPaR Building	ORKIN Pest Control	71.00
125869	285693252	10/17/2025		Pest Control - Building Maint/Shops/Garages	ORKIN Pest Control	173.00
125869	284130348	10/17/2025		Pest Control - Building Maint./Shops/Garages	ORKIN Pest Control	173.00
125870	131106	10/17/2025		001 INTERPRETATION - AUGUST 2025	Outagamie County Treasurer	27.89
125871	4679	10/17/2025		Swank/OWLS Movie License	Outagamie Waupaca Library System	322.00
125872	X103156390:01	10/17/2025		Bucket Truck #219	Packer City International Trucks, Inc.	1,192.66
125873	101325	10/17/2025		Reimbursement for Goat Supplies - Fall 2025	Penni Pautz	124.62
125874	09/29/25	10/17/2025		Postage	Quadient Finance USA, Inc.	1,000.00
125875	2738377-00	10/17/2025		Rakes - Leaf Collection	Reinders Inc.	327.00
125875	6081820-00	10/17/2025		Park Hill Mower #106	Reinders Inc.	641.21

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125876	4615	10/17/2025		Repack Pump, Replace Engine Cover, Pump Transmission	Rennert's Fire Equipment Service, Inc.	12,904.75
125877	89350	10/17/2025		ITPP - Set Addn Property Irons	Robert E Lee & Assoc. Inc	339.06
125878	101025	10/17/2025		Farmers Market Musician	Robert Molskness	375.00
125879	P15422	10/17/2025		Parks MSV #119	Service Motor Company, Inc.	27.79
125880	5020	10/17/2025		Plate Engraving	Silver Squirrel Engraving & Gifts	60.00
125881	ARG2000058	10/17/2025		Library Materials	Smart Apple Media	1,050.41
125882	11:25:20 125EP2025	10/17/2025		Kitchen Supplies	Stoneridge Piggly Wiggly	22.74
125882	9:30:54 17SEP2025	10/17/2025		Cheese for XYZ	Stoneridge Piggly Wiggly	7.50
125882	18:28.10 2SEP2025	10/17/2025		Dish Washer Detergent	Stoneridge Piggly Wiggly	8.99
125883	468627	10/17/2025		Refuse Truck #224	Triumph Tires Inc	85.00
125883	468774	10/17/2025		Refuse Truck #224	Triumph Tires Inc	391.00
125884	X202858843:01	10/17/2025		Tandem Dump Truck #214	Truck Country Of Wisconsin	298.09
125884	X202858562:01	10/17/2025		Tandem Dump Truck #214	Truck Country Of Wisconsin	223.92
125884	X202857511:01	10/17/2025		Street Sweeper #26	Truck Country Of Wisconsin	212.34
125884	X202858432:01	10/17/2025		Tandem Dump Truck #214	Truck Country Of Wisconsin	179.50
125884	X202858978:01	10/17/2025		Tandem Truck #214	Truck Country Of Wisconsin	15.94
125884	X202858982:01	10/17/2025		Tandem Truck #214	Truck Country Of Wisconsin	75.39
125885	69585	10/17/2025		Trees	VandeHey Company, Inc	3,221.50
125886	6160391277	10/17/2025		Coverall/Mat Service	VESTIS	96.13
125887	0203200-IN	10/17/2025		Sweeper #26/Brooms	Zarnoth Brush Works	5,074.00
00000457/1	25289000220	10/17/2025		Supplemental Select , Supplemental Select Plus, Delta Vision	Delta Dental of Wisconsin	2,080.60
00000457/2	093025	10/17/2025		Sales Tax - September, Sales Tax - September, Sales Tax - September, Sales Tax - September	Wis. Dept. of Revenue - ACH PAYMENT	217.65
00000457/3	WS2GPC012909677	10/17/2025		November 2025	Wisconsin Employee Trust Funds (ETF)	423,087.14
00000458/1	P39816	10/20/2025		Parks MSV #104	MacQueen Equip Group	195.98
00000458/1	P39751	10/20/2025		High Pressure Wand	MacQueen Equip Group	380.18
00000458/1	W08608	10/20/2025		Parks MSV #104	MacQueen Equip Group	1,716.24
00000458/2	676882074598SFL	10/20/2025		Recording of Documents for Release of Raze Order Pcl #324075209	Simplifile, LC	30.25
00000458/3	425912	10/20/2025		Shop Building Supplies, SPaR Building Maint., Parks/Building Maint.	Superior Chemical, LLC	604.97
00000458/4	AUGUST2025	10/20/2025		NSPB Implementation	DataAnts	2,770.00
00000458/4	SEPTEMBER2025	10/20/2025		Budget Module Implementation Cost	DataAnts	6,605.00

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125888	02-41878	10/24/2025		Monthly Janitorial Services for the month of the invoice date - Second Half	Advanced Maintenance Solutions	429.97
125888	02-42248	10/24/2025		Janitorial Services - October 1-15, 2025	Advanced Maintenance Solutions	1,303.92
125889	5519433002	10/24/2025		Medical Oxygen	Airgas USA, LLC	222.30
125890	837444	10/24/2025		Dreamville Kaukauna Matter	Amundsen Davis, LLC	3,779.98
125891	287325100391X10202025	10/24/2025		Wireless Charges, Wireless Charges	AT&T Mobility	132.16
125892	440124	10/24/2025		Random/Reasonable Suspicion, Post Accident	Aurora Health Care, Inc.	317.00
125893	061026688	10/24/2025		AC Recharge	Automotive Supply Co	56.14
125893	061026678	10/24/2025		Auto Supply - Battery	Automotive Supply Co	258.57
125894	P85948061	10/24/2025		SPaR Building Maint., MSB Building Maint.	Batteries Plus, LLC.	211.96
125895	18119101725	10/24/2025		Spider Spraying	Bright Sight Window Cleaning	125.00
125896	1 10/03/2025	10/24/2025		Project 2-25 Payment #1	Carl Bowers & Sons Construction Co, Inc	1,048,388.44
125897	282280	10/24/2025		Parks - Truck #10	Carstens Ace Hardware	11.69
125897	284398	10/24/2025		Pool Supplies	Carstens Ace Hardware	164.50
125898	152858701100125	10/24/2025		Ntl Fbr October	Charter Communications	1,099.00
125898	152855801100125	10/24/2025		SIP Block October	Charter Communications	212.57
125898	152858601100125	10/24/2025		Internet & Phone October	Charter Communications	134.75
125899	4245703850	10/24/2025		Mats	Cintas Corp.	33.45
125900	2500017491	10/24/2025		Cintas Annual Fire Exit Inspection	Cintas Fire Protection 636525	196.57
125901	18320	10/24/2025		Weights & Measures -	City Of Appleton	1,006.00
125902	9908	10/24/2025		City Web Hosting	Digisage	480.00
125903	457847	10/24/2025		FSA - October	Diversified Benefit Services, Inc.	204.60
125904	18861	10/24/2025		Small Talks Campaign Replacement Sign	Eagle Sign & Design LLC	360.00
125905	101625	10/24/2025		Reimburse for Labels for Benefit Booklets	Elisa Hodge	10.50
125906	15577 01	10/24/2025		Contract Services	Elmstar Electric Corp.	1,350.92
125906	15598 01	10/24/2025		Contract Services	Elmstar Electric Corp.	246.15
125907	28864	10/24/2025		Chainsaw Supplies	Evergreen Power	96.46
125908	10771	10/24/2025		Fall Fest Bounce House	Fox Cities Party Rental	300.00
125909	2025KAUKAUNA	10/24/2025		2025 Lock Tenders & Bridge Insurance	Fox River Navigational System Authority	10,099.84
125910	56294	10/24/2025		Custodial Supplies	Fox Specialty Company LLC	337.18
125911	65875	10/24/2025		Security Deposit Refund	Hanna Waller	200.00
125912	90895757	10/24/2025		Books	Ingram	11.68

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125912	90966407	10/24/2025		Books	Ingram	17.19
125912	90860660	10/24/2025		Books	Ingram	13.04
125912	90895769	10/24/2025		Books	Ingram	20.59
125912	90966411	10/24/2025		Books	Ingram	14.47
125912	90895759	10/24/2025		Books	Ingram	29.73
125912	90966408	10/24/2025		Books	Ingram	58.85
125912	90895761	10/24/2025		Books	Ingram	36.77
125912	90895765	10/24/2025		Books	Ingram	16.71
125912	90895767	10/24/2025		Books	Ingram	10.76
125912	90895763	10/24/2025		Books	Ingram	20.68
125912	90860661	10/24/2025		Books	Ingram	13.59
125912	90966410	10/24/2025		Books	Ingram	11.92
125912	90966409	10/24/2025		Books	Ingram	10.99
125913	131984	10/24/2025		Business Cards - Hufschmid & Schneider	Insta Print Plus, Inc.	46.86
125914	101725	10/24/2025		Mileage - WMCCA Conference, Food - WMCCA Conference	Jessica Schneider	231.94
125915	DD301798-0001	10/24/2025		Reid Investigative School - Kohl	John E Reid and Associates	580.00
125916	BR178	10/24/2025		Refuse Truck #224	Klink Hydraulics, LLC	110.75
125916	BR169	10/24/2025		Parks Plugger #116	Klink Hydraulics, LLC	474.62
125916	20736	10/24/2025		Parks MSV #104	Klink Hydraulics, LLC	621.09
125917	1291602	10/24/2025		Front Door	LaForce	937.34
125918	2222	10/24/2025		Locates - September	Lazer Utility Locating, LLC	2,595.00
125919	40340036	10/24/2025		Copier - PD 1st Floor, Copier - PD 2nd Floor, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier, Copier	Marco	1,264.79
125920	2 10/03/25	10/24/2025		4-25 Asphalt Paving	MCC Inc.	85,732.04
125920	380357	10/24/2025		4-25 Stone for Shouldering	MCC Inc.	433.28
125921	241194	10/24/2025		Tandem Dump Truck #214	MGD Industrial Corp	275.18
125922	U0013426	10/24/2025		Propane	Milton Propane	107.66
125923	2 10/9/2025	10/24/2025		3-25 Alley Paving	Northeast Asphalt Inc.	26,746.39
125924	38911	10/24/2025		Refuse Disposal	Outagamie County Treasurer	38,338.70
125925	2258456	10/24/2025		PD Parking Lot, Street Maint/Stone	Peters Concrete Company	1,267.50
125925	2258528	10/24/2025		Street Maint/Flatwork ST	Peters Concrete Company	250.50
125926	10881	10/24/2025		Window Cleaning of MSB & PD	Proshine Window Cleaning LLC	1,472.00
125927	2738756-00	10/24/2025		Straw - Mulch/PD	Reinders Inc.	107.50
125928	97498	10/24/2025		Trail Crossing 1000 Island/Signs, Disposal Site Signs, Street Signs	Rent-A-Flash of Wisconsin, Inc	4,133.47
125929	1225	10/24/2025		Commercial Inspections	RG Inspections LLC	5,865.00
125930	090225	10/24/2025		Top Soil	Roger Bowers Construction Co, Inc	180.00
125931	30556	10/24/2025		Trees	Schmalz Custom Landscaping	238.00
125932	SC100393722	10/24/2025		Employee Screenings, Volunteer Screenings for 1000 Islands, Volunteer Screenings for Rec-Youth Sports	Screening One, Inc.	182.40

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125933	L2510015429	10/24/2025		Cell Phone Records	T-Mobile	150.00
125934	6160393443	10/24/2025		Coverall/Mat Service	VESTIS	96.13
125935	9952	10/24/2025		Basketball Court Paving	Wolf River Asphalt & Sealcoating Inc.	5,000.00
00000459/1	102325	10/27/2025		10/23/25 Payroll, 10/23/25 Payroll	MissionSquare Retirement	20,313.17
00000460/1	AG2425M	10/27/2025		Monitors & Docking Station	CDW Government	2,565.37
00000460/10	PEL45535953	10/27/2025		10/23/25 Payroll	Pelion Benefits, Inc (SSA)	1,353.59
00000460/2	WIKIM305875	10/27/2025		AA Batteries	Fastenal Company	20.74
00000460/3	KSTB374	10/27/2025		Shred Admin Fee	Iron Mountain Inc.	16.95
00000460/4	504000-002025-10-10	10/27/2025		Progress Way Fountain	Kaukauna Utilities	47.75
00000460/4	10279-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	50.78
00000460/4	10610-002025-10-10	10/27/2025		Dodge St Sewer Lift	Kaukauna Utilities	84.80
00000460/4	31641-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	104.01
00000460/4	10591-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	243.72
00000460/4	10730-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	485.29
00000460/4	10615-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	547.63
00000460/4	12960-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	756.40
00000460/4	12953-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	3,798.92
00000460/4	282505-002025-10-10	10/27/2025		Riverside Boardwalk	Kaukauna Utilities	31.10
00000460/4	12970-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	24.70
00000460/4	10620-002025-10-10	10/27/2025		Dodge Street Sewer Pump	Kaukauna Utilities	17.66
00000460/4	31524-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	435.48
00000460/4	501803-002025-10-10	10/27/2025		Tower Drive Sewer Lift	Kaukauna Utilities	11.00
00000460/4	10630-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	24.17
00000460/4	10660-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	199.09
00000460/4	10592-022025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	186.87
00000460/4	120560-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	173.57
00000460/4	10579-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	71.01
00000460/4	10635-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	17.26
00000460/4	25720-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	28.22
00000460/4	21995-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	40.40
00000460/4	100420-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	76.68
00000460/4	26412-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	81.03
00000460/4	10590-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	199.74
00000460/4	12922-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	6,152.96
00000460/4	10580-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	44.91
00000460/4	10600-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	64.85
00000460/4	31522-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	67.53
00000460/4	10671-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	23.92
00000460/4	16015-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	28.54
00000460/4	10465-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	42.09
00000460/4	801162-002025-10-10	10/27/2025		Commerce X-ing	Kaukauna Utilities	131.99
00000460/4	10593-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	264.74
00000460/4	92505-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	436.05
00000460/4	15010-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	2,338.44
00000460/4	10690-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	19.75
00000460/4	21846-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	67.22

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
00000460/4	31521-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	73.35
00000460/4	10680-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	446.10
00000460/4	10672-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	19.35
00000460/4	50821-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	66.33
00000460/4	10595-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	114.08
00000460/4	391515-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	408.13
00000460/4	10581-012025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	962.19
00000460/4	10650-002025-10-10	10/27/2025		Water, Sewer, & Electric	Kaukauna Utilities	1,173.22
00000460/5	507823247	10/27/2025		Digital Library Materials	Midwest Tape	1,249.97
00000460/6	DBS45535953	10/27/2025		10/23/25 Payroll , 10/23/25 Payroll	Diversified Benefit Services, Inc (DBS) (ACH)	3,166.38
00000460/7	IAFF45535953	10/27/2025		10/23/25 Payroll	Fire Association Local 1594	855.57
00000460/8	KPPA45535953	10/27/2025		10/23/25 Payroll	Police Association	754.00
00000460/9	FHF45535953	10/27/2025		10/23/25 Payroll	Fire House Fund	352.00
125936	159580	10/31/2025		Leaf Vac Trailer #350	A T F Tires & Service Center Inc.	125.00
125936	159319	10/31/2025		Park Mower #125	A T F Tires & Service Center Inc.	38.65
125936	159509	10/31/2025		Parks Mower #126	A T F Tires & Service Center Inc.	256.99
125936	159512	10/31/2025		Parks/Grass Sweeper #111	A T F Tires & Service Center Inc.	15.28
125937	25-0507	10/31/2025		40 mm Training Rounds	Advantage Police Supply Inc.	458.00
125938	65956	10/31/2025		Security Deposit Refund	Alex Mitchell	200.00
125939	26479	10/31/2025		SPAR Camera Station PC Replacement	Amplitel Technologies LLC	300.00
125939	26463	10/31/2025		Qnap Drive Replacement	Amplitel Technologies LLC	153.65
125939	26464	10/31/2025		SPAR & Fire Phone Upgrades	Amplitel Technologies LLC	692.50
125940	3022	10/31/2025		White Wolf Pond - Prairie Prep	Apple Valley Lancscaping, LLC	1,000.00
125941	53184	10/31/2025		Refuse Truck #224	Appleton Hydraulic Components, LLC	1,452.43
125941	53221	10/31/2025		Parks Hill Mower #106	Appleton Hydraulic Components, LLC	496.22
125942	2026-01-01	10/31/2025		Asset Panda Annual Renewal	Asset Panda LLC	2,700.00
125943	061026015	10/31/2025		Coupler for Grease Gun	Automotive Supply Co	13.47
125943	061025028	10/31/2025		Street Sweeper #26	Automotive Supply Co	122.81
125943	061025519	10/31/2025		Mule #400	Automotive Supply Co	4.33
125943	061025977	10/31/2025		Paint Supplies	Automotive Supply Co	61.94
125943	061026768	10/31/2025		Leafer Vac Trailer	Automotive Supply Co	186.89
125944	2849	10/31/2025		New Ladder Truck Paint #2141	Brush Boy Customs	600.00
125945	311127325049116	10/31/2025		Parks/Building Maint.	Capital One Commercial	52.56

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125945	303027425036927	10/31/2025		Pool Supplies	Capital One Commercial	71.55
125945	311126525066569	10/31/2025		Street - Building Maint.	Capital One Commercial	108.88
125945	311128825126526	10/31/2025		Parks/Plumbing - Winterize Bathrooms	Capital One Commercial	112.60
125945	311127425123569	10/31/2025		Concrete Work	Capital One Commercial	32.97
125945	311127925082533	10/31/2025		Pool Supplies	Capital One Commercial	35.04
125945	311127425740703	10/31/2025		Poly Expansion Joint	Capital One Commercial	51.20
125946	284815	10/31/2025		Batteries	Carstens Ace Hardware	24.27
125947	0064902-IN	10/31/2025		Chipper	Casper's Truck Equipment	133.20
125948	4247180031	10/31/2025		Mats	Cintas Corp.	65.46
125948	4246523192	10/31/2025		Mats	Cintas Corp.	254.55
125948	4246523102	10/31/2025		Mats	Cintas Corp.	152.65
125948	4244307420	10/31/2025		Mats	Cintas Corp.	65.46
125949	18391	10/31/2025		October Transit Services	City Of Appleton	35,799.00
125950	501140-00	10/31/2025		Emergency Valve Replacement/Dodge St.	Crane Engineering	1,200.00
125951	105761	10/31/2025		New Signage at FD	Creative Sign	217.60
125952	I11651	10/31/2025		Portable/Nelson Trail	Dean Enterprises, LLC	212.50
125952	I11923	10/31/2025		Portable/Nelson Trail	Dean Enterprises, LLC	30.39
125952	I11686	10/31/2025		Portable/Dog Park	Dean Enterprises, LLC	132.50
125953	250940	10/31/2025		Remove and install valves in lift stations 10/8/25	Douglas Sabel	9,168.00
125954	351987	10/31/2025		Shirt for Football	Eagle Graphics LLC	28.00
125955	0811843	10/31/2025		Pool Supplies	Ferguson Enterprises, LLC #1550	76.05
125956	C2025-159	10/31/2025		Dramville Property Appraisal	Fox Cities Appraisal Co	1,350.00
125957	102125	10/31/2025		WHS Conference Mileage, Hotel, & Meal Reimbursement	Gavin Schmitt	463.39
125958	U30000202598	10/31/2025		Recycling - October	GFL Green For Life Environmental	738.91
125959	47613	10/31/2025		Curb Cuts	Hard Rock Sawing & Drilling Specialists	1,430.00
125960	21853	10/31/2025		Membership to HOTV Chamber of Commerce	Heart of The Valley Chamber Of Commerce	635.00
125961	51705	10/31/2025		Transcript for Stewart Trial	Henes & Associates Reporting Service, Inc.	102.99
125962	89935837	10/31/2025		Books	Ingram	12.67
125962	90148140	10/31/2025		Books	Ingram	12.94
125962	90148144	10/31/2025		Books	Ingram	59.79
125962	90148139	10/31/2025		Books	Ingram	59.33
125962	89935840	10/31/2025		Books	Ingram	12.37
125962	89935839	10/31/2025		Books	Ingram	6.83
125962	89935838	10/31/2025		Books	Ingram	9.35
125962	90148138	10/31/2025		Books	Ingram	13.33

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125962	90148149	10/31/2025		Books	Ingram	11.34
125962	89935835	10/31/2025		Books	Ingram	11.26
125962	89935833	10/31/2025		Books	Ingram	6.73
125962	90148152	10/31/2025		Books	Ingram	0.75
125962	89935836	10/31/2025		Books	Ingram	19.58
125962	90380616	10/31/2025		Books	Ingram	39.33
125962	91044721	10/31/2025		Books	Ingram	23.76
125962	90148141	10/31/2025		Books	Ingram	11.93
125962	91044722	10/31/2025		Books	Ingram	20.46
125962	90148148	10/31/2025		Books	Ingram	6.06
125962	90148145	10/31/2025		Books	Ingram	11.88
125962	90148142	10/31/2025		Books	Ingram	13.24
125962	89935832	10/31/2025		Books	Ingram	17.04
125962	91044720	10/31/2025		Books	Ingram	23.76
125962	90148151	10/31/2025		Books	Ingram	10.57
125962	90148147	10/31/2025		Books	Ingram	15.36
125962	90148146	10/31/2025		Books	Ingram	16.68
125962	89935834	10/31/2025		Books	Ingram	18.36
125962	90148150	10/31/2025		Books	Ingram	9.64
125962	90148143	10/31/2025		Books	Ingram	16.22
125963	90169445	10/31/2025		Sewer Generator, Bucket Truck #219	Interstate Battery	615.80
125964	767611	10/31/2025		Quarterly Inspection	J.F. Ahern Co.	270.00
125965	14370770P	10/31/2025		Refuse Truck #224	JX Enterprises, Inc.	30.07
125966	40384927	10/31/2025		Copier Lease	Marco	64.46
125967	603877	10/31/2025		Nature Center Entryway Design	McMahon Associates Inc	735.00
125967	00401084	10/31/2025		Commercial Plumbing Inspections - Sept. 2025	McMahon Associates Inc	777.50
125967	00603880	10/31/2025		Strassburg Shelter Design	McMahon Associates Inc	4,730.00
125968	285694188	10/31/2025		Pest Control - SPaR Building	ORKIN Pest Control	71.00
125969	102925	10/31/2025		Jury fee - Noah S. Ver Bockel	Outagamie County Clerk of Circuit Court	36.00
125970	6210439	10/31/2025		Lubricants	Plymouth Lubricants	6,342.56
125971	2738856-00	10/31/2025		Parks - Botanical	Reinders Inc.	169.30
125971	2738950-00	10/31/2025		Lawn Seed	Reinders Inc.	123.50
125972	9177550	10/31/2025		Parks UTV #118	Riesterer & Schnell Inc	466.04
125973	P16770	10/31/2025		Parks Mower #126	Service Motor Company, Inc.	707.79
125973	P16908	10/31/2025		Parks Mower #125	Service Motor Company, Inc.	70.09
125973	P16906	10/31/2025		Parks Mower #126	Service Motor Company, Inc.	511.62
125973	P16907	10/31/2025		Park Mower #126	Service Motor Company, Inc.	11.14
125974	SS109158	10/31/2025		Patcher II Machine Rental	Sherwin Industries	2,750.00
125975	6160395585	10/31/2025		Coverall/Mat Service	VESTIS	96.13

Check #	Bills Paid	Date	Class	Line Description	Addressee	Amount Paid
125976	5 10/22/2025	10/31/2025		1-25 Concrete Street Paving - Blue Stem Subdivision, 1-25 Concrete Street Paving - Countryside Subdivision, 1-25 Concrete Street Paving - Wild Life Subdivision, 1-25 Concrete Street Paving - Ashgrove Subdivision	Vinton Construction Co.	17,938.85
Total						**1,918,768.87**

November 18, 2025

The following applicants have applied for an operator's license for the license year **2024-2026** and have been recommended for approval based on their record check by the police department:

Wood	Kate	L.	Appleton
Gilbertson	Carla	L.	Kaukauna
Ochoa	Mecella	M.	Neenah

UPDATED 04.01.2021

SPECIAL EVENT APPLICATION FORM

EVENT APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE OF AN EVENT

SECTION 1 – APPLICANT INFORMATION
Information about the person applying to have a special event or applying on behalf of an organization.

Name: Carol King

Date of Birth: *Event organizers must be at least 18 years old. 4/15/58

Address: 1313 Augustine Street, Kaukauna WI 54130

Phone Number: 920-766-6106

Email Address: sunkissed_76@yahoo.com

SECTION 2 – ORGANIZATION INFORMATION
Information about the organization having the special event, if applicable.

Organization's Name: friends of the Grignon Mansion

Organization's Address: 1313 Augustine Street. Kaukauna WI 54130

Organization's Phone Number: 920-766-6106

Organization's Email Address or Website: www.kaukauna.gov/grignon-mansion

Applicant's Relationship to Organization: President

SECTION 3 – EVENT INFORMATION

Name of Event: Grignon Mansion Christmas Tours

Event Location: 1313 Augustine Street. Kaukauna WI 54130

Event Date: *If a multi-day event, please list all days. December 6, 13 + 14

Event Start Time - End Time: 2 PM - 7 PM

Security Contact Name and Phone Number: *The name and contact information of the individual who emergency responders may contact in case of an emergency during the event. Carol King 920-205-5084

Total Anticipated Attendance for Event:
Additional Event Information (Purpose, Activity, Who Can Participate, whether this is a First-Time event, etc.):
100 per day

SECTION 4 – APPLICANT CHECKLIST
Applicant is responsible for contacting all necessary City departments and for obtaining all required reservations, permits, licenses, and variances. *Please note that some permits require Common Council or committee approval and may take up to two weeks to be considered and approved.

General Information:

1. Will food be prepared and/or served at the event? YES ☑ NO ☐
2. Will there be a band or amplified music/noise? YES ☐ NO ☑
3. Will there be portable restrooms? YES ☐ NO ☑
4. Do you have proper insurance for your event and have you provided it to the City? *Insurance coverage is required for all events held in the City and a certificate of insurance must be provided to the City if your event involves more than 250 attendees. YES ☑ NO ☐

Fire Department Information: (920) 766-6320

1. Will the event be held indoors? YES ☑ NO ☐
2. Will a tent or temporary structure be erected? YES ☐ NO ☑
3. Will there be a tent larger than 200 SF? YES ☐ NO ☑
4. Will fireworks/pyrotechnics be used during the event? YES ☐ NO ☑

Street and Parks Department: (920) 766-6337

1. Are you requiring street closure for the event?	YES ☐	NO ☑
2. Are you providing your own barricades?	YES ☐	NO ☑
3. Did you include a map of the event location/route?	YES ☐	NO ☑
4. For park events, have you reserved the park?	YES ☐	NO ☑
5. Will there be rides at the event?	YES ☐	NO ☑

Police Department: (920) 766-6333

1. Do you have a plan for medical emergencies?	YES ☑	NO ☐
2. Is security needed for the event?	YES ☐	NO ☑
3. Will the event need any parking restrictions?	YES ☐	NO ☑

City Clerk's Office: (920) 766-6300

1. Will alcoholic beverages be served/sold?	YES ☐	NO ☑

Section 5 – Insurance Requirements

Insurance coverage will be required for every special event held in the City. Event organizers must provide the City with a Certificate of Insurance if the event involves more than 250 people, you request a street closure, or you are bringing additional items/structures into the public premises. Proof of coverage MUST include naming the City of Kaukauna as an additional insured party. The amount and type of insurance coverage varies, although $1 million -$2 million is a typical level.

General Liability Coverage:

1. Commercial General Liability
    a. $1,000,000 general aggregate – per project
    b. $1,000,000 products – completed operations aggregate
    c. $1,000,000 personal injury and advertising injury
    d. $1,000,000 each occurrence limit
2. Claims made form of coverage is not acceptable.

3. Insurance must include:
    a. Premises and Operations Liability
    b. Contractual Liability including coverage for the joint negligence of the City of Kaukauna, its officers, Council members, agents, employees, authorized volunteers and the named insured
    c. Personal injury
    d. Explosion, collapse, and underground coverage
    e. Products/Completed Operations
    f. The general aggregate must apply separately to this project/location
4. Additional Provisions
    a. Additional Insured – On the General Liability coverage, Business Automobile coverage, Aircraft Liability and Liquor Liability.
    b. Endorsement – The Additional Insured Policy endorsement must accompany the Certificate of Insurance.
    c. Certificates of Insurance – A copy of the Certificate of Insurance must be on file with the City of Kaukauna.
    d. Notice – City of Kaukauna requires 30-day written notice of cancellation, non-renewal, or material changes in the insurance coverage.
    e. Carriers – The insurance coverage required must be provided by an insurance carrier with the "best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Section 5 – Indemnification and Disclaimer

By signing below, I certify that I am at least 18 years of age. My signature further confirms that I understand the filing of this application does not ensure the issuance of a Special Event license. I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulation and any other applicable laws, rules, and regulations. I confirm that I am authorized to apply for this Special Event License on behalf of the organization hold the event (if applicable) and that the information contained in this application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I, the applicant, on behalf of myself and the organization, if applicable, agree to indemnify, defend, and hold harmless the City of Kaukauna and its officers, officials, employees, and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act or omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

By signing below, I agree to follow any state and/or local guidelines in place to prevent the spread of COVID-19.

Signature of Applicant:
Carol A. King
Printed name of Applicant:
Carol A. King

MEMO

GRIGNON MANSION

To: Health and Recreation Committee

From: Carol King, Friends of the Grignon Mansion President

Date: November 11, 2025

Re: Request for the use of Grignon Mansion Grounds and Lower Grignon Park, temporary allowance of horses on December 6, 13 & 14, 2025.

Dear Committee Members,

The Grignon Mansion Christmas Tours will be on December 6th, 13th, and 14th from 2 PM – 7 PM at the Grignon Mansion. I am requesting use of the grounds of the Grignon Mansion and Lower Grignon Park for event activities. I would also like permission to temporarily allow horses on those days to provide horse-drawn wagon rides. The loop traveled by the horses goes around the soccer fields and only occurs if the weather permits. Please find attached the liability insurance for the company providing the rides, L & M Carriage Services.

Thank you for your consideration,

Carol King

Policy Number: 2128730 Date Entered: 10/8/2024

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) _7/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associates Insurance Agency, Ltd. 101 Bohemia Dr. P.O. Box 817 Denmark, WI 54208	CONTACT NAME: Betty Clow PHONE (A/C, No, Ext): (920)863-3761 FAX (A/C, No): (920)863-8865 E-MAIL ADDRESS: Associns@associnsltd.com
INSURED L&M Carriage Service Michael & Denise Gildernick 3140 Mid Valley Dr. DePere, WI 54115	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : West Bend Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			2128730	9/4/2024	9/4/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ Excluded $ Excluded $ 1,000,000 $ 2,000,000 $ Excluded
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Grignon Home events

cmickelson@kaukauna-wi.org

CERTIFICATE HOLDER

City of Kaukauna
144 W 2nd St
Kaukauna, WI 54130

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Betty Clow

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MEMO

Department

To: Common Council

From: Finance Director Van Rossum

Date: 09/15/2025

Re: Deferred Compensation Committee Charter – Draft for Consideration

Background information:

Over the past year, staff from the City of Kaukauna and Kaukauna Utilities have collaborated to develop a charter for the Deferred Compensation Committee. This work was undertaken to establish a formal governance structure for oversight of the Employers' 457 Deferred Compensation Plan and 401(a) Defined Contribution Plan.

The draft charter was provided by the city investment consultant and reviewed by both former and current city attorneys. It reflects best practices from other municipalities and utility organizations with similar retirement offerings. Comparable were defined through a review of peer Wisconsin municipalities and utilities that have formalized oversight committees to ensure fiduciary compliance and consistent monitoring of plan investments, recordkeeping, and participant services.

The proposed charter provides clear guidance on membership, authority, responsibilities, meeting structure, and reporting expectations. Importantly, it establishes a consistent and transparent process for monitoring investment performance, evaluating third-party providers, and ensuring participant communication.

Strategic Plan:

This proposed action aligns with the Strategic Plan's focus on Operational Excellence and Financial Stewardship. By creating a structured committee with defined responsibilities, the City and Kaukauna Utilities will enhance oversight of employee retirement benefits, reduce fiduciary risk, and promote best practices in investment oversight and plan administration.

While the Strategic Plan does not specifically reference retirement plan oversight, this action supports the broader goal of responsible financial management and transparent governance. Adoption of this charter will formalize the governance structure for the City and Kaukauna Utilities' deferred compensation and defined contribution plans, ensuring consistent oversight and long-term fiduciary responsibility.

Budget:

There is no direct budget request associated with adoption of the Committee Charter. Staff and committee member participation will be absorbed within existing resources. Should future consultant support be deemed necessary, such costs would be presented to the Employers for approval as part of the budget process

Staff Recommended Action:

Staff recommend that the Common Council approve the Deferred Compensation Committee Charter as presented.

KAUKAUNA (WI) AND KAUKAUNA (WI) UTILITIES

DEFERRED COMPENSATION PLANS

COMMITTEE CHARTER

I. PURPOSE.

The purpose of the Deferred Compensation Committee (the "Committee") is to assist the City of Kaukauna and Kaukauna Utilities (jointly referred to as the "Employers") in fulfilling responsibilities in the areas of policy, investment menu design and content, third party administration and recordkeeping, and any relevant investment and administration decisions of the Employers' 457 Deferred Compensation and 401(a) Defined Contribution Plans (jointly referred to as the "Plans").

II. AUTHORITY.

The Employers hereby delegate all necessary power and authority to the Committee to perform the duties and responsibilities described in this Charter and as may otherwise be delegated by the Employers from time to time.

III. COMPOSITION.

The Committee shall consist of 6 members that are appointed by the Employers.

The terms of appointment for Committee Members shall be as determined by the Employers' policies. The three positions from City staff shall include: Mayor, Finance Director, Human Resources Director. The three positions from the Kaukauna Utilities shall include: General Manager, Finance & Administration Director, Human Resources Director.

Any of the designated members may appoint a representative to attend and participate on their behalf. Such representatives shall have the same authority to engage in discussion and decision-making as the appointing member.

IV. MEETINGS.

Committee meetings shall be conducted as determined by the Employers but should be conducted at least semi-Annually. The Committee shall meet at the request of a majority of its members. The Committee may invite Employers' officials, Staff, Investment Consultants, recordkeepers, investment managers, and others to attend meetings and provide pertinent information, as it deems necessary or desirable. The Committee shall arrange to provide notice of meetings in accordance with Employers' requirements.

V. RESPONSIBILITIES.

A. The Plans' Statement of Investment Policy.

1. The Committee shall collaborate with applicable Employers' Staff to review and maintain the Statement of Investment Policy for the Plans at least annually. If deemed appropriate by the Committee, seek

input from an investment consultant.

2. The Committee shall monitor the Plans' compliance with the Policy. If deemed appropriate by the Committee, seek support from an investment consultant.

B. Investment Menu Design and Content.

1. The Committee shall review and maintain discretion for investment fund selection and investment asset mix options for the Plans based on support. If deemed appropriate by the Committee, seek recommendations from an investment consultant.

2. The Committee shall review the Plans' structures and design as necessary and report any recommendations to the Employers for any modifications.

C. Third Party Administrator and Recordkeeper Oversight.

1. The Committee and applicable Employers' Staff, shall:

a. Oversee the research and due diligence to identify and evaluate qualified third-party administrators and/or recordkeepers; and report any findings and recommendations to the Employers.

b. Review any recommendations from applicable Employers Staff regarding the engagement or termination of third-party administrators, investment consultants, and/or recordkeepers and update the Employers.

c. Review any recommendations from the investment consultant, if one is contracted with.

d. Make recommendations to the Employers on customer service matters relating to the administration of the Plans, including the application of information technology, and oversee coordination of Employers approved recommendations with third party administrators and/or recordkeepers.

D. Investment Consultant Oversight

1. The Committee shall oversee the research and due diligence performed by applicable Employers Staff to identify and evaluate qualified investment consultants; and report any findings and recommendations to the Employers.

2. The Committee shall review any recommendations from applicable Employers Staff regarding the engagement or termination of industry experts, including but not limited to independent investment consultants, and update the Employers.

E. Investment Manager Oversight

1. The Committee shall oversee the research and due diligence performed by applicable Employers Staff to identify and evaluate

qualified investment managers.

2. The Committee shall oversee the research, due diligence and recommendations of the investment consultant, if currently contracted with one, to identify and evaluate qualified investment managers.

3. The Committee shall review and evaluate the performance and costs of investment managers based on recommendations from Employer's Staff, and/or the investment consultant if currently contracted with one .

4. The Committee shall review any recommendations from Employer's Staff, and/or the investment consultant, if currently contracted with one, regarding the engagement or termination of investment managers.

F. Other Responsibilities.

1. The Committee shall monitor member participation in the Plans, as supported by the third-party administrators, recordkeepers, and/or investment consultant, and advise applicable Employers' Staff of communication to the Plans' participants as necessary.

2. The Committee shall oversee and monitor applicable Employers' Staff responsible for the oversight and management of the Plans and report any management findings and recommendations to the Employers.

3. The Committee shall perform such other activities related to the Committee's functions and duties as are reasonably appropriate or are requested by the Employers from time to time.

4. The Committee, as supported by the applicable investment consultant, third-party administrator and recordkeeper, shall electronically maintain a Fiduciary File containing all documentation pertaining to the Plans including, but not limited to Plan Documents, amendments, Committee operations, meeting agendas, meeting minutes, service provider selection reports, investment manager selection and termination recommendation reports, periodic investment monitoring reports, recordkeeper Plan Management reports, Committee education, industry research, and participant education schedules and reports.

VI. REPORTING.

A. Following a Committee meeting, the Committee shall provide Committee meeting minutes to the Employers as required and provide electronic access to the Fiduciary File.

B. The Committee shall share the agendas for all upcoming Committee meetings in accordance with Employers' policies.

VII. CHARTER EVALUATION.

A. The Committee shall collaborate with the applicable Employers' Staff to review this Committee Charter and the procedures described herein (or

otherwise overseen by the Committee) as necessary to recommend any changes thereto to the Employers. If deemed necessary, the committee shall also seek input from an Investment Consultant.

B. The Committee and each Committee Member shall comply with the Employers' evaluation policies and processes and shall participate in any independent Fiduciary reviews.

VIII. MISCELLANEOUS.

Capitalized terms not otherwise defined herein shall have the meanings set forth in the Employers' policies.

DRAFT

MEMO

Department

To: Common Council

From: Finance Director Van Rossum

Date: 11/18/2025

Re: Adoption of Revised Investment Policy Statement

Background information:

The City of Kaukauna and Kaukauna Utilities Deferred Compensation Committee undertook a review of the Investment Policy Statement governing the City's 401(a) and 457(b) Deferred Compensation Plans. The policy was originally adopted in 2018 and has guided the administration, monitoring, and evaluation of plan investment options and fiduciary responsibilities. As part of the Committee's regular oversight, the updated policy was reviewed in August 2025 to confirm continued alignment with plan objectives, participant needs, and industry best practices. Following its review, the Committee determined no substantive revisions were necessary. To maintain compliance with governance practices and reaffirm oversight, the Committee intends to re-sign and re-adopt the policy in its current form. Attached to this memo is both the revised and original Policy.

Strategic Plan:
This action aligns with the City's Strategic Plan by:

- **Supporting Organizational Sustainability:** Ensuring employee benefit programs remain current, transparent, and consistent with best practices.
- **Promoting Fiscal Responsibility:** Reinforcing fiduciary oversight of the City's retirement investment offerings, which protects both employees and the city from unnecessary risk.
- **Attracting and Retaining Talent**: Maintaining a well-structured deferred compensation program enhances the City's ability to recruit and retain high-quality employees by offering competitive retirement planning tools.

Although this review does not directly advance infrastructure or community projects, it strengthens the internal systems that allow the city to operate efficiently and remain an employer of choice.

Budget:

There is no budgetary impact associated with reaffirming and signing the updated Investment Policy Statement. The policy itself establishes guidelines for oversight and monitoring of existing investment providers and options but does not create new expenses for the City or its employees.

Staff Recommended Action:
Staff recommends Council authorize the Deferred Compensation Committee to sign the updated policy dated August 18, 2025

City of Kaukauna and Kaukauna Utilities
401(a) and 457(b) Deferred Compensation Plans
Revised August 18, 2025

Investment Policy Statement

I. PURPOSE OF INVESTMENT POLICY STATEMENT

The Deferred Compensation Committee (Committee) of the City of Kaukauna and Kaukauna Utilities 401(a) and 457(b) Deferred Compensation Plans (Plans) has adopted this Investment Policy Statement (Policy), and directs that it apply to all Plan assets, the Plan administrator, investment managers, investment consultants and to all other fiduciaries acting on behalf of, or under the direction of the Committee.

This Policy is intended to provide guidelines, limitations, and required actions on the part of the Committee and service providers for selecting, managing, and monitoring the investment options (Options) made available to participants and/or beneficiaries (Participants).

This Policy is intended to provide an anchor of stability in times of rapidly changing economic, business and capital market conditions. However, the investment policies described in this statement are subject to change. Moreover, the existence of this Policy is not intended to restrict or limit the discretion, control or authority of the Committee or any fiduciary to which such discretion, control, or authority has been delegated, to make decisions in the best interest of Plan Participants as circumstances may require.

Periodically, but no less often than once a year, the Committee will meet to discuss the following:

A. Adherence to this Policy.

B. The effectiveness of Plan administration, Participant communications and other Participant services to Participant investment success including the evaluation of Participant concerns.

C. Employee information including demographics, participation, contribution rates, and use of Options by Participants.

D. The fit and appropriateness of this Policy with the overall Plan objectives; and any changes that are needed to the Plan Options, Plan administration, or Participant services.

E. The reasonableness of the fees incurred by the Plan and confirm that the Plan and its Participants are receiving a fair value in exchange for the fees rendered.

In addition, the Committee may discuss all items within this section for each Option, the Service Provider/Record Keeper, and Consultants. Any party may call more frequent meetings if significant concerns arise about any Option, strategy, personnel, organizational structure, or any other factors relating to the welfare of the Plan.

The minutes of the Committee's deliberations shall be recorded to provide a written record of the Committee's due diligence process. Minutes shall be voted on and approved at the subsequent meeting.

II. OBJECTIVES OF THE PLAN

The Committee is charged with following the Policy in all actions it takes involving the Plan and acts as the named fiduciary. The Plan permits all Participants to direct the investments for their individual Plan accounts among the Plan's Options.

The Participants bear the ultimate risk and responsibility for their individual Plan investment elections and investment performance over time. Although the Plan is not covered under ERISA, in order to conform with best-practice safe harbor provisions as specified in ERISA Section 404(c), the Plan shall:

A. Provide Participants at least three Options with different risk/return profiles;

B. Provide Participants with access to sufficient information so that the Participant can make an informed decision about the selection of Options; and

C. Permit Participants to change Options on a daily basis.

Investment success largely depends on following well established principles of portfolio investing, including the use of well diversified portfolios intended to maximize long term returns for the level of risk chosen by each individual Participant. The Plan will offer Participants a diverse set of Options, selected pursuant to the criteria in SECTION IV of this Policy.

The objective is that each Participant will select a combination of Options that generally optimizes the Participant's overall investment portfolio consistent with their individual circumstances, goals, time horizons, risk capacity and risk tolerance.

Proxy voting for mutual fund shares shall be passed through to Participants in accordance with the Service Provider/Record Keeper agreement or other applicable document. Proxy voting for securities held in each option's portfolio, managed by an option/investment manager, shall be handled by the investment manager consistent with its fiduciary responsibilities and the investment guidelines governing the account.

III. RESPONSIBILITIES

Participants: Each Plan Participant is best positioned to make decisions regarding the allocation of assets among the various Options offered by the Plan in order to best achieve his/her investment and retirement goals. As a result, the amount to be invested in each option, if any, shall be determined by each Plan Participant.

Each Participant has a responsibility to pursue the education necessary to make sound investment decisions. This education may include, but is not limited to, materials provided by the Plan, Service Provider/Record Keeper, investment managers and/or the consultant. The Participants bear the risk of the investment results from the Options chosen.

Plan Sponsor: The Committee is responsible for establishing all policies governing the Plan and the selection of all professional service providers to the Plan, including, but not limited to, the following:

A. Service Provider/Record Keeper

B. Investment Managers / Options

C. Investment Consultant

D. Legal Counsel

Service Provider/Record Keeper: The Service Provider/Record Keeper selected by the Plan is responsible for maintaining accurate and up-to-date account records for all individual Participants in the Plan. These records shall include daily valuations of each Participant's aggregate investments and each Option.

The Service Provider/Record Keeper shall also be responsible for providing each Plan Participant with access to sufficient information to select and manage their investments. The information and services provided shall include enrollment, education, exchanges, transfers, distributions, periodic statements and any other responsibilities that may be further defined in the agreement between the Service Provider/Record Keeper and the Plan.

Investment Managers: The investment managers of the Options selected by the Plan shall be responsible for the selection, purchase and sale of the individual securities held in their respective portfolios. Each investment manager has a responsibility to discharge their portfolio management duties within the guidelines outlined in their fund prospectus or other governing document.

Investment Consultant: The investment consultant shall assist the Plan in developing appropriate investment policies and guidelines for the Plan, recommending Options to be offered to Plan Participants and the ongoing monitoring and review of those Options. The investment consultant shall provide periodic reports outlining the investment performance results of each Option and any further information or services that may be outlined in the agreement between the consultant and Public Plan.

IV. INVESTMENT OPTION SELECTION & EVALUATION

The following characteristics shall be considered in selecting and monitoring Options, whether offered as a stand-alone Option, and/or as a fund included in a portfolio Option:

A. Manager tenure and corporate stability. It is the intention of the Plan to consider and evaluate an Option's manager tenure as well as the corporate stability of the company offering the Option before including a particular investment vehicle as a Participant Option. In general, the Option's manager must have a three-year track record with the specific Option to be considered a viable, new Option by the Plan for use by Participants. Investment manager change, significant turnover to a portfolio management team or adverse developments at the fund company level of an existing Option shall warrant heightened scrutiny as defined later in this section.

B. Manager, style, asset and process consistency. It is the intention of the Plan to consider and evaluate the manager, style, asset level and process consistency of current Options as well as new Options under consideration by the Plan. Any management turnover, substantial style drift, significant assets flows or investment process change at the fund level will result in a review of an existing Option's position in the Plan.

C. Investment costs and management fees. It is the intention of the Plan to consider and evaluate that the overall costs and ongoing management fees of current Options as well as new Options under consideration are reasonable when compared to other similar and comparable investment funds.

D. Performance and risk measures. In addition to the qualitative criteria detailed above, it is the intention of the Plan to consider and evaluate the ongoing performance and risk profile of each Option using the following quantitative criteria (net of fees):

1. When there are four consecutive quarters of performance where the return is less than the appropriate benchmark and the rank is below the 75th percentile of the appropriate peer group.
2. Performance over the three and five-year trailing periods that exceeds the appropriate benchmark.
3. Performance over the three and five-year trailing periods that ranks in the top 50th percentile of the appropriate peer group.
4. Sharpe ratio over the three and five-year trailing period that ranks in the top 50th percentile of the appropriate peer group. The Sharpe ratio is defined as an investment's excess return (over the risk-free rate) divided by the standard deviation (risk) of the excess return.
5. Positive Alpha over the three and five-year trailing period relative to the appropriate benchmark. Alpha is a measure of risk-adjusted performance that represents the portion of an investment's historical performance that is not explained by movements in the benchmark index.

The Committee, in conjunction with the Investment Consultant, will monitor the results of the Plan's Options against the criteria contained in items A through D on a quarterly basis. These quarterly reviews will evaluate each Option's success against the evaluation criteria as well as the Option's position in the overall menu of available Options. This framework is not intended to be an exhaustive set of criteria by which any Option is selected or evaluated on an ongoing basis.

The review structure contained above can be used for the evaluation of most Plan Options. However, there are several instances where Options offered to Participants may not fit into one or more portions of this framework. As such, the Committee recognizes the need to adopt a flexible approach when analyzing the success of the Plan's index, money market, stable value, and target date (or risk-based lifecycle) Options. Traditional methods of benchmarking returns may not fully assess the effectiveness or fully appreciate the risks of these types of Options. While all Options will be reviewed within the context of their risk/reward profiles, different qualitative and quantitative factors may receive greater emphasis when evaluating these Options.

Options that consistently fail to meet performance-based objectives, or have experienced management turnover, substantial style drift, significant assets flows, investment process change at the fund level or have other qualitative issues of concern will subject the Option to "heightened scrutiny" to remain in the Plan. Heightened scrutiny may include a more detailed evaluation of the Option's organization, investment performance, risk characteristics relative to the appropriate benchmark and peer group over a variety of trailing, rolling and annual time periods, as well as different market cycles, including up markets and down markets. The purpose of heightened scrutiny is to determine if the Option's failure to meet organizational and/or performance objectives is reasonable, explained and/or consistent with the stated investment philosophy, process and investment objectives of that Option in the context of the existing market environment.

V. INVESTMENT OPTION REMOVAL

Within the context of quarterly reviews, the Option evaluation matrix, and Options under heightened scrutiny, the ongoing suitability of an Option in the Plan shall be questioned and will lead to removal when:

A. Performance is unjustifiable;
B. Risk characteristic are unacceptable;
C. Qualitative issues of insurmountable concern exist; or
D. Lack of confidence that an Option will be able to achieve performance and risk objectives going forward.

The Committee shall have full discretion to retain or replace any Option. The ultimate decision to remove/replace an Option shall be made when the Committee believes such removal/replacement is in the best interests of the Plan and its Participants. Any decision to remove an Option shall be treated on an individual basis.

VI. INVESTMENT OPTION MAPPING POLICY

It shall be the general policy of the Plan to apply the following procedures when mapping Participant assets in situations of Option removal and absent participant election following notification of the removal of an Option in which they have a balance or future contribution allocation.

A. The Plan will map Participant assets and future contribution allocations in the discontinued Option to an existing or new Option that is reasonably similar in terms of risk and return to the discontinued Option. Unless presented with clear evidence to the contrary, the Plan considers Options within the same asset class as being reasonably similar in terms of risk and return; or

The decision to map Participants to an Option that is reasonably similar in terms of risk and return to the discontinued Option shall be made on a case by case basis as deemed in the best interest of the Plan Participants and beneficiaries under the prevailing circumstances.

In all situations the Plan shall provide Participants notification of the qualified change at least 30 days but not more than 60 days prior to the effective date of the change. The notice shall inform Participants that the notified change will occur unless instructions are received to the contrary.

Revised August 18, 2025

The Deferred Compensation Committee for
The City of Kaukauna and Kaukauna Utilities 401(a) and 457(b) Plans

_____ _____

_____ _____

_____ _____

MEMO

HEALTH AND RECREATION COMMITTEE

To: Health and Recreation Committee

From: Terri Vosters, Community Enrichment & Recreation Director
Jake Van Gompel, Street Superintendent
John Neumeier, Director of Public Works

Date: November 3, 2025

Re: Special Event Fee Comparison 2025

Background Information:
The City of Kaukauna hosts more than 40 events (not including athletic tournaments) annually that meet the definition of a Special Event. A special event is defined as: any public event which interferes with the normal flow or regulation of traffic upon the streets, sidewalks, or rights-of-way. Examples include but are not limited to: Parade, race, procession, show, ceremony, athletic event.

As part of the City's Strategic plan, the special events permit/application revision process began in 2024. The revision exercise provided an additional opportunity to examine challenges that the City has encountered throughout the last 10 years. We found that special events permitting local and national trends and challenges have changed over the last decade. The current permitting process and documents have not been revised in over ten years. City staff met to discuss challenges with the permitting process and event challenges to develop an updated application process with several goals in mind:

-Provide the public with an online location to apply for a special event
-Better define what is a special event
-Provide the contacts needed when offering a special event
-Provide a central hub for the applicant to ask questions
-Accurately determine if fees should be implemented

The information in the attached documents is from six surrounding communities. Cost per person/time in Fire and Police, application deadlines, Recreation fees, and Public Works

fees. The results are coded on the reference page. Yellow indicates the same as Kaukauna, Green indicates charging more than Kaukauna, and Orange is unknown.

The CIty of Kaukauna does not currently charge an application fee or any recreation/public works/equipment or personnel time for special events.

One application for 2026 has been received for the Fox Heritage Run in May of 2026. Staff recommends waiving the fee for this event as the application was received prior to the proposed changes.

Strategic Plan:
Community of Choice -Streamline the special events process.

Budget:
Possible increase to revenue 2026 budget.

Staff Recommended

1. Allow staff to implement the following fees for external Special Events beginning for 2026 events:

City Staff: Overtime Labor $70/hr./staff
City Staff: Double time/Holiday $93/hr./staff
Picnic tables-$7/table
Garbage/recycle carts-$4/cart
Barricades-$2/item/day
Cones-1-20, $10/day
20-50, $20/day
51+, $30/day
Application fee-$20 per application, nonrefundable or transferable
Deadline-60 days before event

2. Waive Fox Heritage Run fees for 2026.

MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 11/12/2025

Re: Building Permit Fee update

Background information:

Staff have taken some time to review existing fees for Building Inspection. Most of the fees are still applicable but a few have been identified needing some updates. The review consisted of reviewing the time on average it would take staff to review and issue a permit and average number of inspections to ensure the fees are reflective of the time/cost to the city. In addition, staff researched other communities as a secondary review. The proposed updates to the Building Inspection fee schedule are attached for your review and consideration. Again, these changes are intended to better reflect the time and resources required for inspections and ensure consistency across permit types. Below is a summary of the key changes:

- **Accessory Structure Demolition:** Introduce a separate fee of **$50** (currently included under general building demolition at $200).
- **Decks:** Increase fee from **$60** to **$100**. (due to review time and multiple inspections required)
- **Detached Garage:** Increase fee from **$100** to **$130**. (due to review time and multiple inspections required)
- **Patios:** Introduce a new permit fee of **$60** (currently no permit required but review of setbacks and lot coverage are needed).
- **Storage Shed:** Increase fee from **$60** to **$80**. (due to review time and multiple inspections required)

- **Swimming Pool:** Increase fee from **$60** to **$80**. (due to review time and multiple inspections required)

The minor changes proposed for pools, sheds, garages, and decks are due to these permits require on the average an hour plus of review time and multiple on site visits for inspections that was not previously well accounted for in the fee structure. Staff also noted that the demolition for an accessory structure was not delineated out and previously encapsulated in the general demo fee, the review time is minimal for accessory structures and staff wanted to appropriately note that with a separate fee structure. Patios currently do not require a permit but, these do require review to ensure that setbacks, lot coverage and easements are being complied with which takes staff some time to properly review and ensure the patio was completed substantially compliant to the original plans.

These updates are intended to improve operational efficiency for calculating fees and ensure that inspection fees are equitable and reflective of service demands. It should be noted that in certain circumstances the City would not want to increase fees to help ensure building is accessible and hopefully incentivizes construction, such as with new residential construction.

Staff also updated to format on how the fee schedule is structured to provide greater clarity and simplicity in determining fees for all applicants. This updated format was circulated amongst a few people with no knowledge of the fee schedule and with a test to ensure the updates are clear. Staff is hopeful that these improvements will assist all through the permitting process. The other fees charged were reviewed and found to be adequate for the time being although staff will be reviewing these fees yearly.

Strategic Plan:

Not linked to the strategic plan and is a procedural process to ensure that our fee's our appropriate

Budget:

Increase to the fees will increase revenue minimally

Recommendation:

To review and discuss the proposed updates to the Building Inspection Permit fee schedule to come back for final action at a future meeting.

INSPECTION DEPARTMENT RESIDENTIAL FEE SCHEDULE 2025

Building Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25 per sq. ft.
Renovations and Alterations	$20.00 + $0.25 per sq. ft. + $7.00/$1,000.00 of value **($100.00 min.)**
Re-Inspection	$200.00

Electrical Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25/sq. ft.
Alterations and Repairs	$100.00 + $0.50 per $1,000.00 of cost
Electric Baseboard, Wall Unit, and Cabinet Unit	$5.00 per kw
Illuminated Signs	$150.00
Service Changes, Feeders, and Sub-Feeders **(up to 200 amps)**	$150.00
Service Changes, Feeders, and Sub-Feeders **(over 200 amps)**	$150.00 + $20.00/100 amps > 200
All Other Applications	$50.00 + $2.00/$100.00 of value
Re-Inspection	$200.00

Heating, Ventilating, & Air Conditioning Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25/sq. ft. for all heated spaces
Air Conditioning – Replacement, Renovations, and Alterations	$50.00
Duct Work – Replacement, Renovations, and Alterations	$100.00
Fireplace and Wood Stove – Replacement, Renovations, and Alterations	$100.00
Furnace – Replacement, Renovations, and Alterations	$50.00
High Pressure Boiler – Replacement, Renovations, and Alterations	$80.00
All Other Applications	$50.00 + $1.00/$100.00 of value
Re-Inspection	$200.00

Plumbing Permit Fee Schedule

New Construction	$35.00 + $0.25 sq. ft. + $7.00 for garage drains
Additions, Renovations, Alterations, and Replacements	$30.00 base fee + $7.00 per fixture **Fixtures include but are not limited to:** area drain, water line, dishwasher, disposal, bathtub, sink, etc.
Re-Inspection	$200.00

Miscellaneous Permit Fee Schedule

Accessory Structure Demolition	$50.00
Building Demolition	$200.00
Decks	$100.00
Detached Garage	$130.00
Fences	$60.00
Garage Moving/Relocation	$200.00
House Moving/Relocation	$500.00
Patios	$60.00
Siding	$60.00
Signs **(illuminated signs under electrical)**	$100.00
Storage Shed	$80.00
Swimming Pools	$80.00
Late Notice Inspection **(less than 48-hour notice)**	$200.00
Re-Inspection	$200.00

Note: Other permits and fees may be required from other departments depending on the type of project. Contractors/Property owners must notify inspection staff at least 48-hours before an inspection is needed. Re-inspection fees may be charged if multiple inspections are needed due to failure of contractor or property owner to allow proper access to inspection area or

incomplete work. Verification of property lines and easements is the responsibility of the property owner.

New Construction & Additions
Renovations & Alterations
Re-Inspection Fee

Kaukauna
$35.00 state stamp fee + $0.25 per sq. ft. for the first floor (per Brett) + $250.00 per residential lot created by a su
$0.25 per sq. ft. for the first floor (per Brett) + $20.00 + $7.00 per $1,000.00 of value ($100.00 min.) $200.00

Appleton
One & Two-family Dwellings: $15.00 per 100 sq. ft. (min. $50.00) + $40.00 state stamp fee **One & Two-family Acc. Buildings:** $10.00 per 100 sq. ft. (min. $50.00) **Multi-family Dwellings:** $15.00 per 100 sq. ft. (min. $50.00) **Offices & Mercantile Buildings:** $10.00 per 1000 cubic ft. of volume (min. $50.00) **Factories & Warehouses:** $10.00 per 1000 cubic ft. of volume (min. $50.00) $10.00 per $1,000.00 of estimated cost ($5.00 per $1,000.00 of estimated cost after $1,000,000.00) (min. $50.00) $75.00

Combined Locks
Single Family: $925.00 **Duplex:** $1,850.00 **Single-Family:** $40.00 **Duplex:** $75.00 $0.00

De Pere
Single-Family Dwellings: $0.12 per sq. ft. for all areas **(**min. $75.00**)** + $50.00 state stamp fee + $300.00 park fee + $175.00 plan review + $175.00 permit to start construction + $90.00 grade permit **Two-Family Dwellings:** $0.12 per sq. ft. for all areas (min. $75.00) + $50.00 state stamp fee + $600.00 park fee + $175.00 plan review + $175.00 permit to start construction + $90.00 grade permit **Multifamily:** $0.22 per sq. ft. for all areas (min. $150.00) + $150.00 per bedroom park fee + $350.00-$600.00 plan review (based on sq. ft.) + $175.00 permit to start construction + $90.00 grade permit **Warehouses:** $0.12 per sq. ft. for all areas (min. $150.00) + $350.00-$600.00 plan review (based on sq. ft.) + $175.00 permit to start construction + $90.00 grade permit **Commercial/Industrial/Institutional:** $0.22 per sq. ft. for all areas (min. $150.00) + $350.00-$600.00 plan review (based on sq. ft.) + $175.00 permit to start construction + $90.00 grade permit **Residential:** $10.00 per each $1,000.00 of the cost of the work to be done (min. $75.00 & max. $10,000.00) **Commercial/Industrial/Institutional/Multifamily:** $12.00 per each $1,000.00 of the cost of the work to be done (min. $150.00 & max. $12,000.00) $75.00

Harrison

One & Two Family Dwelling up to 2,000 sq. ft.: $2,035.00 + $1,323.00 park impact fee + $101.00 law enforcement impact fee + $734.00 fire impact fee + $2,726 transportation impact fee + $250.00 zoning permit

One & Two-Family Dwelling 2,001 to 3,500 sq. ft.: $2,135.00 + $1,323.00 park impact fee + $101.00 law enforcement impact fee + $734.00 fire impact fee + $2,726 transportation impact fee + $250.00 zoning permit

One & Two-Family Dwelling 3,501 to 5,000 sq. ft.: $2,235.00 + $1,323.00 park impact fee + $101.00 law enforcement impact fee + $734.00 fire impact fee + $2,726 transportation impact fee + $250.00 zoning permit

One & Two-Family Dwelling over 5,000 sq. ft.: $2,335.00 + $1,323.00 park impact fee + $101.00 law enforcement impact fee + $734.00 fire impact fee + $2,726 transportation impact fee + $250.00 zoning permit

One & Two Family Dwelling Manufactured Home: $1,900.00 + $1,323.00 park impact fee + $101.00 law enforcement impact fee + $734.00 fire impact fee + $2,726 transportation impact fee + $250.00 zoning permit

Industrial: $200.00 **+** $0.025 per sq. ft. law enforcement impact fee + $0.179 per sq. ft. fire impact fee + $0.63 per sq. ft. transportation impact fee + $250.00 zoning permit

Remodel greater than $10,000 value: $450.00

Remodel less than $10,000 value: $350.00

Attached Garage: $300.00

Basement Remodel: $300.00
$0.00

Kimberly
Single-Family Dwelling: $0.15 per sq. ft. ($185.00 min.) + $0.15 per sq. ft. ($125.00 min.) + $40.00 state seal + $500.00 grade fee + $500.00 park impact fee + $1,000.00 sewer fee **Duplex:** $0.15 per sq. ft. ($370.00 min.) + $0.15 per sq. ft. ($125.00 min.) + $40.00 state seal + $500.00 grade fee + $1,000.00 park impact fee + $1,200.00 sewer fee **Commercial/Industrial/Multifamily:** $0.18 per sq. ft. ($175.00 min.) **Residential:** $10.00 per $1,000.00 of estimated costs ($125.00 min.) **Commercial/Industrial:** $15.00 per $1,000.00 of estimated costs ($175.00) $0.00

Little Chute
Single-Family Dwelling: $1,035.00 (includes state stamp and park fee) **Two-Family Dwelling:** $2,035.00 (includes state stamp and park fee) **Residential Additions:** $100.00 + $5.00 per $1,000.00 of cost (max. $1,035.00) **Commercial:** $5.00 per 1,000 square feet + $100.00 recording fee **Commercial Under 25,000 Cubic Feet:** $100.00 recording fee **Commercial Additions:** $100.00
Residential: $20.00 + $5.00 per $1,000.00 of cost (max. $1,035.00) **Commercial:** $100.00 Exact amount not given

Wrightstown

Single-Family Dwelling: $0.12 per sq. ft. + $150.00 land use permit + $40.00 occupancy permit + $35.00 state stamp + $1,900.00 reserve capacity assessment + $150.00 site elevation + $100.00 utility service permit

Two-Family Dwelling: $0.12 per sq. ft. + $150.00 land use permit + $40.00 occupancy permit + $35.00 state stamp + $3,800.00 reserve capacity assessment + $150.00 site elevation + $100.00 utility service permit

Residential Additions: $130.00 base fee

Commercial: $200.00 base fee + $0.10 per sq. ft. + $150.00 land use permit + $2,700.00 (average taken - depends on use of building) + $150.00 site elevation + $100.00 utility service permit

Residential: $130.00 base fee

Commercial: $5.00 per $1,000 of valuation
$0.00

	Kaukauna	Appleton	Combined Locks	De Pere	Harrison
New Construction & Additions	$597.50	$227.50	$925.00	$765.00	$7,169.00
Renovations & Alterations	$367.50	$50.00	$40.00	$75.00	$350.00
Re-Inspection Fee	$200.00	$75.00	$0.00	$75.00	$0.00

Kimberly	Little Chute	Wrightstown	Average
$2,415.00	$1,035.00	$2,525.00	$1,957.38
$125.00	$45.00	$130.00	$147.81
$0.00	$0.00	$0.00	$43.75

Example Used:
1,250 sq. ft. first floor, single-family dwelling in a new subdivision
1,250 sq. ft. first floor, $5,000.00 of value/cost

	Kaukauna
New Construction & Additions	$35.00 + $0.25 per sq. ft. for the first floor (per Brett) containing electrical fixtures (habitable and living areas, basements, garages, etc.)
Service Changes, Feeders, & Sub-feeders - Up to 200 Amps	$150.00
Service Changes, Feeders, & Sub-feeders - Over 200 Amps	$150.00 + $20.00 per 100 amps >200
Electric Baseboard, Wall Unit, & Cabinet Unit	$5.00 per KW
Illuminated Signs	$150.00
Building Alterations & Repairs	$100.00 + $0.50 per thousand dollars of cost
Residential - Other Applications	$50.00 + $2.00 per $100.00 of value
Commercial & Warehouse Industrial - Other Applications	$100.00 + $2.00 per $100.00 of value
Reinspection	$200.00

Appleton

One & Two-Family: $4.25 per 100 sq. ft. ($50.00 min.)

Multifamily: $5.00 per 100 sq.ft. ($50.00 min.)

Commercial/Industrial:
Work costing up to $500.00: $50.00
Work costing $501.00-$1,000.00: $85.00
Work Costing $1,001.00-$10,000.00: $85.00 + $3.25 per $100.00 or fraction thereof over $1,000.00
Work costing $10,001.00-$50,000.00: $375.00 + $1.80 per $100 or fraction thereoft over $10,000.00
Work costing $50,001.00-$100,000.00: $1,110.00 plus $1.10 per $100.00 or fraction thereof over $50,000.00
Work costing over $100,000.00: $1,670.00 + $0.50 per $100.00 or fraction thereof over $100,000.00
One and Two-Family: $50.00

Multifamily/Commecial/Industrial: based on commercial fee structure
One and Two-Family: $50.00

Multifamily/Commecial/Industrial: based on commercial fee structure

$0.00

They only have a regular sign permit - $100.00 per sign.
One & Two-Family: $3.00 per 100 sq. ft. ($50.00 min.)

Multifamily: $3.50 per 100 sq.ft. ($50.00 min.)

Commercial/Industrial:
Work costing up to $500.00: $50.00
Work costing $501.00-$1,000.00: $60.00
Work Costing $1,001.00-$10,000.00: $60.00 + $2.30 per $100.00 or fraction thereof over $1,000.00
Work costing $10,001.00-$50,000.00: $270.00 + $1.30 per $100 or fraction thereoft over $10,000.00
Work costing $50,001.00-$100,000.00: $790.00 plus $0.80 per $100.00 or fraction thereof over $50,000.00
Work costing over $100,000.00: $1,190.00 + $0.40 per $100.00 or fraction thereof over $100,000.00

None listed

None listed
$75.00

Combined Locks
Single-Family: $175.00 **Duplex:** $350.00 **Single-Family:** $40.00 **Duplex:** $75.00 **Single-Family:** $40.00 **Duplex:** $75.00 $0.00 $0.00 **Single-Family:** $40.00 **Duplex:** $75.00 **Solar System:** $25.00 **Wind Generator:** $25.00 **Solar System:** $45.00 **Wind Generator:** $45.00 $0.00

De Pere
Residential: $0.10 per sq. ft. for all areas (min. $75.00) **Warehouses:** $0.12 per sq. ft. for all areas (min. $100.00) **Commercial/Institutional/Industrial/Multifamily:** $0.14 per sq. ft. for all areas (min. $100.00) **One & Two-Family:** $75.00 **Other:** $100.00 **One & Two-Family:** $75.00 **Other:** $100.00 $0.00 $75.00 **1-30 Openings:** $50.00 **31-60 Openings:** $75.00 **61-90 Openings:** $100.00 **Over 90:** $125.00 + $0.50 per each additional opening >90 None listed **Temporary Electrical Service:** $75.00 **Vehicle Charging Station:** $75.00 **Photo Voltaic:** $100.00 **Cell Tower:** $100.00 **Active Sub-Slab Ventilation System:** $75.00 **Generator/Standby System:** $75.00 **Gas Station/Pump Control Panel/Dispensers:** $75.00 **Parking Lights:** $75.00 $75.00

Harrison
One & Two-Family Dwelling: $0.00 **Commercial/Multifamily:** $100.00 + $0.10 per sq. ft. **Additions:** $100.00 **One & Two-Family Residential:** $100.00 **Commercial/Multifamily:** $100.00 **One & Two-Family Residential:** $100.00 **Commercial/Multifamily:** $300.00 $0.00 $100.00 (regular sign - nothing specific for illuminated) $100.00
None listed
None listed $0.00

Kimberly	Little Chute
	Single-Family Dwelling: $150.00 **Two-Family Dwelling:** $200.00
$0.10 per sq. ft. ($125.00 min.) **Residential:** $125.00	**Additions:** $50.00
Commercial: $250.00 **Residential:** $125.00	$50.00
Commercial: $250.00	$50.00
$0.00 **Lighted:** $75.00	$0.00 **Lighted:** $75.00
Lighted-Face Change Only: $20.00	**Lighted-Face Change Only:** $20.00
$10.00 per $1,000.00 of estimated cost ($125.00 min.)	$0.00
None listed	**Generator/Solar:** $100.00
None listed $0.00	DSPS inspects and permits Exact amount not given

Wrightstown

Residential: $50.00 base fee + $0.035 per sq. ft.

Residential Additions: $85.00

Commercial: $100.00 base fee + $0.10 per sq. ft.

$100.00
Residential: $100.00

Commercial: $100.00 + $5.00 per $1,000.00 of value

$0.00

$75.00 base fee + $0.50 per sq. ft. (regular sign - nothing specific for illumination)

Residential: $85.00

Commercial: $100.00 base fee + $0.10 per sq. ft.

None listed

None listed
$0.00

	Kaukauna	Appleton	Combined Locks	De Pere	Harrison	Kimberly
New Construction & Additions	$347.50	$53.13	$175.00	$125.00	$0.00	$125.00
Service Changes, Feeders, & Sub-feeders - Up to 200 Amps	$150.00	$50.00	$40.00	$75.00	$100.00	$125.00
Service Changes, Feeders, & Sub-feeders - Over 200 Amps	$170.00	$50.00	$40.00	$75.00	$100.00	$125.00
Electric Baseboard, Wall Unit, & Cabinet Unit	$5.00	$0.00	$0.00	$0.00	$0.00	$0.00
Illuminated Signs	$150.00	$100.00	$0.00	$75.00	$100.00	$75.00
Building Alterations & Repairs	$102.50	$50.00	$40.00	$50.00	$100.00	$125.00
Residential - Other Applications	$150.00	$0.00	$25.00	$0.00	$0.00	$0.00
Commercial & Warehouse Industrial - Other Applications	$200.00	$0.00	$45.00	$81.25	$0.00	$0.00
Reinspection	$200.00	$75.00	$0.00	$75.00	$0.00	$0.00

Little Chute	Wrightstown	Average
$150.00	$93.75	$133.67
$50.00	$100.00	$86.25
$50.00	$100.00	$88.75
$0.00	$0.00	$0.63
$75.00	$100.00	$84.38
$0.00	$85.00	$69.06
$100.00	$0.00	$34.38
$0.00	$0.00	$40.78
$0.00	$0.00	$43.75

Example Used:

1,250 sq. ft. first floor, single-family dwelling new construction

Single-family dwelling

300 amps, single-family dwelling

1 KW

$5,000.00 of cost, 1,250 sq. ft. first floor, single-family dwelling, 1 opening

$5,000.00 of value

$5,000.00 of value

New Construction & Additions
Replacements, Renovations, & Alterations - Residential - Furnace
Replacements, Renovations, & Alterations - Commercial - Furnace - Up to 150,000 BTU's
Replacements, Renovations, & Alterations - Residential - Air Conditioning
Replacements, Renovations, & Alterations - Commercial - Air Conditioning - Up to 36,000 BTU's
Replacements, Renovations, & Alterations - Fireplace & Wood Stove
Replacements, Renovations, & Alterations - Duct Work Alternation **Residential - Other Applications** **Commercial - Other Applications** **Reinspection**

Kaukauna
$25.00 + $0.25 per sq. ft. for all first floor heated spaces (per Brett) $50.00 $150.00 + $5.00 for each 10,000 BTU's thereafter $50.00 $150.00 + $5.00 for each 10,000 BTU's thereafter $100.00 $100.00 $50.00 + $1.00 per $100.00 of value $100.00 + $2.00 per $100.00 of value $200.00

Appleton
0 to 2,500 sq. ft.: $125.00 **2,501 to 4,000 sq. ft.:** $140.00 + $15.00 for each 1,000 sq. ft. increment beyond 4,000 sq. ft. or fraction thereof
$2.10 per $100.00 of estimated cost or fraction thereof (min. $50.00) **$0.00 to $1,500.00:** $90.00 **$1,501.00 to $2,000.00:** $100.00 **$2,001.00 to $2,500.00:** $115.00 **$2,501.00 to $3,000.00:** $120.00 **$3,001.00 to $3,500.00:** $130.00 **$3,501.00 to $4,000.00:** $135.00 **$4,001.00 to $4,500.00:** $140.00 **$4,501.00 to $5,000.00:** $145.00 **Over $5,000.00:** $145.00 + $4.25 per $1,000.00 in exess of $5,000.00 (max. $1,400.00)
$50.00 **$0.00 to $1,500.00:** $90.00 **$1,501.00 to $2,000.00:** $100.00 **$2,001.00 to $2,500.00:** $115.00 **$2,501.00 to $3,000.00:** $120.00 **$3,001.00 to $3,500.00:** $130.00 **$3,501.00 to $4,000.00:** $135.00 **$4,001.00 to $4,500.00:** $140.00 **$4,501.00 to $5,000.00:** $145.00 **Over $5,000.00:** $145.00 + $4.25 per $1,000.00 in exess of $5,000.00 (max. $1,400.00)
$50.00
$50.00 **Heated Garages:** $50.00 **Heated Garages:** $50.00 $75.00

Combined Locks
Single-Family: $125.00 **Duplex:** $250.00
Single Family: $40.00 **Duplex:** $75.00
$0.00
Single Family: $40.00 **Duplex:** $75.00
$0.00
Single Family: $25.00 **Duplex:** $45.00
Single Family: $40.00 **Duplex:** $75.00
None listed
None listed
$0.00

De Pere
Residential: $0.10 per sq. ft. for all heated spaces (min. $75.00) **Warehouses:** $75.00 per unit ($130.00 for infrared/heating units) **Multi-Family/Commercial/Industrial/Institutional:** $0.14 per sq. ft. for all heated spaces (min. $100.00) **One & Two Family Dwelling:** $7.00 per each $1,000.00 of cost of work to be done (min. $75.00) **Other:** $8.00 per each $1,000.00 of cost of work to be done (min. $100.00)
$8.00 per each $1,000.00 of cost of work to be done (min. $100.00) **One & Two Family Dwelling:** $7.00 per each $1,000.00 of cost of work to be done (min. $75.00) **Other:** $8.00 per each $1,000.00 of cost of work to be done (min. $100.00)
$8.00 per each $1,000.00 of cost of work to be done (min. $100.00) **One & Two Family Dwelling:** $7.00 per each $1,000.00 of cost of work to be done (min. $75.00) **Other:** $8.00 per each $1,000.00 of cost of work to be done (min. $100.00) **One & Two Family Dwelling:** $7.00 per each $1,000.00 of cost of work to be done (min. $75.00) **Other:** $8.00 per each $1,000.00 of cost of work to be done (min. $100.00)
None listed
None listed
$75.00

Harrison	Kimberly
One & Two-Family Dwelling: $0.00 **Commercial/Multifamily:** $100.00 + $0.10 per sq. ft.	
Additions: $100.00	$0.07 per sq. ft. ($125.00)
$100.00	$100.00
$100.00	$150.00
$100.00	$100.00
$100.00	$150.00
$0.00	$150.00
$0.00	$150.00
None listed	$150.00
None listed	$150.00
$0.00	$0.00

Little Chute
Residential: $50.00 per unit **Commercial:** $50.00 recording fee
$50.00 per unit
$50.00 recording fee
$50.00 per unit
$50.00 recording fee
$50.00
$0.00 **Garage Heater:** $50.00 per unit
None listed
Exact amount not given

Wrightstown

Residential: $50.00 base fee + $0.035 per sq. ft.

Residential Additions: $85.00

Commercial: $100.00 base fee + $0.10 per sq. ft.

$85.00

$100.00 base fee + $0.10 per sq. ft.

$85.00

$100.00 base fee + $0.10 per sq. ft.

$0.00

$0.00
None listed
None listed
$0.00

	Kaukauna	Appleton	Combined Locks
New Construction & Additions	$337.50	$125.00	$125.00
Replacements, Renovations, & Alterations - Residential - Furnace	$50.00	$105.00	$40.00
Replacements, Renovations, & Alterations - Commercial - Furnace - Up to 150,000 BTU's	$150.00	$145.00	$0.00
Replacements, Renovations, & Alterations - Residential - Air Conditioning	$50.00	$50.00	$40.00
Replacements, Renovations, & Alterations - Commercial - Air Conditioning - Up to 36,000 BTU's	$155.00	$145.00	$0.00
Replacements, Renovations, & Alterations - Fireplace & Wood Stove	$100.00	$50.00	$25.00
Replacements, Renovations, & Alterations - Duct Work Alternation	$100.00	$50.00	$40.00
Residential - Other Applications	$100.00	$50.00	$0.00
Commercial - Other Applications	$200.00	$50.00	$0.00
Reinspection	$200.00	$75.00	$0.00

De Pere	Harrison	Kimberly	Little Chute	Wrightstown	Average
$125.00	$0.00	$125.00	$100.00	$93.75	$128.91
$75.00	$100.00	$100.00	$50.00	$85.00	$75.63
$100.00	$100.00	$150.00	$50.00	$225.00	$115.00
$75.00	$100.00	$100.00	$50.00	$85.00	$68.75
$100.00	$100.00	$150.00	$50.00	$225.00	$115.63
$75.00	$0.00	$150.00	$50.00	$0.00	$56.25
$75.00	$0.00	$150.00	$0.00	$0.00	$51.88
$0.00	$0.00	$150.00	$50.00	$0.00	$43.75
$0.00	$0.00	$150.00	$0.00	$0.00	$50.00
$75.00	$0.00	$0.00	$0.00	$0.00	$43.75

Example Used:
1,250 sq. ft. first floor, single-family dwelling new construction, furnace & AC

$5,000 cost, replacing one

50,000 BTUs, $5,000 cost, 1,250 sq. ft.

Single-family dwelling, $5,000 cost, replacing one

50,000 BTUs, $5,000 cost, 1,250 sq. ft.

Single-family dwelling, $5,000 cost

Single-family dwelling, $5,000 cost
$5,000 of value, one unit
$5,000 of value

	Kaukauna
New Construction	$35.00 + $0.25 per sq. ft. for all areas containg plumbing fixtures (habitable & living areas, basements w/ drains, etc.) + $7.00 for garage drains if applicable
Laterals - Water Service	$50.00 + $0.40 per ft. over 100 ft.
Laterals - Sanitary Building Sewer	$50.00 + $0.40 per ft. over 100 ft.
Laterals - Storm Building Sewer	$50.00 + $0.40 per ft. over 100 ft.
Additions, Renovations, Alterations, & Replacements	**$30.00 base fee plus the following:** **Kitchen Sink:** $7.00 **Disposal:** $7.00 **Dishwasher:** $7.00 **Refrigerator:** $7.00 **Grease Trap:** $7.00 **Ice Cube Machine:** $7.00 **Drinking Fountain:** $7.00 **Sill Cock:** $7.00 **Laundry Standpipe:** $7.00 **Landry Tray:** $7.00 **Water Heater:** $7.00 **Water Conditioner:** $7.00 **Clean Water Sump Pump:** $7.00 **Sanitary Sump:** $7.00 **Floor Drain:** $7.00 **Roof Drain:** $7.00 **Area Drain:** $7.00 **Water Closet:** $7.00 **Lavatory:** $7.00 **Bathrub:** $7.00 **Shower Stall:** $7.00 **Urinal:** $7.00 **Wash Fountain:** $7.00 **High Pressure Boiler:** $50.00
Residential - Other Applications	$30.00 + $7.00/fixture

Commercial & Warehouses - $0.00-$50,000.00	$50.00 + 8% of value from $0.00 - $50,000.00
Commercial & Warehouses - $50,000.00-$100,000.00	$450.00 + 0.5% of value from $50,000.00 - $100,000.00
Commercial & Warehouses - $100,000.00+	$700.00 + 0.1% of value over $100,000.00
Reinspection	$200.00

Appleton
One & Two-Family: $210.00 **Multifamily/Commercial/Industrial:** $10.00 per fixture or appliance connection ($50.00 min.) $70.00 **One & Two-Family:** $140.00 ($70.00 from main to property line and $70.00 from property line to building) **Multifamily/Commercial/Industrial:** $140.00 ($70.00 from main to property line and $70.00 from property line to building) **One & Two-Family:** $140.00 ($70.00 from main to property line and $70.00 from property line to building) **Multifamily/Commercial/Industrial:** $140.00 ($70.00 from main to property line and $70.00 from property line to building) $10.00 per fixture or appliance connection ($50.00 min.) **Septic Tank and Private Disposal System:** $50.00 **Water Well:** $50.00

$10.00 per fixture or appliance connection ($50.00 min.)
$10.00 per fixture or appliance connection ($50.00 min.)
$10.00 per fixture or appliance connection ($50.00 min.) $75.00

Combined Locks
Single-Family: $125.00 **Duplex:** $250.00 $0.00 **Single-Family:** $800.00 **Duplex:** $1,600.00 $315.00 **Single Family:** $40.00 **Duplex:** $75.00 None listed

$0.00
$0.00
$0.00
$0.00

De Pere
Residential: $11.00 per fixture (min. $75.00) **Buildings w/ 16 or more fixtures requiring State approval (other than one and two-family or multifamily):** $175.00 + $11.00 per fixture
$125.00
$125.00
$125.00
Fixtures: $11.00 per fixture (min $75.00) **Replacement Water Heaters:** $75.00 **Lawn Sprinkler Systems:** $75.00 **Cap Sanitary Sewer:** $75.00
None listed

Fixtures: $11.00 per fixture (min $75.00)

Replacement Water Heaters: $75.00

Lawn Sprinkler Systems: $75.00

Cap Sanitary Sewer: $75.00
Fixtures: $11.00 per fixture (min $75.00)

Replacement Water Heaters: $75.00

Lawn Sprinkler Systems: $75.00

Cap Sanitary Sewer: $75.00
Fixtures: $11.00 per fixture (min $75.00)

Replacement Water Heaters: $75.00

Lawn Sprinkler Systems: $75.00

Cap Sanitary Sewer: $75.00
$75.00

Harrison
One & Two-Family Dwelling: $0.00 **Commercial/Multifamily:** $100.00 + $0.10 sq. ft.
$0.00
$0.00
$0.00
$100.00
None listed

$100.00
$100.00
$100.00
$0.00

Kimberly
$0.10 per sq. ft. ($125.00 min.) $0.00 $0.00 $0.00 $10.00 per $1,000.00 of estimated costs ($125.00 min.) **Water Heater:** $50.00

$10.00 per $1,000.00 of estimated costs ($125.00 min.)
$10.00 per $1,000.00 of estimated costs ($125.00 min.)
$10.00 per $1,000.00 of estimated costs ($125.00 min.) $0.00

Little Chute	
Single-Family Dwelling: $150.00 **Two-Family Dwelling:** $200.00 **Residential Additions:** $50.00 + $5.00 per fixture over three fixtures **Commercial:** $50.00 recording fee	$50.00 $50.00 $50.00 $50.00 + $5.00 per fixture over three fixtues **Water Heater:** $50.00

$50.00 recording fee
$50.00 recording fee
$50.00 recording fee Exact amount not given

Wrightstown

Residential: $50.00 base fee + $0.034 per sq. ft.

Residential Additions: $85.00

Commercial: $100.00 + $8.00 per fixture
$0.00

$50.00

$50.00

$85.00

None listed

	Kaukauna	Appleton	Combined Locks	De Pere	Harrison
New Construction	$347.50	$210.00	$125.00	$110.00	$0.00
Laterals - Water Service	$50.00	$70.00	$0.00	$125.00	$0.00
Laterals - Sanitary Building Sewer	$50.00	$140.00	$800.00	$125.00	$0.00
Laterals - Storm Building Sewer	$50.00	$140.00	$315.00	$125.00	$0.00
Additions, Renovations, Alterations, & Replacements	$37.00	$50.00	$40.00	$75.00	$100.00
Residential - Other Applications	$37.00	$50.00	$0.00	$0.00	$0.00
Commercial & Warehouses - $0.00-$50,000.00	$450.00	$50.00	$0.00	$75.00	$100.00
Commercial & Warehouses - $50,000.00-$100,000.00	$700.00	$100.00	$0.00	$110.00	$100.00
Commercial & Warehouses - $100,000.00+	$800.00	$200.00	$0.00	$220.00	$100.00
Reinspection	$200.00	$75.00	$0.00	$75.00	$0.00

Kimberly	Little Chute	Wrightstown	Average
$125.00	$150.00	$93.75	$145.16
$0.00	$50.00	$0.00	$36.88
$0.00	$50.00	$50.00	$151.88
$0.00	$50.00	$50.00	$91.25
$125.00	$50.00	$85.00	$70.25
$50.00	$50.00	$0.00	$23.38
$125.00	$50.00	$108.00	$119.75
$500.00	$50.00	$180.00	$217.50
$1,000.00	$50.00	$260.00	$328.75
$0.00	$0.00	$0.00	$43.75

Example:
1,250 sq. ft. first floor, single-family dwelling new construction, 10 fixtures
100 ft.
100 ft., single-family dwelling
100 ft., single-family dwelling

Single fixture replacement, single-family dwelling, $5,000.00 of cost
Single fixture replacement

$5,000 value, single fixture replacement

$50,000 value, 10 fixture replacement

$100,000 value, 20 fixture replacement

	Kaukauna
Detached Garage	$100.00
Fences & Siding	$60.00
Storage Shed	$60.00
Radio Towers	$200.00
Decks	$60.00
Swimming Pools	$60.00
Building Demolition	$200.00
Signs	$100.00
Underground Storage Tank	$200.00
Fire Suppression & Sprinkler System	$200.00
Building Moving/Relocation - House	$500.00
Building Moving/Relocation - Garage	$200.00
Concrete Pad/Paving/Patio/Driveway	$0.00

Appleton	Combined Locks
	Residential: $50.00
$10.00 per 100 sq. ft. (min. $50.00)	**Commercial:** $75.00 **Residential:** $15.00
$50.00	**Commecial:** $25.00 **Residential:** $15.00
$10.00 per 100 sq. ft. (min. $50.00)	**Commecial:** $25.00
$0.00	$0.00 **Residential:** $15.00
$0.00	**Commecial:** $25.00 **Residential Pool:** $15.00
$50.00 **Garages:** $50.00	**Commercial Pool:** $25.00
Residential Structures: $50.00	
Commercial/Industrial Structures: $100.00	$0.00
$100.00	$0.00
$0.00	$0.00
$0.00	$0.00
Factory-built Housing: $50.00	
Other Buildings & Structures: $100.00	$0.00
Garages & Accessory Structures: $50.00	$0.00
$50.00	$0.00

De Pere
$75.00 $75.00 $50.00 **Existing:** $100.00 **New:** $300.00 $75.00 $75.00 **Under 600 sq. ft.:** $50.00 **Over 600 sq. ft.:** $175.00 $100.00 $0.00 $100.00 **Under 600 sq. ft. of floor area:** $100.00 **Over 600 sq. ft. of floor area:** $300.00 **Under 600 sq. ft. of floor area:** $100.00 **Over 600 sq. ft. of floor area:** $300.00 **Residential:** $75.00 **Commercial/Industrial/Multifamily:** $150.00

Harrison
$100.00 + $250.00 zoning permit
$50.00
$100.00 zoning permit
$0.00
$200.00 **Seasonal:** $50.00 **Permanent:** $150.00
With Utilities: $25.00 **Without Utilities:** $0.00
$100.00
$0.00
$0.00
$0.00
$0.00
$75.00

Kimberly	Little Chute
$150.00	$150.00
$50.00	$50.00
$50.00	$50.00
$0.00	$0.00
$0.06 per sq. ft. ($125.00 min.)	$150.00
$50.00 + electrical permit	$50.00
$150.00 + $0.12 per sq. ft.	**Primary Structure:** $100.00 **Secondary Structure:** $20.00
$40.00	$40.00
$0.00	$0.00
$0.00	$50.00 recording fee
$125.00	**Moving Within Village:** $200.00 **Moving from Outside Village:** $300.00
$125.00	**Moving Within Village:** $50.00 **Moving from Outside Village:** $75.00
$50.00	$50.00

Wrightstown
$85.00
$85.00
$85.00
$0.00
$85.00 base fee + $0.12 per sq. ft.
$85.00
Residential: $0.05 per sq. ft. ($85.00 min.) **Commercial:** $0.05 per sq. ft. ($100.00 min.)
$75.00 base fee + $0.50 per sq. ft.
$0.00
$0.00
$0.00
$0.00
$0.00

	Kaukauna	Appleton	Combined Locks	De Pere
Detached Garage	$100.00	$80.00	$50.00	$75.00
Fences & Siding	$60.00	$50.00	$15.00	$75.00
Storage Shed	$60.00	$50.00	$15.00	$50.00
Radio Towers	$200.00	$0.00	$0.00	$300.00
Decks	$60.00	$0.00	$15.00	$75.00
Swimming Pools	$60.00	$50.00	$15.00	$75.00
Building Demolition	$200.00	$50.00	$0.00	$175.00
Signs	$100.00	$100.00	$0.00	$100.00
Underground Storage Tank	$200.00	$0.00	$0.00	$0.00
Fire Suppression & Sprinkler System	$200.00	$0.00	$0.00	$100.00
Building Moving/Relocation - House	$500.00	$100.00	$0.00	$300.00
Building Moving/Relocation - Garage	$200.00	$50.00	$0.00	$300.00
Concrete Pad/Paving	$0.00	$50.00	$0.00	$75.00

Harrison	Kimberly	Little Chute	Wrightstown	Average
$350.00	$150.00	$150.00	$85.00	$130.00
$50.00	$50.00	$50.00	$85.00	$54.38
$100.00	$50.00	$50.00	$85.00	$57.50
$0.00	$0.00	$0.00	$0.00	$62.50
$200.00	$125.00	$150.00	$121.00	$93.25
$150.00	$50.00	$50.00	$85.00	$66.88
$25.00	$300.00	$100.00	$85.00	$116.88
$100.00	$40.00	$40.00	$100.00	$72.50
$0.00	$0.00	$0.00	$0.00	$25.00
$0.00	$0.00	$50.00	$0.00	$43.75
$0.00	$125.00	$200.00	$0.00	$153.13
$0.00	$125.00	$75.00	$0.00	$93.75
$75.00	$50.00	$50.00	$0.00	$37.50

Example:
800 sq. ft., residential
Residential
100 sq. ft., residential
New
Residential, 300 sq. ft.
Residential, permanent
Residential structure, 1250 sq. ft. w/ utilities
50 sq. ft. sign

Residential structure (not factory built) over 600 sq. ft., moving within municipality
Over 600 sq. ft., moving within municipality
Residential

INSPECTION DEPARTMENT COMMERCIAL FEE SCHEDULE 2025

Building Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25 per sq. ft.
Renovations and Alterations	$20.00 + $0.25 per sq. ft. + $7.00/$1,000.00 of value **($100.00 min.)**
Re-Inspection	$200.00

Electrical Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25/sq. ft.
Alterations and Repairs	$100.00 + $0.50 per $1,000.00 of cost
Electric Baseboard, Wall Unit, and Cabinet Unit	$5.00 per kw
Illuminated Signs	$150.00
Service Changes, Feeders, and Sub-Feeders **(up to 200 amps)**	$150.00
Service Changes, Feeders, and Sub-Feeders **(over 200 amps)**	$150.00 + $20.00/100 amps > 200
All Other Applications	$100.00 + $2.00/$100.00 of value
Late Notice Inspection **(less than 48-hour notice)**	$200.00
Re-Inspection	$200.00

Heating, Ventilating, & Air Conditioning Permit Fee Schedule

New Construction and Additions	$35.00 + $0.25/sq. ft. for all heated spaces
Air Conditioning – Replacement, Renovations, and Alterations **(up to 36,000 BTUs)**	$150.00 + $5.00/10,000 BTUs thereafter
Duct Work – Replacement, Renovations, and Alterations	$100.00
Fireplace and Wood Stove – Replacement, Renovations, and Alterations	$100.00
Furnace – Replacement, Renovations, and Alterations **(up to 150,000 BTUs)**	$150.00 + $5.00/10,000 BTUs thereafter

High Pressure Boiler – Replacement, Renovations, and Alterations	$80.00
All Other Applications	$100.00 + $2.00/$100.00 of value
Late Notice Inspection **(less than 48-hour notice)**	$200.00
Re-Inspection	$200.00

Plumbing Permit Fee Schedule

New Construction	$35.00 + $0.25 sq. ft. + $7.00 for garage drains
Additions, Renovations, Alterations, and Replacements	$30.00 base fee + $7.00 per fixture + $50.00 per high pressure boiler **(if applicable)** **Fixtures include but are not limited to:** area drain, water line, dishwasher, disposal, bathtub, sink, etc.
All Other Applications **($0.00 - $49,999.99)**	$50.00 + 8% of value
All Other Applications **($50,000.00 - $100,000.00)**	$450.00 + 0.5% of value
All Other Applications **(over $100,000.00)**	$700.00 + 0.1% of value
Late Notice Inspection **(less than 48-hour notice)**	$200.00
Re-Inspection	$200.00

Miscellaneous Permit Fee Schedule

Accessory Structure Demolition	$50.00
Building Demolition	$200.00
Detached Garage	$130.00
Fences	$60.00
Fire Suppression and Sprinkler System	$200.00
Radio Towers	$200.00
Siding	$60.00
Signs **(illuminated signs under electrical)**	$100.00
Storage Shed	$80.00
Underground Storage Tank	$200.00
*Re-Inspection	$200.00

Note: Other permits and fees may be required from other departments depending on the type of project. Contractors must notify inspection staff at least 48-hours before an inspection is needed. Re-inspection fees may be charged if multiple inspections are needed due to failure of contractor or property owner to allow proper access to inspection area or incomplete work. Verification of property lines and easements is the responsibility of the property owner.

MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 11/13/2025

Re: Adding Data Center in Industrial Zoning district

Background information:

Technology continues to evolve rapidly, leading to the emergence of new industries and land use needs. One such growing industry is data centers. While there is currently no active proposal for a data center development, staff recognizes the importance of proactively updating our zoning regulations to attract future opportunities.

Staff has spent some time reviewing recent developments of Data Centers in the state as well as older ones. While this topic has been in the news a fair amount recently Data Centers are not necessarily new to development in the state. The big change that has brough these types of developments to the forefront is due to a higher need for these facilities and the benefits of developing in Wisconsin with specific tax benefits, colder climate and availability of resources. Currently there are 47 data centers (https://www.datacentermap.com/usa/wisconsin/) in Wisconsin with more being proposed. Two centers are already in our area with one in Appleton and another in Little Chute. From taking a deeper dive into this use the main issues have to do with scale. Many of the existing centers are much smaller than what has been in the news lately and not requiring the infrastructure demands on the modern, larger facilities. The amount of power or water needed for a facility is truly dependent on the size and scope of the facility with some not requiring much water due to cooling in a closed loop system while others require hundreds of thousands of gallons of water a day to cool. No set standards could be found to home in on this due to the variations of types and size of facilities. At the end of this memo a section has been added with links to multiple sources that have more details on the impacts of data centers, recent projects and articles in the news. Due to the large degree of variation, it would be important to craft language that would create a process for this use while preserving local control to ensure the development is not taxing existing infrastructure or negatively impacting the local community.

Proposal

Due to the unique nature of this type of use Staff recommend updating the City's Industrial Zoning Code (Section 17.25) to include data centers as a special exception. This change would help the city to accommodate a modern and growing industry, helping diversify our commercial base and remain competitive while being able to address any concerns of a data center specific to our area. This flexibility allows the city to have a higher degree of control to ensure that the potential development is not going to negatively impact the city while creating a process for developers. This process would allow for specific metrics or conditions to be set to ensure on concerns can be addressed. For instance, if a development would come forward a condition could be added to limit how much water could be used for cooling, the size of the development, the amount of power to be used. These conditions could be specific to the development and crafted to change as abilities to serve change or as technology changes. Staff would also recommend adding a definition to the ordinance as well.

Benefits of This Use (if one is built)

- **Increased tax base**, helping offset the overall tax burden.
- **Diversification of the commercial base**, ensuring long-term economic relevance.
- **Attraction of support industries**, such as IT services and maintenance.
- **Job creation**, including both technical and operational roles.

Considerations & Challenges While data centers offer many benefits, they also present challenges that must be addressed collaboratively:

- **High power demand**: Requires coordination with utility providers but can lead to long-term infrastructure improvements.
- **Water usage for cooling**: Modern cooling technologies have significantly reduced this concern, though it remains a consideration for larger facilities.

Next Steps
Staff is seeking feedback and direction from the Council on whether to proceed with drafting zoning amendments to accommodate data centers. This would lay the groundwork for future discussions with stakeholders and potential developers.

Strategic Plan:

This aligns with part of the foundation of the strategic plan of innovation by providing new types of opportunities. This would align with the mission of the plan by offering new opportunities and the Vision of the plan as a community of choice and offering new economic opportunities.

Budget:

Not applicable

Recommendation:

For discussion and direction.

Additional Resources:

Tax/state incentives for Data Center

https://www.revenue.wi.gov/Pages/FAQS/ExemptionforQualifiedDataCenter.aspx

https://wedc.org/programs/data-center-sales-and-use-tax-exemption/

Articles/recent projects;

https://www.wpr.org/news/wisconsin-city-approves-development-data-center

https://www.jsonline.com/story/communities/north/2025/08/20/port-washington-data-center-to-cost-8-billion-will-be-used-for-ai/85742335007/

https://www.wpr.org/news/data-center-proposed-menomonie-strong-response-concerned-citizens

https://www.datacenterdynamics.com/en/news/meta-plans-837m-data-center-project-in-wisconsin-report/

https://www.bbc.com/news/articles/cy8gy7lv448o

Impacts (water, electrical, other):

https://www.eesi.org/articles/view/data-centers-and-water-consumption

https://www.asce.org/publications-and-news/civil-engineering-source/civil-engineering-magazine/issues/magazine-issue/article/2024/03/engineers-often-need-a-lot-of-water-to-keep-data-centers-cool

https://www.eesi.org/articles/view/data-center-energy-needs-are-upending-power-grids-and-threatening-the-climate

https://www.energy.gov/articles/doe-releases-new-report-evaluating-increase-electricity-demand-data-centers

https://www.energy.gov/eere/buildings/data-centers-and-servers

https://www.mckinsey.com/industries/technology-media-and-telecommunications/our-insights/ai-power-expanding-data-center-capacity-to-meet-growing-demand

General

https://www.wpr.org/news/what-are-data-centers-wisconsin-explained

MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 10/02/2025

Re: Sign Ordinance Update: CCD, IND and Creation of 17.33

Background information:

Staff have initiated an update and reorganization of the City's sign ordinance to improve clarity, enforcement, and alignment with current development patterns. The attached draft proposes the creation of a new section (17.33) dedicated exclusively to sign regulations, removing sign and billboard provisions from Section 17.32. These proposed updates have been reviewed by the Plan Commission with the Commission recommending approval of the updates pending a public hearing to be scheduled for the Common Council. This is meant as an introduction to the proposed changes to ensure the Council has time to review and understand the changes before action is taken.

Overview of Proposed Changes

- **New Section 17.33**: Consolidates all sign regulations into a standalone section for easier reference and enforcement.
- **Removal from 17.32**: Sign and billboard regulations will be removed from the general zoning provisions to reduce redundancy and confusion.

District-Specific Updates

Commercial Core District (CCD) – Section 17.20

- Language has been simplified for clarity.
- Staff proposes allowing properties that meet the lot requirements of the Commercial Highway District (17.22) to follow that district's sign regulations, subject to Plan Commission approval. This would:
  - Provide flexibility for larger lots.
  - Reduce nonconformities.
  - Maintain district character through controlled review.

Industrial District – Section 17.25

- Updates include:
  - Allowing signage in parks under Institutional District provisions.

- Adding standards for temporary signs, including:
    - Size and duration limits.
    - Restrictions near residential districts.
    - Option for extended duration via Plan Commission approval.

Rationale These changes aim to:

- Simplify ordinance structure.
- Improve enforcement consistency.
- Provide flexibility for unique lot configurations.
- Reduce existing nonconformities.
- Ensure signage remains appropriate to district character.

Next Steps Staff is presenting this as introduction to the Common Council. The next steps would be to go to the legislative committee and having a hearing in November at the Common Council to then take action on this item. The draft language is below for the changes to 17.20 and 17.25 and attached the language for creating 17.33 and also a document that shows all the changes together for additional information:

17.20 CCD Commercial Core District

6.Permitted Accessory Signs

Exterior Signs
Signs are allowed on walls fronting a street/public way. Name and logo must occupy at least 60% of the sign area. No advertising from manufacturers unless it's the business name (e.g., Domino's Pizza). No signs above the roofline or painted directly onto the building surface. Residential use properties in this district must adhere to the residential sign requirements in the matching district, for example a single family home in the Commercial Core District would follow the Residential Single family sign regulations.

a. Flat Signs:
    1. Area: Limited to 15% of the wall area fronting a street/public way.
    2. Projection: May not project more than 18 inches beyond the building surface.
    3. Lighting: Can be illuminated but no blinking/flashing lights. Electrical elements must be concealed.
    4. Placement: Located in the signable area of the facade. The height between windows must not exceed two-thirds of the space.
    5. Multiple Businesses: Signable area can include a business directory (max 7 sq ft) and be divided among occupants.

b. Projecting Signs
    1. Quantity: One per street front.
    2. Size: Max 16 sq ft.

3. Projection: No more than 5 feet from the building face. Minimum 3 feet from side property line. Minimum 9 feet above ground.
4. Shape: Simple geometric or symbolic shapes. Both sides must be finished.

c. Awnings
1. Material: Flameproofed fabric.
2. Information: Only name, logo, and street number. Combined area over 15 sq ft counts towards total exterior sign area.

d. Window Signs
1. Area: Max 30% of window area.
2. Content: Name, logo, address, phone number, product/service description. Not included in overall signage computation.
3.Window signs from commercial advertisement are not allowed on residential use windows and second floor apartments.

e. Detached Signs
1. Quantity: One per 100 feet of lot frontage.
2. Size: Max 50 sq ft per side (total 100 sq ft), max 25 feet in height. Building must be set back at least 35 feet from the street curb.

f. Nonpermanent Signs
1. Usage: Limited to special promotions/events. Max 14 consecutive days, up to 4 times per year with 30 days between uses. Max size 20 sq ft per face. Permit required.

g. Roof Street Signs
1. Area: Max 40% of signable area. If enclosed, total area including background counts. If individual letters, only letter area counts.
2. Multiple Occupancies: Signable area can be divided among occupants.

Properties that the lot dimensions meet the requirements of 17.22 may follow the sign requirements of that district by Plan Commission approval of the sign type, size and location for each requested sign not to exceed 300sqft in size per sign.

17.25 IND Industrial District

6. *Permitted accessory signs*. For each principal structure, the following shall apply:
   1. *Flat signs.* Flat signs limited in aggregate area to 25 percent of the wall area fronting on a street.
   2. *Detached signs*. For every 90 feet of lot frontage, one detached sign limited in area to 200 square feet on each side (limit of two sides and 400 square feet) and 30 feet in height.
   3. *Temporary signs*. Temporary signs as provided in section 17.16(5)(b).

Temporary detached signs are limited in area to 100 square feet on each side, with a limit of two sides and 200 square feet, and limited to 15 consecutive days and 90 total days per calendar year. Such signs shall not contain any flashing lights and shall not be located within 100 feet of any residential district. Longer duration may be approved by the Plan Commission on a case-by-case basis.

4. Signage as provided in section 17.24(6)(a).

Strategic Plan:
Reviewing and updating ordinance is a procedural item and not directly tied to the Strategic Plan.

Budget: Not applicable

Recommendation:

Review the updates

Below is the language proposed for creating 17.33 it takes existing language and consolidates it into one area.

17.33 Sign and Billboard Regulations

1. The following types of signs are exempted from permit requirements, but must be in conformance with all other requirements in this chapter:

a. *Construction signs*. Two construction signs per construction site not exceeding 100 square feet in area which shall be confined to the site of construction and shall be removed 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.

b. *Directional and instructional signs*. Directional and instructional non-electric signs which provide instruction or direction and are located entirely on a property to which they pertain, do not exceed six square feet in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances, and exits.

c. *Non-illuminated emblems*. Non-illuminated emblems or insignia of any nation, political subdivision, or nonprofit organization.

d. *Government signs*. Government signs for control of traffic and other regulatory purposes and including danger signs, railroad crossing signs, and signs of public utilities indicating danger or aids to service or safety which are erected by or on the order of a public officer in the performance of his duty.

e. *Home occupation signs*. Home occupation signs associated with permitted home occupations as defined in this section.

f. *House numbers and nameplates*. Property numbers, post box numbers, names of occupants of the premises, or other identification not having commercial connotations.

g. *Interior signs*. Interior signs located entirely within a building.

h. *Memorial signs and plaques*. Memorial signs or tablets, plaques, names of buildings, and date of erection, which are cut into masonry surfaces or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.

i. *No trespassing or no dumping signs*. No trespassing and no dumping signs not to exceed 1 1/2 square feet in area.

j. *Public notices*. Public notices posted by public officials or employees in the performance of their duties.

k. *Public signs*. Public signs required as specifically authorized for a public purpose by any law, statute, or ordinance.

    1. No sign shall be located within 15 feet of the public right-of-way at a street intersection or over the right-of-way.

l. *Real estate signs*. One real estate sales sign for each street frontage on any lot or parcel, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated. Such signs are subject to the following regulations:

1. In residential zoning districts, such signs shall not exceed six square feet in area and shall be removed within seven days after the sale, rental, or lease has been accomplished.

2. In all other zoning districts, such signs shall not exceed 32 square feet in area and shall be removed within 15 days after the sale, rental, or lease has been accomplished.

m. *Temporary window signs*. In commercial and industrial zoning districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety.

n. *On-premises symbols and insignia*. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies.

o. *On- and off-premises temporary signs*. Temporary signs not exceeding 32 square feet in area pertaining to fund or pledge drives or events of civic, philanthropic, educational, or religious organizations, provided that such signs are posted not more than 30 days before such event and removed within five days after the event.

p. *Vehicular signs*. Truck, bus, trailer, or other vehicle signs while operating in the normal use of business, which is not primarily the display of signs.

q. *Neighborhood identification signs*. In any zone, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood or tract identification, provided that the legend of such sign or display shall consist only of the neighborhood or tract name.

2. Signs.

1. *Prohibited signs.* The following exterior building signs shall be prohibited within the city:

a. Abandoned signs.

b. Flashing signs, remnants, banners, streamers, and all other fluttering or spinning signs, except in connection with temporary sales, civic or cultural events, or officially recognized holidays.

c. Snipe signs or signs attached to trees, telephone poles, public benches, street lights, or placed on any public property or public right-of-way.

d. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such sign, excluding allowed portable signs or signs or lettering on buses, taxies, or vehicles operated during the normal course of business.

e. Signs displaying flashing or intermittent lights customarily associated with danger or emergencies. An illuminated sign or lighting device shall employ only lights of constant intensity and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving lights or lights creating the illusion of movement. Signs located wholly within a building, public service information signs, and other electronic message or mechanical message centers which are classified as changing signs are permitted and are not subject to this restriction.

f. Signs which purport to be or are an imitation of or resemble an official traffic sign or signal or which bear words "stop," "caution," "warning" or similar words that are displayed in the colors normally associated with them as official signs are prohibited.

2. *Construction specifications.*

a. All signs shall be constructed in accordance with the requirements of chapter 14 of this Code and the national electric code, as amended, and the additional construction standards set forth in this section, where applicable.

b. All ground and roof sign structures shall be self-supporting Structures and permanently attached to sufficient foundations.

c. Electric service to ground signs shall be concealed.

d. All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:

1. *For solid signs:* 30 pounds per square foot on any face of the sign or structure.

2. *For skeleton signs:* 30 pounds per square foot of the total face cover of the letters and other sign surfaces or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.

e. No sign shall be suspended by nonrigid attachments that will allow the sign to swing due to wind action. All freestanding signs shall have self-supporting structures erected on or permanently attached to concrete foundations. All nonpermanent signs shall be braced or secured to prevent motion.

f. No sign shall be erected, constructed, or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of ingress and egress.

g. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the city fire prevention code.

h. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead conductors in accordance with the national electrical code specifications, depending on voltages concerned. However, in no case shall a sign be installed closer than six inches horizontally or vertically from any conductor or public utility guy wire.

3. *Signs in residential districts.* No sign in a residential district shall exceed eight feet in height or produce artificial light from within.

4. *Signs in commercial districts.*

a. Temporary window signs advertising a sale or special event at an individual commercial establishment shall be exempt from the sign regulations.

b. A detached sign, any part of which is closer than 15 feet to the right-of-way shall have a minimum vertical distance of ten feet between the bottom of the sign and the grade at the right-of-way line or shall not be more than three feet in height above grade.

c. Any detached sign or projecting sign within 25 feet of an intersection or 15 feet of a driveway shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of ten feet or shall be not more than three feet in height above grade.

d. All other projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of nine feet.

e. Canopy, marquee, and awning signs shall be placed at such a height so that the extreme lower edge of such structure is at least seven feet above sidewalk grade and such signs shall not extend more than 72 inches into the public right-of-way. The vertical dimension of a sign, any portion of which is below the lower edge of the canopy or marquee structure, shall not exceed 20 inches.

f. Detached signs shall not project more than 72 inches into the public right-of-way, but in no case closer than two feet from the curbline as measured from the property line. The area of a ground sign shall not exceed 150 square feet per side.

5. *Billboard requirements.* Pursuant to chapter 14 of this Code, the following regulations shall be enforced:

a. No billboards may be erected within a 500-foot radius of another existing billboard.

b. No billboard may be erected within 200 feet of an existing residential use or within 200 feet of a residential district.

c. The maximum size of billboards shall be 300 square feet on each face, except within 100 feet of U.S. 41, where the maximum size shall be 400 square feet on each face.

d. Billboards shall be set back from all property lines and existing buildings equal to the height to the top of the billboard.

e. Roof-mounted billboards are not permitted.

f. Billboards shall only be permitted in the commercial highway, commercial shopping center, industrial, and industrial park districts.

g. All billboards which are not in conformance with the above provisions shall be placed in conformance no later than July 9, 1990.

h. Exception. Signage permitted under section 17.24(6)(a) of this chapter.

6. *Installation, maintenance, and repair.*

a. All signs shall be constructed and installed in accordance with the requirements of chapter 14 of this Code and the national electric code. Every sign, including, but not limited to, those signs for which permits are required, shall be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting, except when a weathered or natural surface is intended, repainting, cleaning, and other acts required for the maintenance of such signs.

b. The building inspector shall require compliance with all standards of this chapter. If the sign is not maintained to comply with safety standards outlined under chapter 14 of this Code, the building inspector shall require its removal in accordance with this section.

7. *Abandoned signs.* Except as otherwise provided in this chapter, any sign that is located on property which becomes vacant and is unoccupied for a period of two months or more or any sign which pertains to a time, event, or purpose which no longer applies shall be deemed to have been abandoned. Permanent signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of three months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises. If the owner fails to remove the sign, the building inspector shall take appropriate legal action to cause the same to be removed.

8. *Defective signs and signs for which no permit has been issued.* The building inspector shall cause to be removed or repaired any sign that is defective or endangers the public safety, such as a dangerous or materially, electrically, or structurally defective sign or a sign for which no permit has been issued.

9. *Notice*. The building inspector shall give the owner of the sign 30 days' written notice to remove any abandoned sign, repair, or remove any defective sign or to remove a sign for which no permit has been issued. The notice shall describe the sign and specify the violation involved. The notice shall be sent by certified mail.

10. *Appeals.*

    a. The owner of the sign may appeal the determination of the building inspector ordering removal or compliance by filing a written notice of appeal under section 17.50 within 30 days after the date of mailing the notice.

    b. For property located within the commercial core district, the owner of the sign may appeal to and be heard before the redevelopment authority.

11. *Removal of signs by the building inspector.*

    a. Notwithstanding the above, in cases of emergency, the building inspector may cause the immediate removal without notice of a dangerous or defective sign or for failure to comply with the written order of removal or repair.

    b. After removal or demolition of the sign, a notice shall be mailed to the owner of the sign stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building inspector, together with an additional ten percent for inspection and incidental costs.

    c. If the amount specified in the notice is not paid within 30 days of the notice, it shall become an assessment against the property of the sign owner and will be certified as an assessment against the property, together with interest at ten percent per annum, for collection in the same manner as real estate taxes.

    d. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon, unless facts to the contrary are brought to the attention of the building inspector as in the case of a leased sign.

    e. For the purpose of removal, the definition of the term "sign" includes all sign embellishments and structures designed specifically to support the sign.

Overview of existing zoning code with proposed signage changes for 17.20, 17.25 and creating 17.33:

Below is the existing sections of zoning code to be modified, deleted or added to provide additional information on what is being proposed. Text in green is being added, text that is strike through and in red is being removed.

17.03 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

A zones means areas shown on the official floodplain zoning map which would be inundated by the base flood or regional flood as defined herein. These areas may be numbered A0, A1 to A30, or A99. A zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

Accessory use or structure means a use or structure on the same lot with the principal use or structure and of a nature customarily incidental and subordinate to the principal use or structure.

Alteration means a change or rearrangement in the structural parts of a structure, an enlargement of a structure, whether by extending on the side or by increasing the height, or the movement of a structure from one location to another.

Automobile filling stations means buildings and premises where gasoline, oil, grease, batteries, tires, and automobile accessories may be supplied and dispensed at retail and where, in addition, minor repair work may be performed, such as ignition service, tire repair, repair and replacement of minor parts such as pumps and filters, brake service, and the like. The term "filling station" does not include a repair or body shop.

Base flood. See *Flood, regional*.

Base flood elevation. See *Flood, regional elevation*.

Boarding house means an establishment where meals and lodging are provided for compensation by prearrangement other than in dwelling units without limitation on time periods involved and for a total of at least four or more boarders.

Buildable area includes the portion of a lot remaining after the required yards have been provided. Buildings may be placed in any part of the buildable area, but limitations on percent of the lot which may be covered by buildings may require open space within the buildable area.

Building means a structure having one or more stories and a roof which is used or intended to be used for the shelter or enclosure of persons, property, or animals.

Building frontage, for purposes of computation of number and area of signs permitted on buildings, in cases where lineal feet of building frontage is a determinant, the frontage of a building shall be computed as nearly at ground level as computation of horizontal distance permits. In cases where this test is indeterminate or cannot be applied, as, for instance, where there is a diagonal corner entrance, or where two sides of a building have entrances of equal importance and carry approximately equal volumes of pedestrian traffic, the building inspector shall select building frontage on the basis of interior layout of the buildings, traffic on adjacent streets, or other indicators available. See also *Lot frontage*.

Building height means a building's vertical measurement, from the mean level of the finished grade in front of the building to the highest point on the roof line of a flat roof or of a roof having a slope of less than 15 degrees from the horizontal, and to a point midway between the peak and the eaves of a roof having a slope of 15 degrees or more.

Building line means the rear edge of any required front yard or the rear edge of any required setback line.

Bulkhead line means a geographic line along a reach of navigable water that has been adopted by a city ordinance and approved by the department, pursuant to Wis. Stats. § 30.11, and which allows complete filling to the landward side of the line, except where such filling is prohibited by the floodway provisions of this chapter.

Channel means a natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

Children's home. See *Convalescent home*.

Clinic means an establishment where patients, who are not lodged overnight, are admitted for examination and treatment by one person or a group of persons practicing any form of the healing arts, whether such persons are medical doctors, chiropractors, osteopaths, optometrists, dentists, or any such profession, the practice of which is regulated by the state.

Common open space means a parcel of land or an area of water or combination of land and water designated and intended for either the recreational use and enjoyment of residents of the development for which it was established and for the general public, or for the exclusive recreational use and enjoyment of residents of the development from which it was established. No yard required in connection with any principal use or structure shall be designated or intended for use as common open space.

Convalescent home means a place where regular care is provided to three or more infirm persons, children, or aged persons who are not members of the family if care is provided in a private residence. The term "convalescent home" includes institutions, whether operated for profit or not, including places operated by units of government.

Day nursery means a place where day care is provided to four or more children who are not members of the family which resides on the premises, provided that the term "day nursery" does not include public or private schools organized, operated or approved under state law.

Department (DNR) means the state department of natural resources.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, construction of, or additions or substantial improvements to, buildings, other structures or accessory uses, mobile homes, mining, dredging, filling, grading, paving, excavation or drilling operations, and deposition or extraction of materials.

Dog kennel means a place where more than two adult dogs are boarded for a fee on a recurrent basis, or a place where more than three adult dogs are kept for any purpose.

Drive-in restaurant means any establishment dispensing or serving food in automobiles, including those establishments where customers serve themselves and may eat or drink in the building or in their automobiles on the premises.

Dry land access means a vehicular access route which is above the regional flood elevation and which connects land located in the floodplain to land outside the floodplain.

Dwelling, manufactured home, means a structure transportable in one or more sections which, in traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and any plumbing, heating, air conditioning, or electrical systems are included and contained therein.

Dwelling, mobile home, means a building transportable in one or more sections, built on a permanent chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a single dwelling with a permanent foundation when connected to the required utilities.

Dwelling, multiple-family, means a building containing three or more dwelling units. The term "multiple-family dwelling" includes cooperative apartments, condominiums, apartments, and the like. Regardless of how rental units are equipped, any multiple-family dwelling in which units are available for rental periods of less than one week shall be considered a hotel.

Dwelling, single-family detached, means a building containing not more than one dwelling unit, entirely separated from structures on adjacent lots. The term "detached dwelling" shall not include mobile homes, travel trailers, or other forms of portable or temporary housing.

Dwelling, two-family, means one building, containing not more than two dwelling units or two buildings, attached at the side, with not more than one dwelling unit per building. The term "two-family dwelling" is intended to imply single-family semi-detached buildings and duplexes or any form which conforms to this definition.

Dwelling unit means a room connected together, constituting a separate, independent housekeeping establishment for one family only, for owner occupancy or rental, lease, or other occupancy on a weekly or longer basis, physically separated from any other rooms or dwelling units and containing independent cooking and sleeping facilities.

Encroachment means any fill, structure, building, accessory use, or development in the floodway.

Encroachment, hydraulic; equal degree of. Any encroachment into the floodway shall be computed by assuming an equal degree of hydraulic encroachment on the other side of a river or stream for a significant hydraulic reach. This computation assures that property owners up, down, or across the river or stream will have the same rights of hydraulic encroachment. Encroachments are analyzed on the basis of the effect upon hydraulic conveyance, not upon the distance the encroachment extends into the floodway.

Erected means anything built, constructed, reconstructed, moved upon, or any physical operation on the premises required for building. Excavation, fill, drainage, demolition of an existing structure and the like shall be considered part of erection.

Family means one or more persons occupying a single dwelling unit, provided that, unless all members are related by blood, marriage, or adoption, no such family shall contain over five persons, but provided, further, that domestic servants employed on the premises may be housed on the premises without being counted as family.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas caused by the overflow of inland waters or the unusual and rapid accumulation or runoff of surface waters from any source.

Flood fringe means that portion of the floodplain between the floodplain limits and the floodway area which is covered by floodwaters during the regional flood. The flood fringe is generally associated with standing water rather than rapidly flowing water.

Flood hazard boundary map means a map prepared by the federal emergency management agency (FEMA), designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A zones and do not contain floodway lines or regional flood elevations. Such map forms the basis for both the regulatory and insurance aspects of the national flood insurance program.

Flood insurance study means a technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood, provides both flood insurance rate zones and regional flood, provides both flood insurance rate zones and regional flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A zones. Flood insurance study maps form the basis for both the regulatory and the insurance aspects of the national flood insurance program.

Flood profile means a graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Flood protection elevation means an elevation two feet of freeboard above the water surface profile elevation designated for the regional flood.

Flood, regional, means a flood determined to be representative of large floods known to have generally occurred in state and which may be expected to occur on a particular stream because of similar characteristics once every 100 years. This means that in any given year, there is a one percent chance that the regional flood may occur or be exceeded.

Flood, regional elevation, means an elevation equal to that which reflects the height of the regional flood.

Flood storage means those floodplain areas where storage of floodwaters has been taken into account in reducing the regional flood discharge.

Floodplain means land which has been or may be covered by floodwater during the regional flood. The floodplain encompasses both the floodway and flood fringe district.

Floodplain island means a natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

Floodplain, storage capacity of, means the volume of space above an area of floodplain land that can be occupied by floodwater of a given stage at a given time, regardless of whether the water is moving.

Floodproofing means any combination of structural provisions, changes or adjustments to properties and structures, water, and sanitary facilities and contents of buildings subject to flooding for the purpose of reducing or eliminating flood damage.

Floodway means the channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge the floodwaters or flood flows of any river or stream associated with the regional flood.

Floor area means the sum of the gross horizontal areas of the several floors of a building measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings, excluding public corridors, common restrooms, attic areas, unenclosed stairways, elevator structures, heating, or other building machinery equipment or basement space.

Freeboard means a flood protection elevation requirement designed as a safety factor which is usually expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for the effects of any factors that contribute to flood heights greater than the height calculated. These factors include, but are not limited to, ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of urbanization on the hydrology of the watershed, loss of flood storage areas due to development, and aggradation of the river or stream bed.

Garage, private, means an accessory structure designed or used for inside parking of private passenger vehicles, recreation vehicles, or boats by the occupants of the principal structure.

Habitable building means any building or portion thereof used for human habitation.

Hearing notice means a publication or posting meeting the requirements of Wis. Stats. ch. 985.

Height, building. See *Building height*.

High flood damage potential means damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

Home occupation means an occupation conducted entirely in a dwelling unit, provided that:

1. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof.

2. No person, other than members of the family residing on the premises, shall be engaged in such occupation.

3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated, mounted flat against the wall of the principal structure at a position not more than two feet in distance from the main entrance to the residence.

4. No home occupation shall occupy more than 25 percent of the first floor area of the residence. Home occupations may be conducted within an accessory building or structure, provided that business is conducted entirely within the confines of such a building or structure and between the hours of 8:00 a.m. to 8:00 p.m.

5. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.

6. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates audible or visual interference in any radio or television receivers off the premises.

Hotel means an establishment where sleeping accommodations are offered to the public and intended primarily for rental to transients with daily charge, as distinguished from multiple-family dwellings and boarding houses, where rentals are for periods of a week or longer and occupancy is generally by residents rather than transients. Hotels may serve meals to both occupants and others. The term "hotel" is also intended to imply motel, motor court, motor lodge, tourist court, or any form which conforms to this definition.

Increase in regional flood height means a calculated upward rise in the regional flood elevation equal to or greater than 0.01 foot, resulting from a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain, but not attributable to manipulation of mathematical variables, such as roughness factors, expansion, and contraction coefficients and discharge.

Kindergarten. See *Day nursery*.

Landscaping includes, but is not limited to, grass, ground covers, shrubs, vines, hedges, trees, berms, and complimentary structural landscape architectural features, such as rocks, fountains, sculpture, decorative walls, and tree wells.

Limited access roads means a street or highway to which private drives for vehicular access are prohibited by a governing jurisdiction.

Lot means a parcel of land used or set aside and available for use as the site for one or more buildings and building accessories thereto, or for any other purpose, in one ownership and not divided by a street, or including any land within the limits of a public or private street right-of-way. The term "record lot" means land designated as a distinct and separate parcel on a legally recorded deed or plat in the county clerk's office.

Lot, corner, means a lot located at the intersection of two or more streets. A lot abutting on a curved street shall be considered a corner lot if straight lines drawn from the foremost point of the lot meet at an interior angle of less than 135 degrees.

Lot coverage means the percentage of lot area that is covered or occupied by buildings, including accessory buildings, or the percentage of a lot that may be covered or occupied by buildings, including accessory buildings, under the terms of this chapter.

Lot depth means the distance between the midpoints of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.

Lot frontage means the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to a street shall be considered frontage, and yards shall be provided as set out in this chapter. For the purpose of computing number and area of signs, frontage of a lot shall be established by orientation of the frontage of buildings thereon, or of principal entrance points to the premises if building frontage does not clearly indicate lot frontage. If neither of these methods are determinant, the building inspector shall select on the basis of traffic flow on adjacent streets, and the lot shall be considered to front on the street with the greater flow.

Lot, interior, means a lot other than a corner lot with only one frontage on a street.

Lot, reversed frontage, means a lot on which the frontage is at right angles or approximately right angles (interior angle less than 135 degrees) to the general pattern in the area. A reversed frontage lot may also be a corner, interior, or through lot.

Lot, through, means a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Lot types. The diagram which follows illustrates terminology used in these zoning regulations with reference to corner lots, interior lots, reversed frontage lots, and through lots.

Lot width means the distance between each side lot line as measured along the street line or right-of-way line. However, the width of lots facing cul-de-sacs may be reduced to not less than 85 percent of the normal required width.

May. The term "may" is permissive.

Mobile home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation, when connected to required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term "mobile home" does not include recreational vehicles or travel.

Mobile home park means premises where mobile homes are located for nontransient living purposes and where sites or lots are set aside or offered for lease or rent for use by mobile homes for living purposes, including any land, building, structure, or facility used by occupants of mobile homes on such premises.

Mobile home site means a lot or parcel within a mobile home park designated for the accommodation of not more than one mobile home.

Mobile home subdivision means a premises where mobile homes are located for nontransient living purposes and where lots are set aside or offered for sale or use as mobile homes for living purposes, including land, building, structure, or facility used by occupants of mobile homes on such premises.

Municipality or municipal means the city.

NGVD or National Geodetic Vertical Datum means elevations reference to mean sea level datum, 1929 adjustment.

Net acre means the total acreage of a lot, tract, or parcel, excluding land in existing and proposed streets and street rights-of-way.

Net density refers to the number of residential dwelling units permitted per net acre of land and is determined by dividing the number of units by the total area of land within the boundaries of a lot or parcel not including streets or street rights-of-way. In the determination of the number of dwellings to be permitted on a specified parcel of land, a fractional unit shall not entitle the applicant to an additional unit.

Nonconforming structure means an existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this chapter.

Nonconforming use means an existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this chapter.

Nursing home. See *Convalescent home*.

Obstruction to flow means any development which physically blocks the conveyance of floodwaters such that this development by itself or in conjunction with any future similar development will cause an increase in regional flood height.

Occupied. See *Used*.

Office, business, means an office for such activities as real estate agencies, advertising agencies, but not sign shops, insurance agencies, travel agencies and ticket sales, chamber of commerce, credit bureau, but not a finance company, abstract and title agencies, or insurance companies, stockbrokers, and the like. It is characteristic of a business office that retail or wholesale goods are not shown on the premises to a customer. The term "business office" does not include a barber and beauty shop.

Office, professional, means an office for the use of persons generally classified as professionals, such as architects, engineers, attorneys, accountants, doctors, dentists, veterinarians, psychiatrists, psychologists, and the like. It is characteristic that display advertising is not used and that the use is characterized by offering consultation services.

Official floodplain zoning map means that map, adopted and made part of this chapter, which has been approved by the department and FEMA.

Off-street loading space means any off-street space or berth located on the same site with a building or structure having the principal use of the site and utilized for the temporary parking, less than 24 hours, of commercial vehicles to facilitate the loading and unloading of merchandise and materials.

Off-street parking space means any off-street space or berth available to the general public to patronize businesses and serve nonresidential uses, for employees' on-the-job storage of their vehicles used for access to their jobs and for occupants of dwellings for storage of their personal vehicles.

Open space use means those uses having a relatively low flood damage potential and not involving structures.

Ordinary high watermark means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark, such as erosion, destruction, or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

Pari-mutuel racing facility means an entertainment facility containing a racetrack, licensed under Wis. Stats. § 562.05(1), at which pari-mutuel betting is conducted. The term "pari-mutuel racing facility" may include such accessory uses and structures as restaurants and taverns, as well as boarding and veterinary facilities for racing animals.

Person includes a firm, association, organization, trust, partnership, company, or corporation as well as an individual.

Planned unit development means a residential land development comprehensively planned as an entity via a unitary plan which permits flexibility in building siting, mixtures of housing types, usable open spaces, and the preservation of significant natural resources.

Present tense includes the future tense and the singular includes the plural.

Private sewage system means a sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. The term "private sewage system" also means an alternative sewage system approved by the department of industry, labor, and human relations, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.

Public utilities means those utilities using underground or overhead transmission lines, such as electric, telephone and telegraph, and distribution and collection systems, such as water sanitary sewer and storm sewer.

Reach, hydraulic, means that portion of the river or stream extending from one significant change in the hydraulic character of the river or stream to the next significant change. These changes are usually associated with breaks in the slope of the water surface profile and may be caused by bridges, dams, expansion and contraction of the water flow, and changes in the stream bed slope or vegetation.

Regional flood. See *Flood, regional*.

Regional flood elevation. See *Flood, regional elevation*.

Salvage or wrecking yards are sites or facilities at which vehicles, appliances, machinery, equipment, electronics, scrap metals, paper, cardboard, plastic or other like salvageable materials are collected, stored, processed, crushed, sorted, separated, dismantled, demolished or otherwise handled, whether such activity is conducted within or without a structure, and whether the same is screened, fenced or done in the open.

Shopping center means a commercial land development consisting of three or more establishments, comprehensively planned as an entity via a unitary plan, under one ownership or unified control or management.

Sign means any structure, part thereof or device attached thereto or painted or represented thereon, which displays or includes any numeral, letter, word, model, banner, emblem, device, trademark, or other representation used as or in the nature of an announcement, advertisement, direction, or designation of any person or thing in such a manner as to attract attention from outside of the building. ~~The following types of signs are exempted from permit requirements, but must be in conformance with all other requirements in this chapter:~~

1. ~~*Construction signs*. Two construction signs per construction site not exceeding 100 square feet in area which shall be confined to the site of construction and shall be removed 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.~~

2. ~~*Directional and instructional signs*. Directional and instructional non-electric signs which provide instruction or direction and are located entirely on a property to which they pertain, do not exceed six square feet in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances, and exits.~~

3. ~~*Non-illuminated emblems*. Non-illuminated emblems or insignia of any nation, political subdivision, or nonprofit organization.~~

4. ~~*Government signs*. Government signs for control of traffic and other regulatory purposes and including danger signs, railroad crossing signs, and signs of public utilities indicating danger or aids to service or safety which are erected by or on the order of a public officer in the performance of his duty.~~

5. ~~*Home occupation signs*. Home occupation signs associated with permitted home occupations as defined in this section.~~

6. ~~*House numbers and nameplates*. Property numbers, post box numbers, names of occupants of the premises, or other identification not having commercial connotations.~~

7. ~~*Interior signs*. Interior signs located entirely within a building.~~

8. *Memorial signs and plaques*. Memorial signs or tablets, plaques, names of buildings, and date of erection, which are cut into masonry surfaces or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.

9. *No trespassing or no dumping signs*. No trespassing and no dumping signs not to exceed 1 1/2 square feet in area.

10. *Public notices*. Public notices posted by public officials or employees in the performance of their duties.

11. *Public signs*. Public signs required as specifically authorized for a public purpose by any law, statute, or ordinance.

12. *Political and campaign signs*. Political and campaign signs on behalf of candidates for public office or measures on election ballots, provided that such signs are subject to the following regulations:

    1. Such signs, except billboards, may be erected not earlier than 30 days prior to the primary election and shall be removed within 15 days following such general election.

    2. No sign, except billboards, shall exceed 16 square feet in nonresidential zoning districts and eight square feet in residential zoning districts.

    3. No sign shall be located within 15 feet of the public right-of-way at a street intersection or over the right-of-way.

13. *Real estate signs*. One real estate sales sign for each street frontage on any lot or parcel, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated. Such signs are subject to the following regulations:

    1. In residential zoning districts, such signs shall not exceed six square feet in area and shall be removed within seven days after the sale, rental, or lease has been accomplished.

    2. In all other zoning districts, such signs shall not exceed 32 square feet in area and shall be removed within 15 days after the sale, rental, or lease has been accomplished.

14. *Temporary window signs*. In commercial and industrial zoning districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety.

15. *On-premises symbols and insignia*. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies.

16. *On- and off-premises temporary signs*. Temporary signs not exceeding 32 square feet in area pertaining to fund or pledge drives or events of civic, philanthropic, educational, or religious organizations, provided that such signs are posted not more than 30 days before such event and removed within five days after the event.

17. *Vehicular signs*. Truck, bus, trailer, or other vehicle signs while operating in the normal use of business, which is not primarily the display of signs.

~~18. *Neighborhood identification signs*. In any zone, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood or tract identification, provided that the legend of such sign or display shall consist only of the neighborhood or tract name.~~

Sign area includes the entire area within the periphery of a regular geometric form or combinations of regular geometric forms, comprising all of the display area of the sign and including all of the elements of the matter displayed, but not including frames or structural elements of the sign bearing no advertising matter. In the case of double face signs, where both faces advertise a single facility, product, or service, only one face shall count toward the total aggregate area. Where both faces do not advertise a single facility, product, or service, each face shall be measured as surface area.

Sign, number, for the purpose of determining the number of signs, means a single display surface or device containing elements organized, related, and composed to form a unit. In the case of double face signs, where both faces advertise a single facility, product, or service, the total sign shall constitute a single sign. Where both faces do not advertise a single facility, product, or service, each sign face shall constitute a single sign. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.

Sign, on-site, means a sign relating in its subject matter to the premises on which it is located. Unless provided otherwise, all permitted signs shall be on site.

Sign types.

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessee, service, owner, product, or activity or for which no legal owner can be found.

Awning sign means a sign painted on, printed on, or attached flat against the surface of an awning. The term "awning" shall be defined as a shelter projecting from and supported by the exterior wall of a building constructed of non-rigid materials on a supporting framework.

Billboard sign means any wall-mounted or freestanding sign structure advertising an establishment, merchandise, service, or entertainment, which is not sold, produced, manufactured, or furnished at the property on which such sign is located.

Changeable copy sign, automatic, means a sign on which the characters, letters, or illustrations can be changed or rearranged automatically on a lampback or through mechanical means without altering the face or surface of the sign.

Delivery sign means signs identifying the occupant shall be permitted at the rear entrance doors to the premises. Such signs shall be of a nonluminous type, but may be illuminated by a protected, shielded incandescent light directed at the sign. The size of the sign shall not exceed six square feet in area. No other sign shall be permitted on the rear of the building.

Detached sign means a sign not attached to or painted on a building, but which is supported by structures or supports in or upon the ground, fence, or wall and independent of support from any building.

Directory sign means a sign identifying two or more persons, agencies, or establishments located in a place or location common to all.

Facade means the entire building front, including the store front, with an entrance and display windows, the upper facade, usually with regularly spaced windows, and the cornice that caps the building.

Flat sign means a sign attached to and parallel to the face of a building or erected or painted on the outside wall of a building and where support of such sign is provided by the wall. No part of such sign shall extend more than 18 inches from the building.

Ground sign means a sign erected on a freestanding frame, mast, pole, or more than one such mast or pole, not attached to any building.

Home occupation sign means a sign that identifies only the name or occupation of a practitioner or one conducting a permitted home occupation in a dwelling.

Identification sign means a sign whose copy is limited to the name and address of a building, institution, or person or to the activity or occupation being identified.

Illuminated sign means any sign illuminated in any manner by an artificial light source.

Logo means a symbol or trademark commonly used to identify a business or organization, but which in itself contains no word or numeral.

Marquee sign means any sign attached to or supported by a marquee structure. The term "marquee" shall be defined as a permanent roof-like structure or canopy of rigid materials supported by and extending from the facade of a building.

Nonpermanent sign means any sign not permanently affixed to a structure or a self-propelled or towed vehicle or not permanently ground mounted, which is intended to be displayed for a short time on the premises.

Owner means a person recorded as such on official records. For the purpose of this chapter, the owner of property on which the sign is located is presumed to be the owner of the sign, unless facts to the contrary are officially recorded or otherwise brought to the attention of the building inspector.

Projecting sign means a sign, other than a flat sign, which is attached to and projects 18 inches or more from the face of the building wall or other structure not specifically designed to support the sign.

Roof line means the uppermost line of the roof of a building or, in the case of an extended facade, the uppermost height of such facade, excluding any cupolas, pylons, chimneys, or minor projections.

Roof sign means a sign erected upon, against, or above a roof line and extending above the highest point of the roof.

Roof street sign means a sign erected on the roof of a building, no portion of which is above the roof line.

Signable area means one designated area of the facade of the building up to the roof line which is free of windows and doors or major architectural detail on which a sign is to be displayed. The size of the signable area is determined by calculating the number of square feet which are enclosed by an imaginary rectangle or square drawn around the selected area. The term "signable area" shall be limited to that portion of the building below the sill line of the second story, unless the business being signed is located on the second story, in which case the signable area may extend to the sill line of the third story.

Subdivision identification sign means a sign containing the name of the subdivision in which it is located.

Temporary sign means a sign not constructed or intended for long-term use.

Wall sign means a sign attached to or erected against the wall of a building with the face in a parallel place to the plane of the building.

Window sign means any sign installed inside or upon a window, facing the outside, and which is intended to be seen from the exterior.

Storage capacity of a floodplain. See *Floodplain, storage capacity of*.

Story means that portion of a building, other than a basement, that is between the surface of any floor and the surface of the next floor above it, or, if there is not a floor above, then the space between such floor and the ceiling next above it.

Street line means the dividing line between the street and the lot. The term "street line" is the same as the legal right-of-way line.

Structure means any manmade object with form, shape, and utility, either permanently or temporarily attached to, placed upon, or set into the ground, stream bed, or lake bed, which includes, but is not limited to, such objects as roofed and walled buildings, gas, or liquid storage tanks, bridges, dams and culverts.

Structure, accessory. See *Accessory use or structure*.

Substantial improvement means any structural repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the present equalized assessed value of the structure, either before the improvement or repair is started or if the structure has been damaged and is being restored, before the damage occurred. Ordinary maintenance repairs are not considered structural repairs, modifications, or additions. Such ordinary maintenance repairs include internal and external painting, decorating, paneling, and the replacement of doors, windows, and other nonstructural components. For purposes of this definition, substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term "substantial improvement" does not, however, include either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to ensure safe living conditions.

2. Any alteration of a structure or site documented as deserving preservation by the state historical society or listed on the national register of historic places.

Unnecessary hardship means a situation in which circumstance or special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable, in light of the purpose of this chapter.

Used means intended, designed, or arranged to be used or occupied.

Utility storage structure means an uninhabited, subordinate structure not attached to the principal structure or the accessory structure, the use of which is incidental to and customary in conjunction with the principal use of the structure, e.g., storage of lawn and garden equipment, etc., to be located in the rear yard of the principal structure.

Variance means an authorization by the board of appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards contained in this chapter.

Water surface profile means a graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

Well. An excavation opening in the ground made by digging, boring, drilling, driving, or other methods for the purpose of obtaining groundwater, regardless of its intended use.

Yard means an open space, other than a court, on a lot, unoccupied and unobstructed from the ground upward; provided, however, that fences, walls, poles, posts, and other customary yard accessory ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, front, means a yard extending across the front of a lot between the side lot lines and extending from the street line to the nearest line of the principal structure or projection of the principal structure.

Yard, rear, means a yard extending across the rear of a lot between the side lot lines and extending from the rear property line to the nearest line of the principal structure or projection of the principal structure.

Yard, side, means a yard extending between the nearest building or projection thereto and the side lot line and extending from the front yard to the rear yard.

(Code 2011, § 17.03; Ord. No. 1677, 3-20-2012)

17.20 CCD Commercial Core District

1. *Purpose*. This district is established to provide for a centrally located intensely developed core of commercial activity. It is intended that the physical development of the district be highly concentrated and integrated offering a convenient and attractive shopping environment. It is also intended that, to the maximum extent practicable, various establishments be operated and managed in a coordinated manner. Permitted uses are limited to those which are highly compatible, mutually reinforcing, and conducive to common approaches in operation, area design improvements, traffic and pedestrian circulation, and parking. In addition, buildings and structures are subject to a certificate of appropriateness in section 17.48.
2. *Permitted principal uses and structures.*
    1. Retail outlets for sale of food, home furnishings, appliances, and wearing apparel, including repair strictly incidental to sales, office equipment, hardware, toys, sundries and notions, books and stationery, leather goods and luggage, jewelry, art, camera or photographic supplies, including camera repair, alcoholic beverages for off-premises consumption, sporting goods, hobby and pet shops, delicatessen, bake shop (but not wholesale bakery), musical instruments, florist and gift shops, and similar products.
    2. Service establishments such as barber and beauty shops, shoe repair, restaurants, except drive-in restaurants, interior decorator, photographic studios, dance or music studio, tailor or dressmaker, laundry or dry cleaner, radio or television repair, and similar uses.
    3. Banks and other financial institutions, employment offices, business offices, professional offices, and similar establishments.
    4. Dwellings above or behind other principal uses so as to not interrupt business frontage.

5. High density multifamily dwellings (minimum of 24 units) not exceeding five stories or 75 feet in height.

6. Municipal parks.

3. *Permitted accessory uses and structures*.

    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures which do not involve operations or structures not in keeping with the character of the district; provided, however, that garbage and trash shall be kept in closed containers and that such containers shall not be visible from portions of the premises customarily open to pedestrian or automobile circulation or parking.

    2. Craft production, or small-scale on-site production and/or assembly of arts, crafts, foods, beverages or other type of product involving the use of small-scale equipment and/or hand tools. This use shall be an accessory use to a retail/eating/drinking/tasting component that occupies a minimum of 10 percent of usable space. The retail/eating/drinking/tasting component shall front the street at sidewalk level and shall remain open to the public. All production, processing and distribution activities shall occur within an enclosed building. Craft production includes, but is not limited to ceramic art, glass art, candle-making, custom jewelry manufacture, bakeries, confectionaries, butchers, coffee roasting establishments, food production.

    3. Craft beverage production, including, but not limited to alcoholic beverages such as beer, wine, cider and intoxicating liquor.

        1. Craft brewers shall meet the Wisconsin State Statute §§125.29 criteria for brewers and shall not manufacturing a total of more than 10,000 barrels of fermented malt beverages in a calendar year. Appropriate licensing shall be held to permit on-site tastings and retail purchase of fermented malt beverages.

        2. Craft vintners (includes wine and cider production) shall meet the Wisconsin State Statute §§125.53 criteria for winery permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.

        3. Craft distillers (producing intoxicating liquor) shall meet the Wisconsin State Statute §§125.52 criteria for manufacturers' and rectifiers' permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.

4. *Special exception uses and structures*.

    1. Clubs and organizations.

    2. Printing and publishing establishments.

    3. Commercial recreation facilities in completely enclosed buildings, including theaters, arcades, and amusement centers.

    4. Hotels.

    5. Taverns.

6. Bowling alleys.
7. Automobile sales and service.
8. Automobile filling stations.
9. Mortuaries.

5. *Dimensional requirements*. There are no minimum lot area or width requirements, no yard requirements or maximum height limitations; provided, however, that buildings and structures are subject to a certificate of appropriateness in section 17.48.

6. *Permitted accessory signs*~~. One exterior sign permitted on each sidewall of a building fronting on a street or public way. On all exterior signs, the name and graphics/logo of the business must occupy at least 60 percent of the sign area. Advertising by material or product manufacturers and suppliers shall not be considered the graphics/logo of the business, except when such manufacturer constitutes the entire official name of the business (i.e., Domino's Pizza or Pizza Hut). No sign or any part of a sign structure shall extend above the roofline of buildings. Signs shall not be permitted on sidewalls, unless fronting on a street or public way and no sign shall be painted directly onto the surface of a building.~~

~~1. *Flat signs*. For each principal structure, flat signs limited in aggregate area to 15 percent of the wall area fronting on a street or public way (total wall area, including the window area). Flat signs are permitted, provided that:~~

~~1. Flat signs may not project more than 18 inches beyond the primary surface of the building.~~

~~2. Flat signs may be luminous or illuminated by any acceptable method, but no blinking, flashing, or alternating lighting shall be permitted. All lighting and electrical elements, such as wires, conduit, junction boxes, transformers, ballasts, switches, and panel boxes shall be concealed from public view.~~

~~3. Flat signs shall be located in the signable area of the building facade. If no signable area can be distinguished in the facade, a suitable signable area shall be determined by the redevelopment authority. If a sign is placed between windows, the height of the sign may not exceed more than two-thirds the height of the space.~~

~~4. In buildings containing two or more businesses, the signable area may also include an area adjacent to the entrance to be used for a business directory. This sign shall not exceed seven square feet in total area. In addition, in buildings that contain two or more businesses, the owner may divide the signable area for the building occupants. In buildings where the facade is divided by architectural details, each business may be allowed a signable area.~~

~~2. *Projecting signs*. Projecting signs are permitted, provided that:~~

~~1. One projecting sign per street front.~~

~~2. Size of the sign not to exceed 16 square feet.~~

3. Projecting signs may be displayed only if a building facade is 20 inches or more in width, unless the sign consists solely of a symbol.

4. Signs shall project no more than five feet from the face of a building.

5. Distance from a projecting sign to a side property line shall not be less than three feet.

6. Projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade of the right-of-way line of nine feet.

7. Projection shall be at 90 degrees to the building face.

8. Both sides of the sign shall be finished.

9. Signs should be a simple, geometric shape, such as a square, rectangle, circle, hexagon, etc., or may be a cutout symbolic or representational shape related to the nature of the business.

10. For one-story structures, projecting signs may extend to the juncture of roof and wall.

3. *Awnings*. Flameproofed, fabric awnings shall be permitted. The only items of information allowed on an awning shall be the name of the business, graphics/logo, and the street number and the combined area of such signs in excess of 15 square feet must be counted as part of the total area allowed that building for its exterior signs.

4. *Window signs*. No window sign shall occupy more than 30 percent of the total area of the window in which the sign is located. No window sign shall be affixed to a window surface, except that the name, monogram, logo, address, and telephone number of the person or firm occupying the premises as well as a description of products or services offered may be permanently affixed upon a window. The surface area of such signs is not to be included in the overall computation of allowable signage. The provisions of this subsection shall not restrict the reasonable application upon the glass surface of a door or window of lettering or decals giving the address, hours of business, entrance or exit information, professional or security affiliations or memberships, credit cards which are accepted or other similar information, nor shall the surface area of such lettering or decals be included in the overall computation of allowing window signs.

5. *Detached signs*. For every 100 feet of lot frontage, one detached sign limited to 50 square feet in area on each side (limit of two sides and 100 square feet) and 25 feet in height; provided, however, that the building is set back at least 35 feet from the street curb.

6. *Nonpermanent signs*. Nonpermanent signs shall be restricted in use to the display of special limited time promotions, sales, or events and shall be used for the sole purpose of serving as an identification sign. Such signs shall be limited in use on any premises to a period not to exceed 14 consecutive days at a time and not more frequently than four times per calendar year with a minimum of 30 days lapsed between each period of use. A sign permit shall be obtained prior to each time a sign is placed on a premises. The maximum size of such signs shall be 20 square feet on each face, back to back.

~~7. *Roof street signs*. Roof street signs shall be displayed within the selected signable area. The gross area permitted for the sign may not be more than 40 percent of the signable area. If the sign is enclosed by a box or outline, the total area of the sign, including the background, is counted as the gross area. If the sign consists of individual letters, only the area of the letters is counted as the gross area. In case of multiple occupancies, the signable area may be divided among the occupants.~~

Exterior Signs

Signs are allowed on walls fronting a street/public way. Name and logo must occupy at least 60% of the sign area. No advertising from manufacturers unless it's the business name (e.g., Domino's Pizza). No signs above the roofline or painted directly onto the building surface. Residential use properties in this district must adhere to the residential sign requirements in the matching district, for example a single family home in the Commercial Core District would follow the Residential Single family sign regulations.

a. Flat Signs:
   1. Area: Limited to 15% of the wall area fronting a street/public way.

   2. Projection: May not project more than 18 inches beyond the building surface.

   3. Lighting: Can be illuminated but no blinking/flashing lights. Electrical elements must be concealed.

   4. Placement: Located in the signable area of the facade. The height between windows must not exceed two-thirds of the space.

   5. Multiple Businesses: Signable area can include a business directory (max 7 sq ft) and be divided among occupants.

b. Projecting Signs

   1. Quantity: One per street front.

   2. Size: Max 16 sq ft.

   3. Projection: No more than 5 feet from the building face. Minimum 3 feet from side property line. Minimum 9 feet above ground.

   4. Shape: Simple geometric or symbolic shapes. Both sides must be finished.

c. Awnings

   1. Material: Flameproofed fabric.

   2. Information: Only name, logo, and street number. Combined area over 15 sq ft counts towards total exterior sign area.

d. Window Signs

   1. Area: Max 30% of window area.

2. Content: Name, logo, address, phone number, product/service description. Not included in overall signage computation.

3.Window signs from commercial advertisement are not allowed on residential use windows and second floor apartments.

e. Detached Signs

1. Quantity: One per 100 feet of lot frontage.

2. Size: Max 50 sq ft per side (total 100 sq ft), max 25 feet in height. Building must be set back at least 35 feet from the street curb.

f. Nonpermanent Signs

1. Usage: Limited to special promotions/events. Max 14 consecutive days, up to 4 times per year with 30 days between uses. Max size 20 sq ft per face. Permit required.

g. Roof Street Signs

1. Area: Max 40% of signable area. If enclosed, total area including background counts. If individual letters, only letter area counts.

2. Multiple Occupancies: Signable area can be divided among occupants.

Properties that the lot dimensions meet the requirements of 17.22 may follow the sign requirements of that district by Plan Commission approval of the sign type, size and location for each requested sign not to exceed 300sqft in size per sign.

7. *Off-street parking requirements*.

1. *All permitted principal uses except dwelling units*. Any exterior expansion of a building or construction of a building shall be subject to review by the city plan commission to ensure that adequate off-street parking is available in the area. New construction or expansion creating 750 square feet or more of floor space shall provide specific locations of employee and customer parking and attest to its availability in writing, specifically noting if the parking is private or public and what parking space is available. Lack of parking is grounds for denial of the building permit application. Denials for permits shall be provided in writing, noting the reasons for denial and any supporting documentation of the denial. Appeals from this determination can be submitted to the city common council within 45 days of written notice of the denial. The common council can override the city plan commission's denial by a three-fourths vote of the common council.

2. *Dwelling units*. 1 1/2 parking stalls per dwelling unit. Dwelling units classified as elderly housing through applicable state or federal designations shall have one parking stall per dwelling unit.

3. *Parking surface requirements*. All parking areas shall be surfaced with a durable, dust-proof surface consisting of concrete or bituminous concrete properly sealed and surface treated.

8. *Incompatible use buffer requirements*. All areas wherein parking surfaces or vehicular traffic fall within ten feet of a property line abutting a single-family dwelling or two-family dwelling shall require a fence, hedge, or landscaped buffer, as set forth in section 17.32 Supplementary District Regulations.

(Code 2011, § 17.20; Ord. No. 1761, 10-17-2017; Ord. No. 1770, 1-16-2018)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

17.25 IND Industrial District

1. *Purpose*. This district is intended to provide for industrial, warehousing and wholesaling, and certain service and commercial activities in areas already established for such uses.

2. *Permitted principal uses and structures*.

    1. Supply establishments, wholesale, warehouse, and building equipment.

    2. Automobile, boat, construction and farm implement sales, service, and repair.

    3. Agricultural related uses, including feedmills and co-ops.

    4. Printing and publishing.

    5. Service establishments catering to commercial and industrial uses, including business machine services, linen supply, freight movers, communication services, canteen services, and uses of a similar nature

    6. Transportation terminals.

    7. Light manufacturing uses, including bottling, packaging, laboratories, and uses of a similar nature.

    8. Manufacturing uses, including production, cleaning, processing, testing, and the distribution of materials and goods, except wrecking yards, fertilizer, and chemical manufacture, cement manufacture, explosive storage or manufacture smelting, tanneries and slaughterhouse. All manufacturing subject to the provisions of 17.38.

    9. Municipal parks.

3. *Permitted accessory uses and structures*.

    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures.

    2. Outside storage of equipment and materials shall be located behind the building setback line and screened from view of any public street or residential district boundary by a fence, wall, or shrubs. All outside areas shall be clean and orderly.

3. Railroad spurs and service rails with side or rear yards only.

4. *Special exception uses and structures*.

    1. Salvage or wrecking yards.

5. *Dimensional requirements*. For all permissible principal uses and structures, the following shall apply:

    1. *Minimum dimensions*.

        1. Lot area: 9,000 square feet.
        2. Lot width: 90 feet.
        3. Front yard: 25 feet.
        4. Side yards: 15 feet each; provided, however, that side yards shall be increased one foot in width for every three feet in building height above 35 feet.
        5. Rear yard: 30 feet.

    2. *Railroad right-of-way*. There are no side or rear yard requirements when a railroad right-of-way abuts at the side or rear property line.

    3. *Required side or rear yard adjacent to residential district boundary*. Any required side or rear yard adjacent to a residential district boundary shall be subject to the landscape buffer requirements of section 17.32(10).

6. *Permitted accessory signs*. For each principal structure, the following shall apply:

    1. *Flat signs.* Flat signs limited in aggregate area to 25 percent of the wall area fronting on a street.

    2. *Detached signs*. For every 90 feet of lot frontage, one detached sign limited in area to 200 square feet on each side (limit of two sides and 400 square feet) and 30 feet in height.

        Temporary signs. Temporary signs as provided in section 17.16(5)(b). Temporary detached signs are limited in area to 100 square feet on each side, with a limit of two sides and 200 square feet, and limited to 15 consecutive days and 90 total days per calendar year. Such signs shall not contain any flashing lights and shall not be located within 100 feet of any residential district. Longer duration may be approved by the Plan Commission on a case-by-case basis.

    3. Signage as provided in section 17.24(6)(a).

7. *Off-street parking requirements*.

    1. *Applicable parking requirements as specified in the CH district*. See section 17.22(7).

    2. *Manufacturing and service uses*. One per employee on maximum shift.

    3. *Other uses*. Sufficient off-street parking such that no public street shall be used for parking.

(Code 2011, § 17.25; Ord. No. 1677, 3-20-2012)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

17.32 Supplementary District Regulations

1. *General application*. The regulations set forth in this section shall supplement or modify the regulations set forth in other applicable regulations set forth in this chapter.
2. *Lots and yards.*
    a. *More than one building per lot.* In any district, more than one building housing a principal use may be erected on a single lot, provided that yard and other requirements of these regulations shall be met for each building as though it were on an individual lot.
    b. *Through lots.* On through lots, the required front yard shall be as provided on each street, except that on through lots fronting limited access roads, the setbacks for fences, hedges, berms, or accessory buildings shall be as if for a rear yard setback in the yard adjacent a limited access road.
    c. *Development in mapped streets.* Where an official line has been established for the future widening or opening of a street, the depth of a front yard or the width of a side yard shall be measured from such official line to the nearest line of the building.
    d. *Access.* Every building housing a principal use erected or moved shall be on a lot with direct access to a public street and all such buildings shall be so located as to provide safe and convenient access for servicing and off-street parking.
    e. *Building groups.* In any nonresidential district, a group of buildings separated only by common or party walls shall be considered as one building.
    f. *Yard encroachments.* Every part of every required yard shall be open and unobstructed from 30 inches above the general ground level of the graded lot upward to the sky except as provided in this chapter or as otherwise permitted in these regulations:
        1. Roof eaves may project into a required side yard not more than three feet where the required side yard is eight feet or more in width. Roof eaves may project into a required side yard not more than two feet where the required side yard is less than eight feet.
        2. Sills, belt courses, cornices, vertical solar screens, and other ornamental features may project not over one foot into a required yard.
        3. Fire escapes, stairways, and balconies, whether unroofed, open and unenclosed, or enclosed, shall not intrude into required yards.
        4. Solar collectors which are part of the principal building may extend into a required rear yard for a distance not to exceed ten feet, and solar collectors may extend into a required side yard, provided that they have a minimum seven-foot clearance from grade, and provided, further, that such extension shall be at least

five feet distant from the adjacent lot line and shall not extend more than three feet from the building.

g. *Corner lots*. On corner lots, the street side yard shall equal the required front yard for lots fronting on that street.

h. *Through lot map.* There shall be created and maintained for public review within the department of public works a through lot map that designates all through lots within the corporate limits of the city. The map shall label those roads listed as a limited access road for purposes of issuing building permits.

3. *Accessory uses and structures.*

a. *Accessory buildings on vacant lots.* In any residential district, no accessory building shall be built on a lot without a principal building.

b. *Fences, hedges and retaining walls.*

1. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning: *Hedge* means any combination of two or more vegetative plants that, when mature, provides an opaque visual barrier of 50 percent or more. *Height of fence, hedge, or retaining wall* means the vertical height of a fence, hedge or retaining wall shall be measured from the grade adjacent to the fence, hedge or foot of a retaining wall. *Permanent fence* means fences intended, designed, and constructed to be in place for longer than six months. *Permanent fence materials*. Permanent fences shall be constructed of naturally decay-resistant or treated wood, galvanized or vinyl-coated chainlink, prefabricated or manufactured vinyl, wrought iron, brick, masonry, concrete, stone or other similar materials as approved by the building inspector. *Prohibited fences*, except as may be permitted in areas zoned IND Industrial, no fence may be constructed with barbed or razor wire or designed to produce an electric shock or in any way designed to create a risk of injury to one crossing the fence. *Retaining wall* means a vertical or nearly vertical wall constructed to prevent lateral movement of soil. *Retaining wall materials* means retaining walls shall be constructed of naturally decay-resistant or treated wood, masonry brick and stone, landscape blocks designed for the purpose or other materials as approved by the building inspector. *Temporary fences* means fences intended, designed, and constructed to be in place for a maximum of six months, as evidenced by no permit being obtained prior to construction. Erosion control fences are an exception. *Temporary fence materials* means materials commonly known as "snow fence," "construction fence," "welded wire," "chicken wire" or other similar materials. Temporary fences may be supported with impact-driven posts.

2. *Permits and fees.*

1. Permits required. All permanent fences and retaining walls, regardless of length or height, shall require a permit to be issued by the building inspector. Hedges are exempt from permits and fees.

2. Permit fees. Permit fees shall be established by common council resolution and fee schedules shall be kept on file in the office of the city clerk.

3. *Temporary fences in residential zoning:*

    1. Temporary fences used for the protection of plantings, the control of snow or similar uses shall be permitted in residential zoning, provided that all of the height and location requirements for permanent fences are followed.

    2. Temporary fences are required to be removed no later than six months after placement. Temporary fences may not be re-established sooner than six months after removal.

    3. Permits are not required for temporary fences.

4. *Permanent fences and hedges in areas zoned residential.*

    1. *Fences and hedges in front yard.*

        1. Height. Fences and hedges in front yards shall have a maximum vertical height of 42 inches.

        2. Visibility. Fences in front yards shall be constructed to provide a minimum of 50 percent through-visibility.

        3. Additional requirements. Additional requirements, as required under section 8.11 of this Code, to include streets, alleys, and driveways.

    2. *Fences and hedges in side and rear yards.*

        1. Fences. Fences in rear and side yards shall have a maximum vertical height of 72 inches.

        2. Hedges. Hedges in rear and side yards may be allowed to grow to a natural height.

        3. Additional requirements. Additional requirements, as required under section 8.11 of this Code,, to include streets, alleys, and driveways.

    3. *Locations of fences and hedges.*

        1. *Location of fences.* Fences may be located such that the finished exterior surface is at the property line.

        2. *Location of hedges.* Hedges shall be planted such that, when mature, foliage will not extend beyond the property line. This planting requirement shall not subject an owner to city enforcement action for hedges planted prior to the adoption of this revision.

3. *Location of property lines. I*t shall be the responsibility of the property owner or permit holder to provide, to the satisfaction of the building inspector, an accurate, on-site representation of the property line. This shall include, but is not limited to:

    1. The physical recovery and exposure of official property stakes or irons and the provision of a string line identifying the property line.

    2. If unable to comply with subsection (3)(b)4.c.iii.A of this section, then, if requested by the building inspector, and at the expense of the owner or permit holder, a survey, signed and sealed by a state-registered land surveyor certifying the location of the finished fence shall be provided to the building inspector.

    3. Appearance of fence: fences shall be constructed such that all supporting vertical and horizontal framing members of the fence shall face the interior of the lot on which the fence is erected.

    4. Structural integrity: all fences shall be constructed to withstand a wind load of at least 30 pounds per square foot. The construction of any opaque fence that is four feet or more in height shall be properly anchored into a depth of not less than 36 inches below grade.

5. *Retaining walls in residential zoning.*

    1. *Height.*

        1. *Requirements.* A retaining wall within six feet of a property line shall have a maximum height of 24 inches. An additional wall may be erected, provided that a minimum 24-inch horizontal terrace is established between the lower and upper walls. Retaining walls with a total vertical height of greater than 48 inches shall be permitted only when designed through structural analysis by a registered professional.

        2. *Additional requirements.* Additional requirements, as required under section 8.11, to include streets, alleys, and driveways.

    2. *Location.* Retaining walls shall be located such that the finished exterior surface is one foot inside of the property line.

    3. *Location of property lines.* It shall be the responsibility of the property owner or permit holder to provide, to the satisfaction of the building inspector, an accurate, on-site representation of the property line. This shall include, but is not limited to:

1. The physical recovery and exposure of official property stakes or irons and the provision of a string line identifying the property line.

2. If unable to comply with subsection (3)(b)5.C.a of this section, then, if requested by the building inspector, at the expense of the owner or permit holder, a survey, signed and sealed by a state-registered land surveyor, certifying the location of the finished retaining wall, shall be provided to the building inspector.

6. *Fences, hedges, and retaining walls in commercial, business, and institutional zoning.*

    1. *Requirements.* Except as provided in section 17.32(10), landscape buffers, fences, hedges and retaining walls shall comply with the requirements of fences, hedges and retaining walls in residential zoning.

    2. *Special exceptions.* Upon providing evidence of need, the city plan commission may grant a special exception to the requirements of this section.

7. *Fences, hedges, and retaining walls in industrial zoning.* Fences, hedges, and retaining walls in industrial zoning shall comply with the requirements of fences, hedges, and retaining walls in residential zoning with the following exceptions:

    1. Fences within industrial zoning shall have a maximum vertical height of eight feet.

    2. In industrial zoning, a barbed wire topper is permitted on a seven-foot high fence, provided that:

        1. The total height of the fence with the topper does not exceed eight feet.

        2. Topper arms that extend out may not extend over the property line.

    3. Except as provided in section 17.32(10), landscape buffers.

    4. Special exceptions: upon providing evidence of need, the city plan commission may grant a special exception to the requirements of this section.

c. *Accessory parking and storage.*

1. In all residential districts, driveways in the front yard setbacks emplaced to provide access to an open parking area in the side or rear yard or to a garage or carport in the rear yard shall not be wider than 12 feet. In no case shall a driveway, patio, or any concrete or nonpermeable surface be placed within two feet of a property line. Expansions of driveways after construction require a permit from the Building Inspection department. In RSF zoning, maximum driveway width at the curb shall be the width at the right of way plus the flared

driving area width as determined by the City Engineer, or designee, in no case shall driveway width curb exceed 37'. Driveway width right of way in RSF zoning shall not exceed the least of the following:

1. *For Attached and Front Yard Detached Garages*:
    1. 34' maximum
    2. Width of the Outer-most to Inner-most garage door opening plus 4'
    3. 40% of the lot frontage
2. *For Rear Yard Garage/Parking (Access from Street)*:
    1. 12' maximum
3. *For Rear Year Garage (Access from Alley)*:
    1. Width of the garage frontage + 12'
4. *50% of the lot frontage on the alleyException:* In all residential districts, driveways in the front yard setbacks emplaced to provide access to a garage or carport attached or adjacent to the front or side of the principal building shall be no more than 12 feet wider than the width of such garage or carport. All driveway expansions in the front or side yard setback shall remain a minimum of two feet off of a property line.

2. Persons who shall store any motor vehicle, vehicular-driven sports vehicle, boat, trailer, utility trailer, vehicular-driven camper, or any like business or recreational vehicle in the required front yard of any residential district, shall store such vehicles on the driveway emplaced to provide access to the garage. Such vehicles may be stored on driveway expansions in the side yard setback that extend beyond the width of the garage provided that the storage is in the side yard only – behind the garage opening, but not in the rear yard behind the garage or house. Any of the vehicles in this subsection parked within the front or side yards on the driveway shall be parked in such a manner as to maintain all wheels and the trailer tongues on the driveway surface.
3. No person shall park or store such units as defined in this subsection or any other equipment on any terrace in the city except for those places where the common council has authorized the removal of a terrace for the purpose of parking.
4. The parking and storage of unregistered or inoperable vehicles shall be as governed under section 10.07.
5. No person shall store in the open more than three full cords of firewood in any residential district. No firewood shall be stored in any front yard or closer than two feet to any residential lot line.

4. *Height exceptions.* The height limitations in sections 17.15, 17.16 and 17.18 through 17.28 do not apply to belfries, cupolas, antennas, water tanks, elevator bulkheads, chimneys, spires, flagpoles,

or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.

5. *Corner visibility.* On a corner lot in all zoning districts, no fence, wall, hedge, planting, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between a height of 2 1/2 feet and ten feet above the centerline grades of the intersecting streets in the area bounded by the street lines of such corner lots and a line joining the points along such street lines 50 feet from the point of intersection.

~~6. *Signs.*~~

~~a. *Prohibited signs.* The following exterior building signs shall be prohibited within the city:~~

~~1. Abandoned signs.~~

~~2. Flashing signs, remnants, banners, streamers, and all other fluttering or spinning signs, except in connection with temporary sales, civic or cultural events, or officially recognized holidays.~~

~~3. Snipe signs or signs attached to trees, telephone poles, public benches, street lights, or placed on any public property or public right-of-way.~~

~~4. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such sign, excluding allowed portable signs or signs or lettering on buses, taxies, or vehicles operated during the normal course of business.~~

~~5. Signs displaying flashing or intermittent lights customarily associated with danger or emergencies. An illuminated sign or lighting device shall employ only lights of constant intensity and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving lights or lights creating the illusion of movement. Signs located wholly within a building, public service information signs, and other electronic message or mechanical message centers which are classified as changing signs are permitted and are not subject to this restriction.~~

~~6. Signs which purport to be or are an imitation of or resemble an official traffic sign or signal or which bear words "stop," "caution," "warning" or similar words that are displayed in the colors normally associated with them as official signs are prohibited.~~

~~b. *Construction specifications.*~~

~~1. All signs shall be constructed in accordance with the requirements of chapter 14 of this Code and the national electric code, as amended, and the additional construction standards set forth in this section, where applicable.~~

~~2. All ground and roof sign structures shall be self-supporting Structures and permanently attached to sufficient foundations.~~

~~3. Electric service to ground signs shall be concealed.~~

4. All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:

    1. *For solid signs:* 30 pounds per square foot on any face of the sign or structure.

    2. *For skeleton signs:* 30 pounds per square foot of the total face cover of the letters and other sign surfaces or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.

5. No sign shall be suspended by nonrigid attachments that will allow the sign to swing due to wind action. All freestanding signs shall have self-supporting structures erected on or permanently attached to concrete foundations. All nonpermanent signs shall be braced or secured to prevent motion.

6. No sign shall be erected, constructed, or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of ingress and egress.

7. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the city fire prevention code.

8. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead conductors in accordance with the national electrical code specifications, depending on voltages concerned. However, in no case shall a sign be installed closer than six inches horizontally or vertically from any conductor or public utility guy wire.

c. *Signs in residential districts.* No sign in a residential district shall exceed eight feet in height or produce artificial light from within.

d. *Signs in commercial districts.*

    1. Temporary window signs advertising a sale or special event at an individual commercial establishment shall be exempt from the sign regulations.

    2. A detached sign, any part of which is closer than 15 feet to the right-of-way shall have a minimum vertical distance of ten feet between the bottom of the sign and the grade at the right-of-way line or shall not be more than three feet in height above grade.

    3. Any detached sign or projecting sign within 25 feet of an intersection or 15 feet of a driveway shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of ten feet or shall be not more than three feet in height above grade.

    4. All other projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of nine feet.

5. Canopy, marquee, and awning signs shall be placed at such a height so that the extreme lower edge of such structure is at least seven feet above sidewalk grade and such signs shall not extend more than 72 inches into the public right-of-way. The vertical dimension of a sign, any portion of which is below the lower edge of the canopy or marquee structure, shall not exceed 20 inches.

6. Detached signs shall not project more than 72 inches into the public right-of-way, but in no case closer than two feet from the curbline as measured from the property line. The area of a ground sign shall not exceed 150 square feet per side.

e. *Billboard requirements*. Pursuant to chapter 14 of this Code, the following regulations shall be enforced:

1. No billboards may be erected within a 500-foot radius of another existing billboard.

2. No billboard may be erected within 200 feet of an existing residential use or within 200 feet of a residential district.

3. The maximum size of billboards shall be 300 square feet on each face, except within 100 feet of U.S. 41, where the maximum size shall be 400 square feet on each face.

4. Billboards shall be set back from all property lines and existing buildings equal to the height to the top of the billboard.

5. Roof-mounted billboards are not permitted.

6. Billboards shall only be permitted in the commercial highway, commercial shopping center, industrial, and industrial park districts.

7. All billboards which are not in conformance with the above provisions shall be placed in conformance no later than July 9, 1990.

8. Exception. Signage permitted under section 17.24(6)(a) of this chapter.

f. *Installation, maintenance, and repair.*

1. All signs shall be constructed and installed in accordance with the requirements of chapter 14 of this Code and the national electric code. Every sign, including, but not limited to, those signs for which permits are required, shall be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting, except when a weathered or natural surface is intended, repainting, cleaning, and other acts required for the maintenance of such signs.

2. The building inspector shall require compliance with all standards of this chapter. If the sign is not maintained to comply with safety standards outlined under chapter 14 of this Code, the building inspector shall require its removal in accordance with this section.

g. *Abandoned signs*. Except as otherwise provided in this chapter, any sign that is located on property which becomes vacant and is unoccupied for a period of two months or more or

any sign which pertains to a time, event, or purpose which no longer applies shall be deemed to have been abandoned. Permanent signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of three months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises. If the owner fails to remove the sign, the building inspector shall take appropriate legal action to cause the same to be removed.

h. *Defective signs and signs for which no permit has been issued.* The building inspector shall cause to be removed or repaired any sign that is defective or endangers the public safety, such as a dangerous or materially, electrically, or structurally defective sign or a sign for which no permit has been issued.

i. *Notice.* The building inspector shall give the owner of the sign 30 days' written notice to remove any abandoned sign, repair, or remove any defective sign or to remove a sign for which no permit has been issued. The notice shall describe the sign and specify the violation involved. The notice shall be sent by certified mail.

j. *Appeals.*

1. The owner of the sign may appeal the determination of the building inspector ordering removal or compliance by filing a written notice of appeal under section 17.50 within 30 days after the date of mailing the notice.

2. For property located within the commercial core district, the owner of the sign may appeal to and be heard before the redevelopment authority.

k. *Removal of signs by the building inspector.*

1. Notwithstanding the above, in cases of emergency, the building inspector may cause the immediate removal without notice of a dangerous or defective sign or for failure to comply with the written order of removal or repair.

2. After removal or demolition of the sign, a notice shall be mailed to the owner of the sign stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building inspector, together with an additional ten percent for inspection and incidental costs.

3. If the amount specified in the notice is not paid within 30 days of the notice, it shall become an assessment against the property of the sign owner and will be certified as an assessment against the property, together with interest at ten percent per annum, for collection in the same manner as real estate taxes.

4. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon, unless facts to the contrary are brought to the attention of the building inspector as in the case of a leased sign.

5. For the purpose of removal, the definition of the term "sign" includes all sign embellishments and structures designed specifically to support the sign.

7. *Off-street parking.*

a. *Requirements not specified.* Parking requirements for a use not specified shall be the same as required for a use of similar nature or sufficient off-street parking shall be provided such that no public street shall be used for parking.

b. *Fractional spaces*. Where computation of the required parking spaces results in a fractional number, only the fraction of two or larger shall be counted as one.

c. *Changes in buildings or use.* Whenever a building or use is changed, structurally altered, or enlarged to create a need for an increase of 25 percent or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use is enlarged to the extent of 50 percent or more in the floor area, such building or use shall then comply with the parking requirements set forth in the district in which it is located.

d. *Mixed uses.* In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the uses computed separately.

e. *Joint use.* Two or more uses may provide required off-street parking spaces in a common parking facility less than the sum of the spaces required for each use individually, provided such uses are not operated during the same hours. A written agreement satisfactory to the city attorney shall accompany any joint use arrangement.

f. *Off-lot parking.* Required off-street parking spaces shall be located on the same lot with the principal use, or when this requirement cannot be met such parking spaces may be located off lot, provided the parking spaces are located in the same district. Off-lot parking spaces shall also be held in fee simple ownership by the owner of the use requiring such parking or be leased or rented through a written agreement satisfactory to the city attorney. Off-lot parking spaces for residential uses shall be within 200 feet of the principal entrance or the entrance for the individual occupants for whom the spaces are reserved while the farthest portions of a parking lot for all other uses shall be within 300 feet of the entrance of the establishment.

g. *Off-street parking; measurement*. Floor space or area shall mean the gross floor area inside exterior walls, where floor space is indicated in section 17.15, 17.16, and 17.18 through 17.28 as a basis for determining the amount of off-street parking required.

h. *Design standards.*

1. Each required off-street parking space shall have a stall width of at least nine feet and a stall length of at least 18 feet.

2. Minimum width of aisles providing access to stalls for one-way traffic shall be as follows:

    1. 11 feet for 30-degree parking.

    2. 20 feet for 90-degree parking.

3. Minimum width of aisles providing access to stalls for two-way traffic shall be 24 feet.

4. No parking area of more than two spaces shall be designed as to require any vehicle to back into a public street.

5. Any parking area of more than five spaces shall be sufficiently screened in the form of a solid fence or shrubbery to protect adjacent residential uses.

6. Large expanses of unchanneled parking areas shall be avoided by interior landscaping and safety islands.

7. All parking areas shall be surfaced with a durable, dustproof surface consisting of concrete or bituminous concrete or of compacted gravel or crushed stone properly sealed and surface treated.

8. *Off-street loading.*

   a. *Loading space requirements.* The loading space requirements specified in the following table shall apply to all districts.

Use	Floor Area (square feet)	Loading Spaces
Retail, wholesale, warehouse, service, manufacturing, and industrial establishments	2,000—10,000	1
	10,000—20,000	2
	20,000—40,000	3
	40,000—60,000	4
	Each additional 50,000	1
Hotels, offices, hospitals, places of public assembly	5,000—10,000	1
	10,000—50,000	2
	50,000—100,000	3
	Each additional 25,000	1
Funeral homes	2,500—4,000	1
	4,000—6,000	2
	Each additional 10,000	1

b. *Multiple or mixed uses.* Where a building is devoted to more than one use or for different uses, and where the floor area for each use is below the minimum required for a loading space but the aggregate floor area of such uses is above such a minimum, then off-street loading space shall be provided as if the entire building were devoted to that use in the building for which the most loading spaces are required.

c. *Location.* Required off-street loading spaces shall be located on the same lot with the principal use requiring such space. No loading space shall be located within 30 feet of the nearest point of intersection of two streets or require any vehicle to back into a public street.

d. *Design standards*. Each off-street loading space shall have a width of at least 12 feet, a length of at least 45 feet and a vertical clearance of at least 14 feet. Dimensions for loading spaces in connection with funeral homes shall be reduced to ten feet in width, 25 feet in length, and eight feet in vertical clearance. Every loading space shall be sufficiently screened in the form of a solid fence or shrubbery to protect neighboring residences.

9. *Common open space.*

a. *Nature.* Common open space shall not include street right-of-ways, driveways, parking areas, or yards required in connection with any building.

b. *Buildings and structures.* Common open space areas may contain complementary buildings and structures appropriate for the recreational use and enjoyment of the residents of the development for which it was established.

c. *Dedication.* When common open space or any portion thereof is approved for dedication, and complementary improvements are completed and accepted, a deed shall be conveyed to the city and the supervision and maintenance shall be the responsibility of the city.

d. *Reservation.* When common open space or any portion thereof is to be reserved for the exclusive use and enjoyment of the residents of the development from which it was established, the developer shall establish conditions as to the ownership, maintenance, and use of such areas as deemed necessary by the city to ensure preservation of its intended purposes. Land designated as common open space shall be restricted by appropriate legal instrument satisfactory to the city attorney as open space perpetually or for a period of not less than 99 years. Such instrument shall be binding upon the developer, his successors, and assigns and shall constitute a covenant running with the land and be in recordable form.

e. *Maintenance.* If common open space is improperly maintained, the city may serve written notice upon any property owner or association setting forth the manner in which such property owner or association has failed to maintain the common open space and demanding that maintenance deficiencies be corrected within 30 days. If maintenance deficiencies, as originally set forth or subsequently modified, are not corrected within 30 days, the city may enter upon such common open space and correct maintenance deficiencies. The cost of such maintenance shall be assessed ratable against the properties within the development that have the right to use the area and shall become a tax lien on such properties. The city, at the time of entry, shall file notice of any liens in the office of the city treasurer.

10. *Site plans.*

a. *Applicability and procedures*. Where, by the terms of this chapter, a site plan is required prior to the issuance of a building permit, such site plan shall be submitted to the building inspector. The building inspector shall forward such site plan to the plan commission for

their recommendation. No public notice and hearing is required for site plan consideration by the plan commission, but such matters shall be handled in a public session, as part of previously prepared agenda. All matters relating to plan commission consideration of site plans shall be a public record and approval shall require formal action of the plan commission. The site plan shall be submitted to the plan commission not less than 15 days prior to the public meeting of the plan commission at which approval is to be considered.

b. *Contents.* A site plan required to be submitted by the requirements of this chapter shall include the following elements, where applicable:

1. Statements of ownership and control of the proposed development.
2. Statement describing in detail the character and intended use of the development.
3. A site plan containing the title of the project and the names of the project planner and developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:
    1. Boundaries of the project, any existing streets, buildings, water courses, easements, and section lines.
    2. Exact location of all buildings and structures.
    3. Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic.
    4. Off-street parking and off-street loading areas.
    5. Recreation facilities, locations.
    6. All screening and buffers.
    7. Refuse collection areas.
    8. Access to utilities and points of utility hookups.
4. Tabulations of total gross acreage in the project and the percentages thereof proposed to be devoted to:
    1. The various permitted uses.
    2. Ground coverage by structures.
    3. Impervious surface coverage.
5. Tabulations showing:
    1. The derivation of numbers of off-street parking and loading spaces shown in subsection (11)(b)4 of this section.
    2. Total project density in dwelling units per net acre.
6. Architectural definitions for buildings in the development; exact number of dwelling units, sizes, and types, together with typical floor plans of each type.

7. Storm drainage and sanitary sewage plans.

8. If common facilities, such as recreation areas or structures, common open space, etc., are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, homeowners' associations, surety arrangements, or other legal instruments providing adequate guarantee to the city that such common facilities will not become a future liability for the city.

9. Plans for signs, if any.

10. Landscaping plan, including types, sizes, and locations of vegetation and decorative shrubbery, and showing provisions for maintenance.

11. In the industrial districts, plans for the exterior walls of all buildings, lighting, outside storage, and industrial processes and materials pertinent to conformance with the industrial performance standards in this section.

12. Such additional data, maps, plans, or statements as may be required for the particular use or activity involved or as the applicant may believe is pertinent.

11. *Placement of structures.*

a. No dwelling shall be erected, placed, or built within any district unless the structure has a minimum width of 22 feet for at least 70 percent of the structure's length and has a perimeter frost barrier footing.

b. No dwelling built prior to June 15, 1976, shall be relocated to any residential lot within the city except to an approved mobile home lot. Dwellings built after June 15, 1976, must have proof of compliance with applicable department of housing and urban development (HUD) codes and bear the HUD seal of compliance in order to be eligible for a moving permit. Proof of compliance must be provided by the applicant to the city plan commission along with a site plan for commission concurrence prior to the issuance of a moving permit.

c. No nondwelling structure exceeding 170 square feet in ground area, which has its place of origin off premises, shall be relocated onto any residentially zoned lot, unless the structure complies with current city building regulations and that a bond or irrevocable cashier's check be received by the city for 100 percent of the market replacement value of the structure. The bond or cashier's check shall be returned upon final inspection of the structure finding compliance with all applicable building codes and zoning ordinances. If 60 days after issuance of a permit for the moving of the structure, the structure fails to comply with the building codes and zoning ordinances, then in addition to any compliance action taken by the building inspector, the bond or cashier's check shall be retained and may be applied to the costs of effecting compliance and to any forfeiture, court costs, and cost of prosecution imposed by the court.

12. *Telecommunications antennas and towers.*

a. *Purpose.* The purpose of this subsection is to establish general guidelines for the siting of towers and antennas. The goals of this subsection are to:

1. Encourage the location of towers in nonresidential areas and minimize the total number of towers throughout the community;
2. Strongly encourage the joint use of new and existing tower sites;
3. Encourage users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on the community is minimal;
4. Minimize the adverse visual impact of the towers and antennas;
5. Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively and efficiently; and
6. Protect the public health, safety and general welfare of the city.

b. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning: *Antennas* means any exterior apparatus designed for telecommunications, radio or pager services through the sending or receiving of electromagnetic waves, digital signals, radio frequencies, wireless telecommunication signals, including, but not limited to, directional antennas, such as panels, microwaves and satellite dishes, and omni-directional antennas, such as whip antennas. *Antenna support structures* means any building, pole, telescoping mast, tower, tripod or any other structure which supports an antenna. *Co-location* means the location of multiple antennas of more than one commercial wireless communication service provider or governmental entity on a single tower or alternative tower structure. *FAA* means the Federal Aviation Administration. *FCC* means the Federal Communications Commission. *Height* refers to the distance measured from ground level to the highest point on the tower or other structure, even if the highest point is an antenna. *Personal communication services (PCS)* means a provider of personal wireless service facilities as defined by federal law. *Personal wireless facilities* means transmitters, antenna structures, and other types of installations used to provide personal wireless services. *Pre-existing towers and antennas* means any legally placed tower or antenna permitted prior to the effective date of the ordinance from which this section is derived that shall not be required to meet the requirements of this section other than applicable federal or state requirements or city building codes. *Tower* means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers or monopole towers. The term "tower" includes personal communication service towers, radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures and the like. The term "guy towers" are towers supported externally by a set or series of wires from the tower to the ground. *Tower site* means the area encompassing a tower and all supporting equipment, structures paved or graveled areas, fencing and other items used in connection with the tower. *Wireless telecommunications services* means licensed commercial wireless telecommunication services, including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhances specialized mobilized radio (ESMR), paging and similar services that are marketed to the general public.

c. *Special exception required.* A special exception permit in accordance with section 17.47 shall be required for the locating and construction of a new tower or for the co-location of an antenna on an existing tower not previously granted a special exception.

    1. No special exception shall be granted for the placement of a tower in any residential zone or area zoned conservancy.

    2. Antennas not exceeding 30 feet in antenna height may be placed on existing structures that have an existing height greater than 45 feet, irrespective of the zoning district.

    3. No special exception for a tower site exceeding 30 feet in height shall be granted within 2,500 feet of an existing tower site whether the existing site is within or without the city.

    4. If a special exception permit is granted, the city council may impose conditions to the extent the city council concludes such conditions are necessary to minimize any adverse effect of the proposed tower on adjoining properties.

    5. Any information of an engineering nature required by the special exception that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a licensed professional engineer.

    6. Private HAM radio operators and citizen band radio operators, along with their associated towers and apparatus, licensed under applicable FCC regulations, shall be exempt from the provisions of this section, provided that the facilities are situated on the same lot as the transmitter/receiver set.

d. *Information required.* Each applicant requesting a special exception permit under this section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, including information concerning topography, frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the city council to be necessary to assess compliance with this section, including, but not limited to, the provision of co-location per subsection 17.32(12)(f).

e. *Considered in granting special exception permits.* The city council shall consider the following factors in determining whether to issue a special exception permit, although the city council may waive or reduce the burden on the applicant of one or more of these criteria if the city council concludes that the goals of this section are better served thereby:

    1. Height of the proposed tower.

    2. Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of another provider's equipment.

    3. Proximity of the tower to residential structures and residential district boundaries.

    4. Nature of uses on adjacent and nearby properties.

5. Surrounding topography.
6. Surrounding tree coverage and foliage.
7. Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.
8. Proposed ingress and egress to the tower site.
9. Availability of suitable existing towers and other structures as discussed in section 17.32(13)(f).
10. Compliance with current FAA and FCC regulations so as to, in part, minimize the possibility of interference with locally received transmissions.

f. *Co-location.*

1. Any proposed telecommunication tower and tower site shall be designed, structurally, electrically, and in all other respects to accommodate co-location of both the applicant's antennas and comparable antennas for at least two additional users. Towers and tower sites shall be designed to allow for future rearrangement of antennas upon the tower, to accept antennas mounted at varying heights, and to accommodate supporting buildings and equipment.The holder of a permit for a tower shall allow co-location for at least two additional users and shall not make access to the tower and tower site for the additional users economically unfeasible. If additional users demonstrate (through independent arbitration or other pertinent means) that the holder of a tower permit has made access to such tower and tower site economically unfeasible, the original permit on the tower site shall become null and void.
2. No new tower shall be permitted unless the applicant demonstrates, to the reasonable satisfaction of the city council, that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:
    1. No existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements.
    2. Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.
    3. Existing towers or structures do not have sufficient structural strength to support the applicant's proposed antenna and related equipment.
    4. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed antenna.
    5. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

6. The fees, costs or contractual provisions required by the owner to share an existing tower or structure or to adapt an existing tower.

g. *Setbacks and separation.* The following setbacks and separation requirements shall apply to all towers and antennas for which a special exception permit is required; provided, however, that the city council may reduce the standard setbacks and separation requirements if the goals of this subsection would be better served thereby.

1. Towers must be set back a distance equal to the height of the tower from any off-site residential structure.

2. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements.

h. *Landscaping*. The following requirements shall govern the landscaping surrounding towers for which a special exception permit is required; provided however, that the city council may waive such requirements if the goals of this subsection would be better served thereby.

1. Tower sites shall be landscaped with a mixture of deciduous and evergreen trees and shrubs that effectively screens the view of the tower compound from adjacent residential property. The standard buffer shall consist of a landscaped strip at least four feet wide outside the perimeter of the compound.

2. In locations where the visual impact of the tower would be minimal, the landscaping requirement may be reduced or waived altogether.

3. Existing mature trees growth and natural land forms on the site shall be preserved to the maximum extent possible. In some cases, such towers sited on large wooded lots, natural growth around the property perimeter may be a sufficient buffer.

i. *Removal of abandoned antennas and tower*s. Any antenna or tower that is not operated for a continuous period of six months shall be considered abandoned, and the owner of such antenna or tower shall remove same within 90 days of receipt of notice from the city council notifying the owner of such abandonment. If such antenna or tower is not removed within the 90 days, the city council may remove such antenna or tower at the owner's expense. If there are two or more users of a single tower, then this section shall not become effective until all users cease using the tower.

j. *Applicability.*

1. *District height limitation*. The requirements set forth in this subsection shall govern the location of towers that exceed, and antennas that are installed, at a height in excess of the height limitations specified for each zoning district. The height limitations applicable to buildings and structures shall not apply to towers and antennas, however, in no case shall any tower, excluding antennas, exceed a height of 220 feet.

2. *Inventory of existing sites.* Each applicant for an antenna and or tower shall provide to the planning department an inventory of all existing towers that are within a five-mile radius of the proposed site, on which the company is also

located, leased or owned, including specific information about the location, height and design of each tower that applies. The city plan department may share such information with other applicants applying for special exception permits under this article or other organizations seeking to locate antennas within the jurisdiction of the city council; provided, however, that the planning and zoning department is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.

13. *Small wind energy system ordinance.*

a. *Authority.* This section is adopted pursuant to authority granted by Wis. Stats. §§ 62.23(7) and 66.0401.

b. *Purpose.* The purpose of this section is to:

1. Oversee the permitting of small wind energy systems.

2. Preserve and protect public health and safety without significantly increasing the cost or decreasing the efficiency of a small wind energy system (per Wis. Stats. § 66.0401).

c. *Definitions.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: *Administrator* means the city building inspector. *Common council* means the city common council. *Meteorological tower (met tower)* is defined to include the tower, base plate, anchors, guy cables and hardware, anemometers (wind speed indicators), wind direction vanes, booms to hold equipment, anemometers and vanes, data logger, instrument wiring, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous wind information or to characterize the wind resource at a given location. *Owner* means the individual or entity that intends to own and operate the small wind energy system in accordance with this section. *Rotor diameter* means the cross-sectional dimension of the circle swept by the rotating blades. *Small wind energy system* means a wind energy system that: (1) Is used to generate electricity; (2) Has a nameplate capacity of 100 kilowatts or less; and (3) Has a total height of 170 feet or less. Total height means the vertical distance from ground level to the tip of a wind generator blade when the tip is at its highest point. *Tower* means the monopole, freestanding, or guyed structure that supports a wind generator. *Wind energy system* means the equipment that converts and then stores or transfers energy from the wind into usable forms of energy, as defined by Wis. Stats. § 66.0403(1)(m). This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries, or other component used in the system. *Wind generator* means blades and associated mechanical and electrical conversion components mounted on top of the tower.

d. *Standards.* A small wind energy system shall be a conditionally permitted use in all zoning districts subject to the following requirements:

1. *Setbacks.* A wind tower for a small wind energy system shall be set back a distance equal to its total height from:

1. Any public road right-of-way, unless permission is granted by the governmental entity with jurisdiction over the road. Such permission shall be in a form acceptable for recording in the county register of deeds office for the parcel on which the tower is located.
2. Any overhead utility lines, unless permission is granted by the affected utility, such permission shall be in a form acceptable for recording in the county register of deeds office for the parcel on which the tower is located.
3. All property lines, unless permission is granted from the affected landowner or neighbor, such permission shall be in a form acceptable for recording in the county register of deeds office for both the parcel on which the tower is located and the affected parcel.

2. *Access.*
    1. All ground-mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.
    2. The tower shall be designed and installed so as to not provide step bolts or a ladder readily accessible to the public for a minimum height of eight feet above the ground.
3. *Electrical wires.* All electrical wires associated with a small wind energy system, other than wires necessary to connect the wind generator to the tower wiring, the tower wiring to the disconnect junction box, and the grounding wires shall be located underground.
4. *Lighting.* A wind tower and generator shall not be artificially lighted unless such lighting is required by the Federal Aviation Administration.
5. *Appearance, color, and finish.* The wind generator and tower shall remain painted or finished the color or finish that was originally applied by the manufacturer, unless otherwise approved in the building permit.
6. *Signs.* All signs, other than the manufacturer's or installer's identification, appropriate warning signs, or owner identification on a wind generator, tower, building, or other structure associated with a small wind energy system visible from any public road shall be prohibited.
7. *Code compliance.* A small wind energy system, including tower, shall comply with all applicable state construction and electrical codes, and the National Electrical Code.
8. *Utility notification and interconnection.* Small wind energy systems that connect to the electric utility shall comply with the public service commission of Wis. Admin. Code ch. PSC 119, "rules for interconnecting distributed generation facilities."

9. *Met towers.* Met towers shall be permitted under the same standards, permit requirements, restoration requirements, and permit procedures as a small wind energy system.

e. *Permit requirements.*

1. *Building permit.* A building permit shall be required for the installation of a small wind energy system.

2. *Documents*. The building permit application shall be accompanied by a lot plan which includes the following:

1. Property lines and physical dimensions of the property.

2. Location, dimensions, and types of existing major structures on the property.

3. Location of the proposed wind system tower.

4. The right-of-way of any public road that is contiguous with the property.

5. Any overhead utility lines.

6. Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).

7. Tower foundation blueprints or drawings stamped by a design professional.

8. Tower blueprint or drawing stamped by a design professional.

9. The property lines and dimensions, with the names and addresses of the owners, of any properties proposed to be restricted from activities interfering with the system.

3. *Fees.* The same fee required for a building permit for a permitted accessory use must accompany the application for a building permit for a small wind energy system.

4. *Expiration.* A permit issued pursuant to this section shall expire if the small wind energy system is not installed and functioning within two years from the date the permit is issued.

f. *Abandonment.*

1. A small wind energy system that is out-of-service for a continuous two-year period, excluding time spent on repairs or improvements, will be deemed abandoned. The administrator may issue a notice of abandonment to the owner of a small wind energy system that is deemed abandoned. The owner shall have the right to respond to the notice of abandonment within 30 days from the notice receipt date. The administrator shall withdraw the notice of abandonment and notify the owner that the notice has been withdrawn if the owner provides information that demonstrates the small wind energy system has not been abandoned.

2. If it is determined the small wind energy system is abandoned, the owner of same shall remove the wind generator from the tower at the owner's sole expense within three months of receipt of notice of abandonment. If the owner fails to remove the wind generator from the tower, the administrator may pursue a legal action to have the wind generator removed at the owner's expense and such expense shall be entered as a special charge on the tax roll.

g. *Building permit procedure.*

1. An owner shall submit an application to the administrator for a building permit for a small wind energy system. The application must be on a form approved by the administrator and must be accompanied by two copies of the lot plan identified above.

2. Within 30 days of receipt of an application, the administrator shall determine whether the application is satisfactorily completed and, if no other properties are to be restricted by the permit, place the application on the agenda before the city plan commission. If the application identifies other properties to be restricted by the permit, the applicant shall provide notice to the owners of those properties personally or by certified mail; and provide receipts for the delivery of such notice to 'the administrator. The administrator shall provide the notice form. The hearing before the city plan commission shall, in such cases, be scheduled in compliance with the timelines of Wis. Stats. § 66.0403(3) and (4). The plan commission shall approve or deny the application based on the criteria as provided within this Code.

3. If the application is approved, the administrator will return one signed copy of the application with the permit and retain the other copy with the application.

4. If the application is rejected, the administrator will notify the applicant in writing and provide a written statement of the reason why the application was rejected. The applicant may appeal the administrator's decision pursuant to Wis. Stats. ch. 68. The applicant may re-apply if the deficiencies specified by the administrator are resolved.

5. The owner shall conspicuously post the building permit on the premises so as to be visible to the public at all times until construction or installation of the small wind energy system is complete.

h. *Violations.* It is unlawful for any person to construct, install, or operate a small wind energy system that is not in compliance with the ordinance from which this section is derived or with any condition contained in a building permit issued pursuant to this section. Small wind energy systems installed and operated prior to the adoption of this section are exempt.

i. *Administration and enforcement.*

1. The administrator or other designated official shall administer this section.

2. The administrator may enter any property for which a building permit has been issued under this section to conduct an inspection to determine whether the conditions stated in the permit have been met.
3. The administrator may issue orders to abate any violation of this section.
4. The administrator may issue a citation for any violation of this section.
5. The administrator may refer any violation of this section to legal counsel for enforcement.

j. *Penalties.*

1. Any person who fails to comply with any provision of this section or a building permit issued pursuant to this ordinance shall be subject to enforcement and penalties as provided in section 17.56.
2. Nothing in this section shall be construed to prevent the common council from using any other lawful means to enforce this section.

14. *Portable storage units (containers).*

a. For the purpose of this section, the term "portable storage unit" shall mean any portable enclosed unit of whatever type construction or material, designed for permanent or temporary storage, which can be transported by vehicle and left on-site as determined by City Staff.

b. In Residential Single Family (RSF), Residential Two Family (RTF), when incidental to a residential dwelling:

1. One portable storage unit shall be the maximum number allowed on a lot for no more than 30 consecutive days and no more than 60 total days per calendar year.
2. The portable storage unit shall be placed on an impervious surface.
3. The portable storage unit shall not be located within 3 feet of a property line.
4. The portable storage unit shall not be located within the vision corner.
5. Portable storage units shall not be used for the purposes of a garage or shed.

c. All other zoning districts. When incidental to a permitted principal use:

1. A temporary use permit is required pursuant to this section.
2. No more than three temporary use permits per business shall be issued per calendar year.
3. Two portable storage units shall be the maximum allowed per temporary use permit.
4. The maximum time limit per temporary use permit shall be 30 days, unless t he plan commission approves a longer duration.
5. Portable storage units shall be placed on an impervious surface.

6. Portable storage units may be placed on a lot within a designated loading space.
7. The portable storage unit shall not be located within the required front setback unless permitted by the Zoning Administrator.
8. Portable storage units shall not be used for the purposes of a garage, shed or other on-site storage.
9. Permanent use of a storage container at an Industrial or Commercial location may only be permitted by approval of the Plan Commission.

d. Storage containers used in connection with a construction project may be permitted by the Zoning Administrator and must be only used for purpose related to the construction project, not placed withing 3 feet of a property line, not located within the vision corner and must be removed from the site upon issuance of occupancy of the permanent structure.

(Code 2011, § 17.32)

HISTORY
Amended by Ord. 1867-2022 on 10/4/2022
Repealed by Ord. 1874-2022 on 12/6/2022
Repealed & Replaced by Ord. 1917-2025 on 2/4/2025

17.33 Sign and Billboard Regulations

1. The following types of signs are exempted from permit requirements, but must be in conformance with all other requirements in this chapter:

a. *Construction signs*. Two construction signs per construction site not exceeding 100 square feet in area which shall be confined to the site of construction and shall be removed 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.

b. *Directional and instructional signs*. Directional and instructional non-electric signs which provide instruction or direction and are located entirely on a property to which they pertain, do not exceed six square feet in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances, and exits.

c. *Non-illuminated emblems*. Non-illuminated emblems or insignia of any nation, political subdivision, or nonprofit organization.

d. *Government signs*. Government signs for control of traffic and other regulatory purposes and including danger signs, railroad crossing signs, and signs of public utilities indicating danger or aids to service or safety which are erected by or on the order of a public officer in the performance of his duty.

e. *Home occupation signs*. Home occupation signs associated with permitted home occupations as defined in this section.

f. *House numbers and nameplates*. Property numbers, post box numbers, names of occupants of the premises, or other identification not having commercial connotations.

g. *Interior signs*. Interior signs located entirely within a building.

h. *Memorial signs and plaques*. Memorial signs or tablets, plaques, names of buildings, and date of erection, which are cut into masonry surfaces or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.

i. *No trespassing or no dumping signs*. No trespassing and no dumping signs not to exceed 1 1/2 square feet in area.

j. *Public notices*. Public notices posted by public officials or employees in the performance of their duties.

k. *Public signs*. Public signs required as specifically authorized for a public purpose by any law, statute, or ordinance.

    1. No sign shall be located within 15 feet of the public right-of-way at a street intersection or over the right-of-way.

l. *Real estate signs*. One real estate sales sign for each street frontage on any lot or parcel, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated. Such signs are subject to the following regulations:

    1. In residential zoning districts, such signs shall not exceed six square feet in area and shall be removed within seven days after the sale, rental, or lease has been accomplished.

    2. In all other zoning districts, such signs shall not exceed 32 square feet in area and shall be removed within 15 days after the sale, rental, or lease has been accomplished.

m. *Temporary window signs*. In commercial and industrial zoning districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety.

n. *On-premises symbols and insignia*. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies.

o. *On- and off-premises temporary signs*. Temporary signs not exceeding 32 square feet in area pertaining to fund or pledge drives or events of civic, philanthropic, educational, or religious organizations, provided that such signs are posted not more than 30 days before such event and removed within five days after the event.

p. *Vehicular signs*. Truck, bus, trailer, or other vehicle signs while operating in the normal use of business, which is not primarily the display of signs.

q. *Neighborhood identification signs*. In any zone, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood or tract identification, provided that the legend of such sign or display shall consist only of the neighborhood or tract name.

2. Signs.

1. *Prohibited signs.* The following exterior building signs shall be prohibited within the city:

    a. Abandoned signs.

b. Flashing signs, remnants, banners, streamers, and all other fluttering or spinning signs, except in connection with temporary sales, civic or cultural events, or officially recognized holidays.

c. Snipe signs or signs attached to trees, telephone poles, public benches, street lights, or placed on any public property or public right-of-way.

d. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such sign, excluding allowed portable signs or signs or lettering on buses, taxies, or vehicles operated during the normal course of business.

e. Signs displaying flashing or intermittent lights customarily associated with danger or emergencies. An illuminated sign or lighting device shall employ only lights of constant intensity and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving lights or lights creating the illusion of movement. Signs located wholly within a building, public service information signs, and other electronic message or mechanical message centers which are classified as changing signs are permitted and are not subject to this restriction.

f. Signs which purport to be or are an imitation of or resemble an official traffic sign or signal or which bear words "stop," "caution," "warning" or similar words that are displayed in the colors normally associated with them as official signs are prohibited.

2. *Construction specifications.*

a. All signs shall be constructed in accordance with the requirements of chapter 14 of this Code and the national electric code, as amended, and the additional construction standards set forth in this section, where applicable.

b. All ground and roof sign structures shall be self-supporting Structures and permanently attached to sufficient foundations.

c. Electric service to ground signs shall be concealed.

d. All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:

1. *For solid signs:* 30 pounds per square foot on any face of the sign or structure.

2. *For skeleton signs:* 30 pounds per square foot of the total face cover of the letters and other sign surfaces or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.

e. No sign shall be suspended by nonrigid attachments that will allow the sign to swing due to wind action. All freestanding signs shall have self-supporting structures erected on or permanently attached to concrete foundations. All nonpermanent signs shall be braced or secured to prevent motion.

f. No sign shall be erected, constructed, or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of ingress and egress.

g. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the city fire prevention code.

h. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead conductors in accordance with the national electrical code specifications, depending on voltages concerned. However, in no case shall a sign be installed closer than six inches horizontally or vertically from any conductor or public utility guy wire.

3. *Signs in residential districts.* No sign in a residential district shall exceed eight feet in height or produce artificial light from within.

4. *Signs in commercial districts.*

a. Temporary window signs advertising a sale or special event at an individual commercial establishment shall be exempt from the sign regulations.

b. A detached sign, any part of which is closer than 15 feet to the right-of-way shall have a minimum vertical distance of ten feet between the bottom of the sign and the grade at the right-of-way line or shall not be more than three feet in height above grade.

c. Any detached sign or projecting sign within 25 feet of an intersection or 15 feet of a driveway shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of ten feet or shall be not more than three feet in height above grade.

d. All other projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of nine feet.

e. Canopy, marquee, and awning signs shall be placed at such a height so that the extreme lower edge of such structure is at least seven feet above sidewalk grade and such signs shall not extend more than 72 inches into the public right-of-way. The vertical dimension of a sign, any portion of which is below the lower edge of the canopy or marquee structure, shall not exceed 20 inches.

f. Detached signs shall not project more than 72 inches into the public right-of-way, but in no case closer than two feet from the curbline as measured from the property line. The area of a ground sign shall not exceed 150 square feet per side.

5. *Billboard requirements.* Pursuant to chapter 14 of this Code, the following regulations shall be enforced:

a. No billboards may be erected within a 500-foot radius of another existing billboard.

b. No billboard may be erected within 200 feet of an existing residential use or within 200 feet of a residential district.

c. The maximum size of billboards shall be 300 square feet on each face, except within 100 feet of U.S. 41, where the maximum size shall be 400 square feet on each face.

d. Billboards shall be set back from all property lines and existing buildings equal to the height to the top of the billboard.

e. Roof-mounted billboards are not permitted.

f. Billboards shall only be permitted in the commercial highway, commercial shopping center, industrial, and industrial park districts.

g. All billboards which are not in conformance with the above provisions shall be placed in conformance no later than July 9, 1990.

h. Exception. Signage permitted under section 17.24(6)(a) of this chapter.

6. *Installation, maintenance, and repair.*

a. All signs shall be constructed and installed in accordance with the requirements of chapter 14 of this Code and the national electric code. Every sign, including, but not limited to, those signs for which permits are required, shall be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting, except when a weathered or natural surface is intended, repainting, cleaning, and other acts required for the maintenance of such signs.

b. The building inspector shall require compliance with all standards of this chapter. If the sign is not maintained to comply with safety standards outlined under chapter 14 of this Code, the building inspector shall require its removal in accordance with this section.

7. *Abandoned signs.* Except as otherwise provided in this chapter, any sign that is located on property which becomes vacant and is unoccupied for a period of two months or more or any sign which pertains to a time, event, or purpose which no longer applies shall be deemed to have been abandoned. Permanent signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of three months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises. If the owner fails to remove the sign, the building inspector shall take appropriate legal action to cause the same to be removed.

8. *Defective signs and signs for which no permit has been issued.* The building inspector shall cause to be removed or repaired any sign that is defective or endangers the public safety, such as a dangerous or materially, electrically, or structurally defective sign or a sign for which no permit has been issued.

9. *Notice*. The building inspector shall give the owner of the sign 30 days' written notice to remove any abandoned sign, repair, or remove any defective sign or to remove a sign for

which no permit has been issued. The notice shall describe the sign and specify the violation involved. The notice shall be sent by certified mail.

10. *Appeals.*

    a. The owner of the sign may appeal the determination of the building inspector ordering removal or compliance by filing a written notice of appeal under section 17.50 within 30 days after the date of mailing the notice.

    b. For property located within the commercial core district, the owner of the sign may appeal to and be heard before the redevelopment authority.

11. *Removal of signs by the building inspector.*

    a. Notwithstanding the above, in cases of emergency, the building inspector may cause the immediate removal without notice of a dangerous or defective sign or for failure to comply with the written order of removal or repair.

    b. After removal or demolition of the sign, a notice shall be mailed to the owner of the sign stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building inspector, together with an additional ten percent for inspection and incidental costs.

    c. If the amount specified in the notice is not paid within 30 days of the notice, it shall become an assessment against the property of the sign owner and will be certified as an assessment against the property, together with interest at ten percent per annum, for collection in the same manner as real estate taxes.

    d. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon, unless facts to the contrary are brought to the attention of the building inspector as in the case of a leased sign.

    e. For the purpose of removal, the definition of the term "sign" includes all sign embellishments and structures designed specifically to support the sign.

Petition for Annexation

The undersigned, constituting 100 percent of the owners of the following described territory located in the Town of Vandenbroek, Outagamie County, Wisconsin lying contiguous to the City of Kaukauna, petition the Honorable Mayor and Common Council of said city to annex the territory described below and shown upon the attached map, as permitted by Chapter 66 of the Wisconsin Statutes, to the City of Kaukauna, Outagamie County, Wisconsin.

All of Lot Two (2) of Certified Survey Map No.. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (#3), Township Twenty-One (21) North, Range Eighteen(18) East, Town of Vandenbroek, Outagamie County, Wisconsin containing 16,487 feet (0.378 acres) of land.

Sincerely,

Tom DeBruin

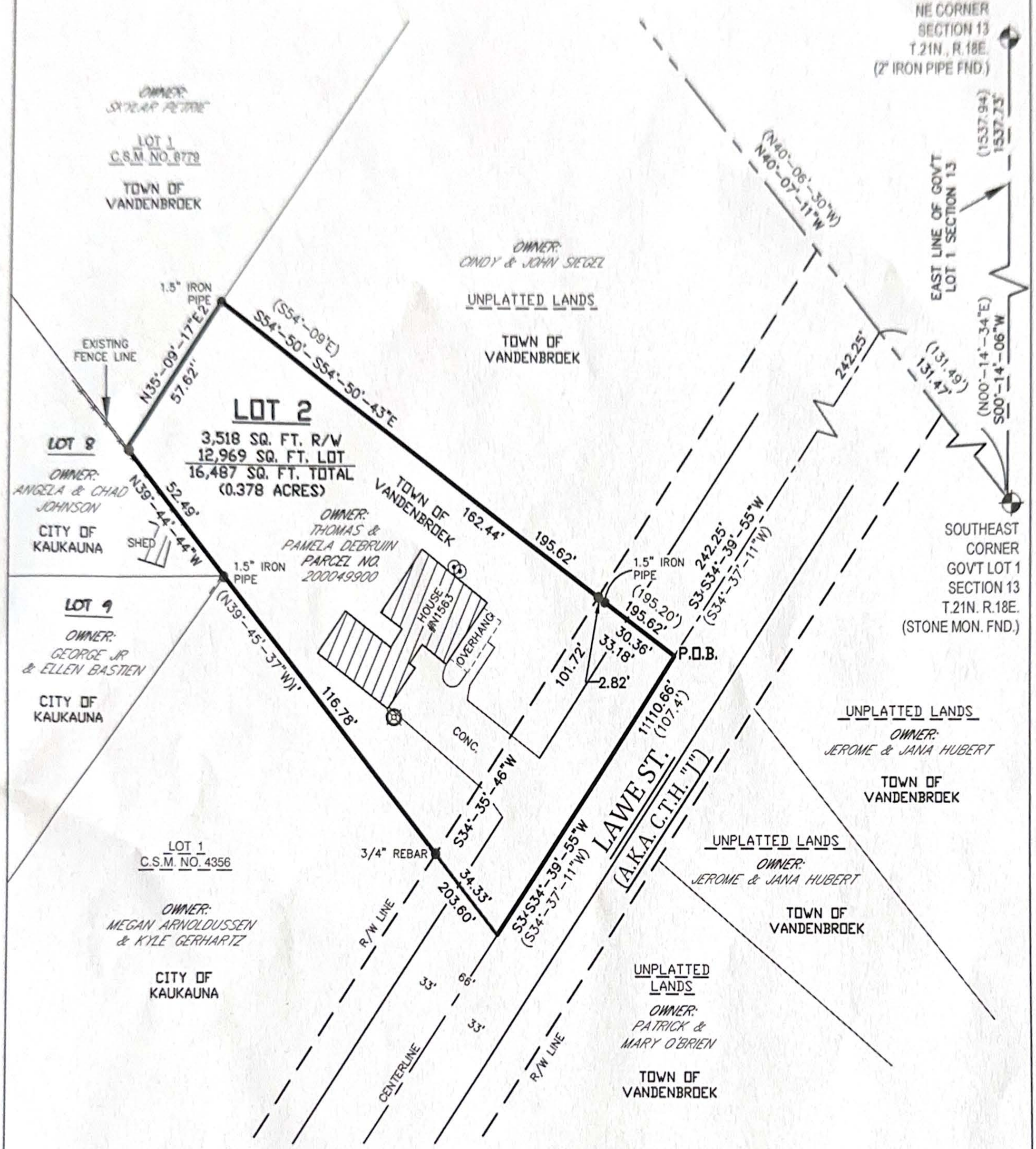
Thomas G DeBruin

Owner

Dated this 22 day of September, 2025

ANNEXATION PETITION EXHIBIT MAP

ALL OF LOT 2 OF CERTIFIED SURVEY MAP 8779 AS RECORDED AS DOCUMENT NO. 2326504, LOCATED IN PRIVATE CLAIM 3, T.21N., R.18E., TOWN OF VANDENBROEK, OUTAGAMIE COUNTY, WISCONSIN



ANNEXATION PETITION

All of Lot Two (2) of Certified Survey Map No. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (3), Township Twenty-One (21) North, Range Eighteen (18) East, Town of Vandenbroek, Outagamie County, Wisconsin containing 16,487 square feet (0.378 acres) of land.

BEARINGS REFERENCED TO THE OUTAGAMIE COUNTY COORDINATE SYSTEM AND THE NORTHEASTERLY LINE OF PRIVATE CLAIM NO. 3 LINE, T.21N., R.18E., WHICH BEARS: S40°-07'-11"E

GRAPHIC SCALE
1 inch = 50 ft.
0 25 50 100

-LEGEND-
- ● = 1" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- ⊕ = COUNTY MONUMENT FOUND
- ⊙ = SEPTIC TANK COVER
- ⊗ = WELL HEAD
- ( ) = RECORDED INFORMATION

MERIDIAN SURVEYING, LLC
N9637 Friendship Drive Office: 920-993-0881
Kaukauna, WI 54130 Fax: 920-273-6037

DRAWN BY: JB	FIELD WORK DATE: 9-19-24
CHECKED BY: C.A.K.	FIELD BOOK: X
JOB NO.: 15741	SHEET 1 OF 1

Annexation Review Questionnaire

Wisconsin Department of Administration

WI Dept. of Administration
Municipal Boundary Review
PO Box 1645
Madison WI 53701
608-264-6102 Fax: 608-264-6104
wimunicipalboundaryreview@wi.gov
http://doa.wi.gov/municipalboundaryreview

Petitioner: **DeBruin** Petition Number: **14803**

1. Territory to be annexed: From **TOWN OF VANDENBROEK** To **CITY OF KAUKAUNA**

2. Area (Acres): .38

3. Pick one: ☒ Property Tax Payments **OR** ☐ Boundary Agreement

a. Annual town property tax on territory to be annexed:
$ 228.19

b. Total that will be paid to Town
(annual tax multiplied by 5 years): $1140.95

c. Paid by: ☐ Petitioner ☒ City ☐ Village
☐ Other: _____

a. Title of boundary agreement _____

b. Year adopted _____

c. Participating jurisdictions _____

d. Statutory authority (pick one)
☐ s.66.0307 ☐ s.66.0225 ☐ s.66.0301

4. Resident Population: Electors: _____ Total: _____

5. Approximate **present land use** of territory:
Residential: 79 % Recreational: _____ % Commercial: _____ % Industrial: 21 %
Undeveloped: _____ %

6. If territory is undeveloped, what is the **anticipated use**?
Residential: _____ % Recreational: _____ % Commercial: _____ % Industrial: _____ %
Other: _____ %
Comments: _____

7. Has a ☐ preliminary or ☐ final plat been submitted to the Plan Commission: ☐ Yes ☐ No
Plat Name: _____

8. What is the **nature of land use adjacent** to this territory in the city or village?

_____

In the town?: Residential and Industrial

9. What are the **basic service needs** that precipitated the request for annexation?
☐ Sanitary sewer ☐ Water supply ☐ Storm sewers
☐ Police/Fire protection ☐ EMS ☐ Zoning
Other _____

10. Is the city/village or town capable of providing needed utility services?

City/Village ☐ Yes ☐ No Town ☐ Yes ☒ No

If yes, approximate timetable for providing service:

	City/Village	Town
Sanitary Sewers immediately	☐	☐
or, write in number of years.	____	____
Water Supply immediately	☐	☐
or, write in number of years.	____	____

Will provision of sanitary sewers and/or water supply to the territory proposed for annexation require capital expenditures (i.e. treatment plant expansion, new lift stations, interceptor sewers, wells, water storage facilities)?

☐ Yes ☐ No

If yes, identify the nature of the anticipated improvements and their probable costs: _____

11. Planning & Zoning:

a. Do you have a comprehensive plan for the City/Village/Town? ☒ Yes ☐ No

Is this annexation consistent with your comprehensive plan? ☐ Yes ☒ No

b. How is the annexation territory now zoned? 79% Residential, 21% Industrial

c. How will the land be zoned and used if annexed? _____

12. Elections: ☐ New ward or ☐ Existing ward? Will the annexation create a new ward or join an existing ward? For more information, please contact the Wisconsin Election Commission at (608) 266-8005, **elections@wi.gov** or see their annexation checklist here: **http://elections.wi.gov/forms/el-100**

13. Other relevant information and comments bearing upon the public interest in the annexation:

Prepared by: ☒ Town ☐ City ☐ Village

Name: Cory Swedberg

Email: clerk@vandenbroekwi.gov

Phone: 920-850-1848

Date: 09/29/25

Please **RETURN PROMPTLY** to:

wimunicipalboundaryreview@wi.gov

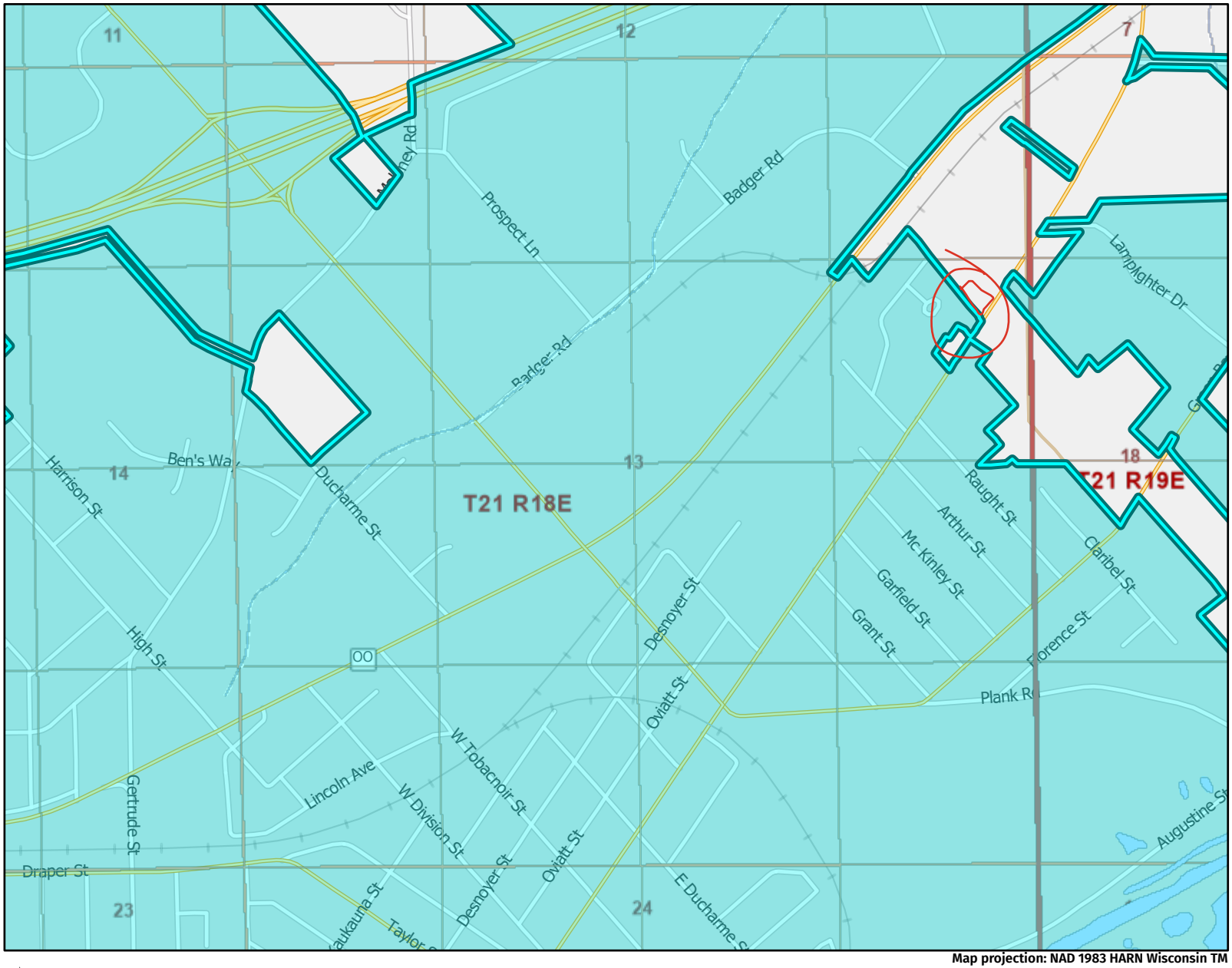
Municipal Boundary Review

PO Box 1645, Madison WI 53701

Fax: (608) 264-6104

(March 2018)

WISCONSIN DEPARTMENT OF NATURAL RESOURCES



Legend: (some map layers may not be displayed)

- Rivers and Streams
- Intermittent Streams
- Open Water
- 24K Intermittent Streams
- 24K Lakes and Open Water
- Township
- Section
- Quarter-Quarter

Cities, Towns & Villages

- City
- Civil Town

Notes:

Map projection: NAD 1983 HARN Wisconsin TM

N

Map: 0 890 1,780 Feet
0 260 520 Meters

Service Layer Credits:
DNR Basic Feature Vector Tile Layer WTM: , Cadastral: , Surface Water (Cached): WiDNR, USGS, and other data



This map is a product generated by a DNR web mapping application.

This map is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. The user is solely responsible for verifying the accuracy of information before using for any purpose. By using this product for any purpose user agrees to be bound by all disclaimers found here: https://dnr.wisconsin.gov/legal.

Date Printed: 10/14/2025 3:27 PM

Township N.o 21 N, Range N.o 18 East, 4th Mer.

John Bannister

Item 9.h.



Meanders of Fox River

Posts	Courses	Chs Lks	Posts	Courses	Chs Lks	Posts	Courses	Chs Lks
Left bank down Stream				S. 53½ E.	4.00			
1	N. 73 E.	3.50		N. 74½ E.	3.00			
	S. 68 E.	6.00		N. 26½ E.	1.95			
	S. 88 E.	11.50	23					
	N. 88½ E.	7.50		N. 26½ E.	2.05			
	N. 72 E.	6.50		N. 9½ E.	6.50			
	N. 84 E.	2.00		N. 5 E.	10.50			
	N. 44 E.	7.50		N. 54 E.	5.00			
	N. 33 E.	11.50		S. 87½ E.	3.30			
	N. 22 E.	11.50	6					
	N. 32 E.	11.00		S. 64 E.	5.00			
2				N. 88 E.	11.50			
	N. 38 E.	11.50		N. 32 E.	11.50			
	N. 69½ E.	9.00		N. 70 E.	5.00			
	N. 80½ E.	1.50		N. 51 E.	6.00			
	N. 30 E.	11.00		N. 11½ E.	3.00			
	N. 8 E.	11.50		N. 12½ E.	7.00			
	N. 34 E.	3.50		N. 19½ E.	11.50			
	N. 50 E.	9.00		N. 62 E.	12.50			
	N. 68 E.	5.00		N. 52½ E.	11.50			
	N. 81 E.	6.00		N. 62½ E.	6.50			
	S. 66½ E.	8.00		N. 87 E.	3.50			
	S. 59½ E.	11.50		S. 63½ E.	7.00			
3				S. 75 E.	2.61			
	S. 72 E.	11.89	7					
	S. 70½ E.	11.50		S. 67½ E.	11.50			
	S. 80½ E.	9.50		S. 54 E.	7.50			
	N. 35 E.	8.00		S. 64 E.	6.50			
	N. 51½ E.	2.00	8	S. 39 E.	8.94			
	N. 80½ E.	6.00						
	S. 74½ E.	9.50						
	N. 78 E.	7.00						
	N. 56 E.	5.00						
	N. 52 E.	9.50						
	N. 78 E.	6.50						
	N. 86 E.	3.00						
	N. 70½ E.	9.50						
	S. 56½ E.	3.50						
4								
	S. 73½ E.	8.50						
	N. 72 E.	7.00						
	N. 45 E.	10.00						
	N. 78 E.	4.00						
	S. 74½ E.	5.50						
	S. 64 E.	2.50						
	N. 82 E.	3.50						
	S. 47 E.	14.00						
	S. 31 E.	6.21						
	S. 68 E.	5.50						
	S. 44 E.	5.50						
	S. 22 E.	6.50						
	S. 70 E.	7.00						
	N. 86½ E.	4.50						
	S. 64 E.	8.00						
5								
	S. 63 E.	12.00						
	East	4.00						
	N. 71 E.	7.50						
	N. 80 E.	8.50						
	S. 82 E.	3.00						
	S. 68 E.	6.00						
	N. 78 E.	3.50						
	N. 76½ E.	4.00						
	S. 29 E.	6.00						
	S. 69½ E.	6.00						
	S. 28 E.	6.50						
	S. 26 E.	5.50						
24								

Total number of Acres 12,241.93

Surveys Designated.	By Whom Surveyed.	Date of Contract.	Amount of Surveys. M. Chs Lks	When Surveyed.	When Charged in the Surr Genls acct
Township lines,	A. G. Ellis	May 18. 1843	13 . 79 . 32	June 1843	1st Qr 1844
Subdivisions,	John Bannister	Aug. 16, 1843	38 . 72 . 54	4th Qr 1843	4th Qr 1844

The above Map of Township N.o 21 North, of Range N.o 18 East, 4th Principal Meridian, Wisconsin Territory is strictly conformable to the field notes of the survey thereof on file in this Office, which have been examined and approved.

Surveyor Generals' Office, Dubuque, December 31. 1844

James Wilson Surr Gen.l

TONY EVERS
GOVERNOR
KATHY BLUMENFELD
SECRETARY
Municipal Boundary Review
PO Box 1645, Madison WI 53701
Voice (608) 264-6102 Fax (608) 264-6104
Email: **wimunicipalboundaryreview@wi.gov**
Web: **http://doa.wi.gov/municipalboundaryreview**

October 14, 2025 PETITION FILE NO. 14803

KAYLA NESSMANN, CLERK
CITY OF KAUKAUNA
PO BOX 890
KAUKAUNA, WI 54130-0890

CORY SWEDBERG, CLERK
TOWN OF VANDENBROEK
W2030 COUNTY ROAD JJ
KAUKAUNA, WI 54130-9419

Subject: DEBRUIN ANNEXATION

The proposed annexation submitted to our office on September 24, 2025, has been reviewed and found to be in the public interest. In determining whether an annexation is in the public interest, s. 66.0217 (6), Wis. Stats. requires the Department to examine "[t]he shape of the proposed annexation and the homogeneity of the territory with the annexing village or city…." so as, to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. The subject petition is for territory that is reasonably shaped and contiguous to the City of Kaukauna, which is able to provide needed municipal services.

The Department reminds clerks of annexing municipalities of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14803 with your ordinance.** Ordinance filing checklist available at http://mds.wi.gov/, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: http://mds.wi.gov/View/Petition?ID=2877
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

Erich Schmidtke, Municipal Boundary Review cc: petitioner

CITY OF KAUKAUNA

ORDINANCE NO. xxxx-2025

ORDINANCE TO ANNEX 16,487 SQUARE FEET OF LAND FROM THE TOWN OF VANDENBROEK TO THE CITY OF KAUKAUNA

WHEREAS, a petition for direct annexation by unanimous consent of territory to the City of Kaukauna has been filed with the Clerk of the City of Kaukauna together with a scale map and legal description of the property to be annexed showing the boundaries of such territory and the relation of the territory to the municipality to which the annexation is requested; and,

WHEREAS, notice of the proposed annexation was served upon the State of Wisconsin Department of Administration, Petition File No. 14803, and said Department determined that the proposed annexation is in the public interest; and,

WHEREAS, there has been due compliance with all requirements of Section 66.0217 of the Wisconsin State Statutes; and,

WHEREAS, the property is being annexed for purposed of providing municipal services; and,

WHEREAS, the matter was acted upon by the City Plan Commission which recommended annexation of the property;

NOW THEREFORE, the Common Council of the City of Kaukauna, Wisconsin, do ordain as follows:

That the particular property hereinafter described pursuant to the petition filed with the Clerk of the City of Kaukauna be, and the same is, hereby annexed to the City of Kaukauna, and the same is hereby detached, by operation of law, from the Town of Vandenbroek, Outagamie County, Wisconsin. That the territory so annexed is known and described as follows:

All of Lot Two(2) of Certified Survey Map No.. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (#3), Township Twenty-One (21) North, Range Eighteen(18) East, Town of Vandenbroek, Outagamie County, Wisconsin containing 16,487 square feet (0.378 acres) of land.

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

MEMO

PLANNING & COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: November 12, 2025

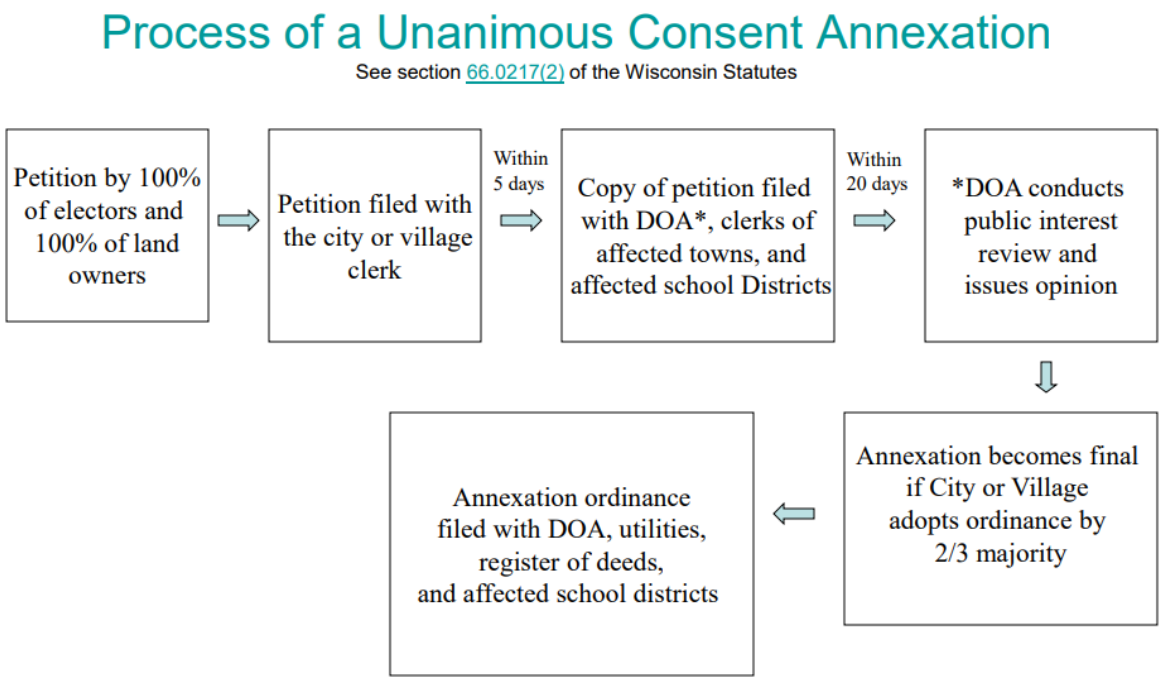
Re: Annexation Petition Review – Debruin Parcel 200049900

Thomas DeBruin has submitted an annexation request for direct annexation of parcel 200049900. The annexation request is for a total of 0.378 acres. As it currently stands, the property would default to Residential Single-Family for zoning if the annexation is approved, which is compliant with the City's comprehensive plan and logical for the current use as a single-family residence. The property can be serviced with water and sewer by the City, and this is the main reason the owners of the property are requesting to annex into the City.

Attached is the annexation petition for greater detail and below is a simple map showing the proposed annexation area.



See the chart below and link for more information on the unanimous consent annexation process.



*DOA involvement not applicable in counties with less than 50,000 persons

https://doa.wi.gov/Pages/LocalGovtsGrants/Annexation.aspx

The Plan commission has reviewed this annexation and is recommending approval of the annexation. The Department of Administration (DOA) has also reviewed the annexation and has found that it is in the public interest to annex the property.

Recommendation:
To approve an ordinance for Thomas DeBruin's Petition for Unanimous Annexation from the Town of Vandenbroek to the City of Kaukauna for Parcel 200049900. This ordinance will be presented later in the agenda.

RESOLUTION NO. 2025-5488

RESOLUTION CLARIFYING APPOINTMENTS TO THE 1000 ISLANDS ENVIRONMENTAL CENTER BOARD

WHEREAS, at the City of Kaukauna Common Council meeting of Tuesday, October 21, 2025, four individuals were appointed to three-year terms on the 1000 Islands Environmental Center Board; and

WHEREAS, pursuant to Section 1.44(3)(b) of the City of Kaukauna Municipal Code, the terms of citizen members of the 1000 Islands Environmental Center Board shall be staggered so that no more than three citizen members' terms expire in any given year; and

WHEREAS, the appointment of four individuals to three-year terms would result in four members' terms expiring in the same year, contrary to the ordinance; and

WHEREAS, the City seeks to correct this discrepancy and ensure compliance with the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna as follows:

1. The following individuals will continue their appointment to the 1000 Islands Environmental Center Board for a term of three years:
    - John Manion
    - Deb Jakel
    - Paul Van Berkel

2. The following individual will continue their appointment to the 1000 Islands Environmental Center Board for a term of one year:
    - Barb Timmons

Introduced and adopted by the Common Council of the City of Kaukauna, Wisconsin, on this 18th day of November 2025. This resolution shall take effect immediately upon adoption.

APPROVED:

_____
Anthony J. Penterman, Mayor

ATTEST:

_____
Kayla Nessmann, Clerk

RESOLUTION NO. 2025-5489

RESOLUTION DESIGNATING APPROPRIATIONS AND LEVYING A TAX FOR THE 2026 BUDGET OF THE CITY OF KAUKAUNA

BE IT HEREBY RESOLVED, by the City Council of the City of Kaukauna, Wisconsin, that there hereby be appropriated out of the receipts of the City of Kaukauna for the year 2025, including monies received from the general property tax levy, as described in attached budget schedules for General Fund, Debt Service Fund, Nelson Crossing Fund, Park & Pool Capital Fund, Sanitary Sewer Utility Fund, and Storm Water Utility Fund the amounts shown in said attached Schedules.

BE IT FURTHER RESOLVED, that the following be and is hereby declared the tax levy for 2025, collected in 2026, upon all taxable property within the City of Kaukauna as returned by the Assessor in the year 2025, for the uses and purposes as set forth in said budget, and that all taxing officers of the City are hereby authorized and directed to spread the tax upon the current tax roll of the City of Kaukauna.

1. There is levied upon the taxable property of the City of Kaukauna for the General Fund, the sum of $8,477,163.

2. There is levied upon the taxable property of the City of Kaukauna for debt service, all bonds and notes legally required, the sum of $4,855,099.

3. There is levied upon the taxable property of the City of Kaukauna for Nelson Crossing, the sum of $3,550.

4. There is levied upon the taxable property of the City of Kaukauna for the Park & Pool Capital Improvement Fund, the sum of $500,000.

Introduced and adopted this on the 18th day of November 2025

APPROVED:_____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessman, Clerk

RESOLUTION NO. 2025-5490

A RESOLUTION ORDERING A SPECIAL ELECTION FOR MUNICIPAL JUDGE OF THE KAUKAUNA MUNICIPAL COURT TO BE HELD ON APRIL 7, 2026

WHEREAS, Municipal Judge John Proffitt resigned effective June 11, 2025, from the office of Municipal Judge in the Kaukauna Municipal Court; and

WHEREAS, the Common Council for the City of Kaukauna appointed Tim Hufschmid as temporary Municipal Judge in the Kaukauna Municipal Court until a Special Election could be held; and

WHEREAS, Wisconsin Statutes § 8.50(1)(a) authorizes the governing body of a municipality to order a special election to fill a vacancy in the office of Municipal Judge; and

WHEREAS, the Common Council of the City of Kaukauna deems it necessary to fill the vacancy in the office of Municipal Judge for the Kaukauna Municipal Court.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Kaukauna, Wisconsin, that this resolution shall serve as the official order of a special election to be held on April 7, 2026, as follows:

1. A special election is hereby ordered to be held on April 7, 2026, for the purpose of electing a Municipal Judge to serve the remainder of the current term for the Kaukauna Municipal Court. The current term expires on April 30, 2028.

2. If a primary is necessary, it shall be held on February 17, 2026.

3. The Kaukauna City Clerk is directed to provide notice of the special election as required by Wisconsin Statute §8.50(1)(b).

4. Candidates for the office of Municipal Judge shall file their declarations of candidacy with the Kaukauna City Clerk no later than 5:00 p.m. on January 6, 2026, in accordance with Wisconsin Statutes §8.05.

5. The Kaukauna City Clerk is authorized and directed to prepare and distribute ballots for the special election in accordance with Wisconsin Statutes §5.60.

6. The special election shall be conducted in accordance with all applicable provisions of Wisconsin law governing the conduct of municipal elections.

Introduced and adopted this 18th day of November, 2025

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1938-2025

ORDINANCE REPEALING AND REPLACING SECTION 11.11 WASTE MATERIAL

WHEREAS, the City of Kaukauna operates a municipal disposal site that, for a fee, resident were able to dispose of excess residential waste, including garbage and recycling, among other things; and

WHEREAS, the use of the municipal disposal site for residential garbage and recycling has become constantly overfilled and/or filled with materials not allowed in the garbage and recycling receptacles; and

WHEREAS, the City's Board of Public Works, on October 6, 2025, there was discussion to direct staff to remove the garbage and recycling services from the municipal disposal site on January 2, 2026, which passed; and

WHEREAS, to effectuate the Board of Public Work's direction, modification of Ordinance 11.11 is required.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna as follows:

City of Kaukauna municipal ordinance 11.11 Waste Material is hereby repealed and replaced as follows:

11.11 Waste Material

Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Commercial solid waste means all solid waste generated from a commercial operation.

Electronics devices means those items identified as electronic devices as defined under Wisconsin Stat 287.07(5).

Large and irregular items means furniture, overflow garbage in approved containers, or other materials that will not fit into an automated garbage cart and are not defined. This definition applies to residential user only.

Prohibited Materials means those prohibited under Wisconsin Stat 287.07.

Recyclables means all materials designated by the Director of Public Works for inclusion in the City recycling program.

Residential Construction Materials shall mean all waste or excess material generated by a resident performing construction, reconstruction, remodeling, repairs to their own home; to include but not limited to soils, aggregate, concrete, steel, wood, lumber, insulation, carpet/tile/flooring materials, roofing materials, and other building demolition materials. (Materials generated by a contractor will not be collected by the City)

Residential solid waste means all solid waste generated from a residential household.

Users means various categories of users that are hereby established for purposes of this section as follows:

1. Residential. The term “residential users" means those properties being zoned and used for Residential Single-Family, or Residential Two-Family homes.
2. Industrial/manufacturing. The term "industrial/manufacturing users" means those properties zoned and used for Industrial or Industrial Park purposes and any property listed on the manufacturing real estate assessment roll as determined by the state department of revenue. Industrial/manufacturing waste will not be picked up.
3. Multifamily. The term "multifamily residential users" means those having four or more residential units on one property. Multifamily users shall be considered as a commercial use.
4. Institutional. The term "institutional users" means any institutional enterprise, including, but not limited to, hospitals, churches, schools, nursing homes, or other facility operating in Institutional Zoning. Institutional users shall be treated as commercial users and collection shall be handled in the same manner as provided in this section for commercial users.
5. Commercial. The term "commercial users" means any property or business operating and in Commercial zoning district or excluding Commercial Core district zoning. Commercial users shall privately contract for collection of solid waste and recycling.
6. Commercial Core. The term "commercial core users" means any property or business operating in a commercial core zoning, excluding residential use properties.
7. Downtown Core District means those properties as identified by the City of Kaukauna according to the official Downtown Core District map on file and maintained by the Director of Planning and Community Development.

White goods means appliances, including but not limited to: microwaves, refrigerators, freezers, stoves, dishwashers, air conditioners, ovens, furnaces, water heaters, clothes washers and dryers, and dehumidifiers. (Electronics are prohibited)

Yard waste means leaves, grass clippings, garden debris, and brush, including vegetative material no greater than six inches in diameter. The term "yard waste" does not include stumps, roots, or shrubs with root balls.

1. *Separation*. Each tenant, owner, renter, housekeeper, or other person occupying or controlling any dwelling house or commercial building or portion thereof in the city shall collect and separate the waste material generated into five categories, namely:
    a. Residential or commercial solid waste.
    b. Recyclables.
    c. Large and irregular items.
    d. Yard waste.
    e. Brush.
    f. White goods.

2. *Containers*.
    a. Residential waste and recyclables shall be placed in designated City approved automated plastic carts with lids. Between the times for collection, all containers shall be kept in inconspicuous locations and not left on the curb, alley line, or other location near the right-of-way. Maximum weight of the contents of a City cart shall be 500 lbs. City carts damaged by negligent use; as determined by the Director of Public Works or designee, will be replaced and invoiced to the property owner as a special charge. City carts damaged by normal wear/use will be repaired or replaced by the City using the maintenance fees collected and will not be invoiced back to the property owner.
    b. Containers used for Large and Irregular pick up shall have a capacity of no more than 30 gallons and weigh no more than 50 pounds. Containers shall have handles to allow one person to lift them easily. Between the times for collection, all containers shall be kept in inconspicuous locations and not left on the curb, alley line, or other location near the right-of-way. (Each container used for large and irregular pick-up shall constitute 1 item)
    c. All commercial core users who wish to have City garbage collection shall use designated City approved automated plastic carts with lids. Each commercial property may purchase up to two (2) City approved automated garbage carts for a fee/rate to be determined by the Board of Public Works and may require an ongoing maintenance fee. Commercial Core users shall privately contract for recycling. All City

and privately owned containers must be concealed/enclosed when not placed out for collection.

d. All Downtown Core District users shall use City designated waste collection sites for garbage and recycling when practicable. Exceptions may be approved by the Director of Public Works. All City and privately owned containers must be concealed/enclosed when not placed out for collection.

e. Enclosures. Premises other than residential users may be required by the Director of Public Works to construct an enclosure to visually and physically screen their solid waste storage areas.

3. *Placing for collection*.

a. Containers shall be placed at the curb or at the alley line, if available, not more than 24 hours prior to the time of collection. Do not place carts in the roadway. Automated garbage and recycling carts must have a minimum clearance four (4) feet between the cart and all other objects including but not limited to additional carts, mailboxes, cars, trucks, trailers, houses, garages, sheds, trees. Lids must be closed when placing the cart; any bags or waste that cause the lid to remain open are considered overflow/excess and must be removed prior to City collection. ***Carts that are not placed in accordance with this section will not be collected***. All carts and containers shall be removed from the curb or alley line and stored in an inconspicuous location, not at the curb, alley line or other location near the right-of-way, within 24 hours after the scheduled collection day.

b. Large and irregular items and brush, including Christmas trees, shall be placed on the curb or along the alley, if one exists in the residential district, not more than 24 hours prior to the time of collection. Residential Construction Materials shall only be placed in containers with a capacity of no more than 30 gallons and weigh no more than 50 pounds, maximum length of all Residential Construction Materials shall not exceed 4'. Residential Construction Materials may also be placed in standard garbage bags and placed in automated garbage carts for normal pick-up if they meet all other requirements of this section. Not more than five (5) Large and Irregular items may be placed by a residential property/occupant and will be collected. No item shall exceed 10' x 6' x 3.5' dimensions, or it will not be collected. If an oversized item is cut to meet dimensional requirements, each piece shall constitute one (1) item. All containers shall be removed from the curb or alley line and stored in an inconspicuous location, not at the curb, alley line or other location near the right-of-way, within 24 hours after the scheduled collection day.

c. Brush requirements.

(1) Brush must be a minimum of two feet and a maximum of six feet in length. Brush two feet to four feet in length must be bundled and secured with twine or string. Bundles or branches shall not exceed 50 pounds in weight. Bundles shall not be greater than 18 inches in diameter. Side branches on larger limbs shall be removed.

(2) All brush to be collected must be placed at the curbline or alley line, but not more than 24 hours prior to the time of collection. Maximum height of such brush piles shall be four feet from ground level. Brush is not to be placed in any container.

(3) All brush must be loosely and neatly placed for collection. The butt end of all branches shall face the roadway.

(4) Roots shall be removed from brush.

(5) Brush shall only be placed for collection by residential use owner or occupant who performed the brush trimming/removal without the use of heavy equipment, and not by any contractor performing such work. Any such homeowner using heavy equipment, or contractor, shall be responsible for removal and disposal of any brush created by their work.

(6) In addition to any other penalty, any brush placed for collection which is in violation of this section shall not be collected until such violation has been corrected.

d. Yard Waste shall be placed in approved yard waste bags or in containers of no more than 30 gallons and weigh no more than 50 pounds at the curb line not more than 24 hours prior to the time of collection for residential users only. All containers shall be removed from the curb or alley line and stored in an inconspicuous location, not at the curb, alley line or other location near the right-of-way, within 24 hours after the scheduled collection day.

e. White goods shall be placed for collection at the curb line or alley line, if there is an alley, not more than 24 hours prior to the time of collection. Each white goods item must have thereto a sticker purchased from the City of Kaukauna Street Department (“Street Department”). The Street Department shall establish the fee in an amount sufficient to recover the costs incurred by the City to collect and dispose of said white goods. The fee schedule shall be posted within the Public Works section of the City of Kaukauna’s website and upon request within the Street Department offices located at 207 Reaume Avenue.

f. Municipal Disposal Site. City of Kaukauna Municipal Disposal site is

available to residents only via an access card registered to a specific address and license plate.

(1) Location. The City of Kaukauna Municipal Disposal site is located at the intersection of W. 3rd St. and Bicentennial Ct.

(2) Dates and Hours of Operation. Hours shall be posted within the Public Works section of the City of Kaukauna's website and upon request within the Street Department located at 207 Reaume Avenue.

(3) Items regularly allowed via access card. Yard waste, brush, and waste oil All waste must be separated and placed in the designated collection areas.

(4) Special allowance of residential waste and recycling. The City shall allow residents with an access card to dispose of residential waste and recycling at the Municipal Disposal Site on the first Tuesday of January (or the second Tuesday if the first falls on New Year's Day) and on the first Tuesday of March, between the hours of 7:15 a.m. and 6:00 p.m.

(5) Scavenging of solid waste or recyclables in the Municipal Disposal Site. It is prohibited for any person other than authorized City employees or recycling contractor to go through, sort or take anything from Municipal Disposal Site. Firewood, mulch, compost, and wood chips are not included in this prohibition.

(6) Fee. The Board of Public Works shall establish the fee in an amount sufficient to recover the costs incurred by the City to dispose of said items. The fee schedule shall be posted within the Public Works section of the City of Kaukauna's website and upon request within the Street Department located at 207 Reaume Avenue.

4. *Schedule for collection*.

a. Residential solid waste shall be collected one (1) time per week, and recycling once every two (2) weeks, from dwelling units according to schedule established by the Director of Public Works. Solid waste set out for collection must originate at the residence being serviced; waste set out for collection that originated at a different property will not be collected.

b. Commercial Core solid waste shall be collected once per week. (Commercial Core users shall privately contract for recycling.)

c. Downtown Core District garbage and recycling shall be collected on

a schedule established by the Director of Public Works.

d. Large and irregular waste, brush, and white goods shall be collected by special pickup once per month during the months of April-October. Such special pickup shall be done during the second full week of the month only. For purposes of this section, a week shall commence on Sunday to be considered a full week. During said week, not more than five (5) Large and Irregular items may be placed by a residential property/occupant and will be collected. (Each individual piece of furniture, other large items, and each individual container used for large and irregular pick-up shall constitute 1 item. No large and irregular pick-up or regular brush collection will occur during the months of January, February, March, November, and December. White Goods will still be collected by appointment during the months of January, February, March, November, and December by contacting the Street Department Office.

e. Special Curbside Leaf Collection. Curbside leaf collection may be conducted by the City and advertised on the Official City calendar and City website. Only during the dates indicated by the City for leaf collection, leaves shall be placed on the terrace, where available, not in the street or on the sidewalk, and shall be within four (4) feet of the curb where above conditions allow.

f. Special Tire Collection. Tire Collection may be conducted by the City and advertised on the Official City calendar and City website. Only during the dates indicated by the City for tire collection, City will collect a maximum of four (4) tires from residential users only. Rims must be removed. Tires still mounted on rims will not be picked up.

g. Christmas Tree Collection. A Christmas Tree Collection may be conducted by the City and advertised on the Official City calendar and City website. Collection will be for two consecutive weeks after the holidays and will collect Christmas trees and associated trimmings.

h. In addition to the scheduled collections outlined in this section, the Director of Public Works may authorize special collections of solid waste, recycling, or other materials as deemed necessary to address operational needs, public events, emergencies, or other circumstances affecting the regular collection schedule.

5. *Duties of owners and occupants*. Duties of owners and occupants. Every user in any category in the city shall clean up and separate all solid waste, recyclables, and yard waste which may be in or upon the premises owned or occupied by them and store the same in containers as provided in this section. No waste shall be placed for collection more than 24 hours prior to the time of collection. If the owner or occupant fails or refuses to adhere to this section, removal of the same shall be done by the city under the

direction of the Chief of Police or their designee, and the expense of so doing shall be charged to the property under Wis. Stats. § 66.60(16) and shall become a lien against the property and be included as a special assessment. In addition, the owner or occupant shall be subject to the penalty as provided in section 11.20.

6. *Waste materials must be generated in city*. No person shall place, deposit, or cause to be placed or deposited, for collection any waste material not generated within the corporate limits of the city.

7. *Prohibited materials*.
No person shall place for collection any prohibited materials as defined under Wis. Stat 287.07 except as specifically provided in this section. Materials that will not be collected by the City include but are not limited to:

    a. Recycling materials (except as provided in this section)
    b. Yard Waste (except as provided in this section)
    c. Hazardous waste.
    d. Toxic waste.
    e. Chemicals.
    f. Explosives or ammunition.
    g. Drain or waste oil or flammable liquids.
    h. Paint/stain/etc. (excluding properly dried latex paint/containers)
    i. Tires. (Except as advertised for special collections by the City)
    j. Batteries.
    k. Electronics.
    l. Other offensive or harmful liquid waste.

8. The collection, removal, and disposal of waste material in the city shall be conducted under the supervision, direction, and control of the Board of Public Works and in conformity with the provisions of this section. In addition, the Board shall have the authority to adopt such rules and regulations as it deems appropriate to carry out its duties under this section.

9. Except as otherwise provided in this chapter, any person who shall violate any provision of this chapter, upon conviction thereof, shall be subject to a penalty as provided in section 25.04. In addition to any penalty imposed for violation of Wis. Stats. § 943.01(1), any person who shall cause physical damage to, or destroy any public property shall be liable for the costs of replacement or repairing such damaged or destroyed property. The parents or guardians of any unemancipated minor child who violates Wis. Stats. § 943.01(1) may also be held liable for the cost of repairing such damaged or

destroyed property in accordance with Wis. Stats. § 895.035. The Code Enforcement Officer or other designee of the Board of Public Works shall have authority to enforce the provisions of this Section 11.11.

This ordinance shall be in full force and effect on January 2, 2026, after its adoption and publication.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTTEST: _____
Kayla Nessmann, Clerk

ORDINANCE NO. 1940-2025

ORDINANCE ESTABLISHING SALARIES FOR VARIOUS ELECTED OFFICIALS

WHEREAS, pursuant to Wis. Stat. § 62.09(6)(am), salaries for elective city office shall be established before the earliest time for filing nomination papers for office. After that time, no change may be made in the compensation for the office that applies to the term of office; and

WHEREAS, pursuant to Wis. Stat. § 8.10(2)(a), the earliest nomination papers may be circulated is the December 1st preceding the election and is therefore the earliest day nomination papers could be completed; and

WHEREAS, pursuant to Wis. Stat. § 755.04, separately, the municipal judge's salary shall be fixed, is not able to decrease during a term, but is able to be increased during the term if the salary change occurs before the start of the second or any subsequent year of the term;

NOW THEREFORE, the Common Council of the City of Kaukauna, Wisconsin, do ordain that salaries for various elected officials of the City of Kaukauna are hereby established as follows:

Elected Official	**Amount**	**Effective Date**
Mayor	$99,051.57 per year	April 21, 2026
Mayor	$102,518.37 per year	April 20, 2027
City Attorney	$118,560.28 per year	May 1, 2026
City Attorney	$122,709.89 per year	May 1, 2027
Municipal Judge	$13,531.59 per year	May 1, 2026

PASSED AND ADOPTED BY THE CITY OF KAUKAUNA COMMON COUNCIL on the 18th of November 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1941-2025

ORDINANCE TO ANNEX 16,487 SQUARE FEET OF LAND FROM THE TOWN OF VANDENBROEK TO THE CITY OF KAUKAUNA

WHEREAS, a petition for direct annexation by unanimous consent of territory to the City of Kaukauna has been filed with the Clerk of the City of Kaukauna together with a scale map and legal description of the property to be annexed showing the boundaries of such territory and the relation of the territory to the municipality to which the annexation is requested; and,

WHEREAS, notice of the proposed annexation was served upon the State of Wisconsin Department of Administration, Petition File No. 14803, and said Department determined that the proposed annexation is in the public interest; and,

WHEREAS, there has been due compliance with all requirements of Section 66.0217 of the Wisconsin State Statutes; and,

WHEREAS, the property is being annexed for purposed of providing municipal services; and,

WHEREAS, the matter was acted upon by the City Plan Commission which recommended annexation of the property;

NOW THEREFORE, the Common Council of the City of Kaukauna, Wisconsin, do ordain as follows:

That the particular property hereinafter described pursuant to the petition filed with the Clerk of the City of Kaukauna be, and the same is, hereby annexed to the City of Kaukauna, and the same is hereby detached, by operation of law, from the Town of Vandenbroek, Outagamie County, Wisconsin. That the territory so annexed is known and described as follows:

All of Lot Two(2) of Certified Survey Map No.. 8779 as recorded as Document No. 2326504 and being located in Private Claim Three (#3), Township Twenty-One (21) North, Range Eighteen(18) East, Town of Vandenbroek, Outagamie County, Wisconsin containing 16,487 square feet (0.378 acres) of land.

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1942-2025

ORDINANCE REPEALING AND REPLACING SECTION 17.03

WHEREAS, the City of Kaukauna is pursuing updates to the existing sign code for greater clarity and simplicity; and,

WHEREAS, this proposed change would remove sign regulations from the definition section of the zoning ordinance to be placed in a specific sign ordinance to be adopted later; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, a public hearing was held on November 18th , 2025 at the Council meeting to hear any public comments on this matter; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 17.03 of the Kaukauna Municipal Code be created as follows:

BEFORE ADOPTION

17.03 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

A zones means areas shown on the official floodplain zoning map which would be inundated by the base flood or regional flood as defined herein. These areas may be numbered A0, A1 to A30, or A99. A zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

Accessory use or structure means a use or structure on the same lot with the principal use or structure and of a nature customarily incidental and subordinate to the principal use or structure.

Alteration means a change or rearrangement in the structural parts of a structure, an enlargement of a structure, whether by extending on the side or by increasing the height, or the movement of a structure from one location to another.

Automobile filling stations means buildings and premises where gasoline, oil, grease, batteries, tires, and automobile accessories may be supplied and dispensed at retail and where, in addition, minor repair work may be performed, such as ignition service, tire repair, repair and replacement of minor parts such as pumps and filters, brake service, and the like. The term "filling station" does not include a repair or body shop.

Base flood. See *Flood, regional*.

Base flood elevation. See *Flood, regional elevation*.

Boarding house means an establishment where meals and lodging are provided for compensation by prearrangement other than in dwelling units without limitation on time periods involved and for a total of at least four or more boarders.

Buildable area includes the portion of a lot remaining after the required yards have been provided. Buildings may be placed in any part of the buildable area, but limitations on percent of the lot which may be covered by buildings may require open space within the buildable area.

Building means a structure having one or more stories and a roof which is used or intended to be used for the shelter or enclosure of persons, property, or animals.

Building frontage, for purposes of computation of number and area of signs permitted on buildings, in cases where lineal feet of building frontage is a determinant, the frontage of a building shall be computed as nearly at ground level as computation of horizontal distance permits. In cases where this test is indeterminate or cannot be applied, as, for instance, where there is a diagonal corner entrance, or where two sides of a building have entrances of equal importance and carry approximately equal volumes of pedestrian traffic, the building inspector shall select building frontage on the basis of interior layout of the buildings, traffic on adjacent streets, or other indicators available. See also *Lot frontage*.

Building height means a building's vertical measurement, from the mean level of the finished grade in front of the building to the highest point on the roof line of a flat roof or of a roof having a slope of less than 15 degrees from the horizontal, and to a point midway between the peak and the eaves of a roof having a slope of 15 degrees or more.

Building line means the rear edge of any required front yard or the rear edge of any required setback line.

Bulkhead line means a geographic line along a reach of navigable water that has been adopted by a city ordinance and approved by the department, pursuant to Wis. Stats. § 30.11, and which allows complete filling to the landward side of the line, except where such filling is prohibited by the floodway provisions of this chapter.

Channel means a natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

Children's home. See *Convalescent home*.

Clinic means an establishment where patients, who are not lodged overnight, are admitted for examination and treatment by one person or a group of persons practicing any form of the healing arts, whether such persons are medical doctors, chiropractors, osteopaths, optometrists, dentists, or any such profession, the practice of which is regulated by the state.

Common open space means a parcel of land or an area of water or combination of land and water designated and intended for either the recreational use and enjoyment of residents of the development for which it was established and for the general public, or for the exclusive recreational use and enjoyment of residents of the development from which it was established. No yard required in connection with any principal use or structure shall be designated or intended for use as common open space.

Convalescent home means a place where regular care is provided to three or more infirm persons, children, or aged persons who are not members of the family if care is provided in a private residence. The term "convalescent home" includes institutions, whether operated for profit or not, including places operated by units of government.

Day nursery means a place where day care is provided to four or more children who are not members of the family which resides on the premises, provided that the term "day nursery" does not include public or private schools organized, operated or approved under state law.

Department (DNR) means the state department of natural resources.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, construction of, or additions or substantial improvements to, buildings, other structures or accessory uses, mobile homes, mining, dredging, filling, grading, paving, excavation or drilling operations, and deposition or extraction of materials.

Dog kennel means a place where more than two adult dogs are boarded for a fee on a recurrent basis, or a place where more than three adult dogs are kept for any purpose.

Drive-in restaurant means any establishment dispensing or serving food in automobiles, including those establishments where customers serve themselves and may eat or drink in the building or in their automobiles on the premises.

Dry land access means a vehicular access route which is above the regional flood elevation and which connects land located in the floodplain to land outside the floodplain.

Dwelling, manufactured home, means a structure transportable in one or more sections which, in traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and any plumbing, heating, air conditioning, or electrical systems are included and contained therein.

Dwelling, mobile home, means a building transportable in one or more sections, built on a permanent chassis, with body width exceeding eight feet or body length exceeding 32 feet,

designed to be used as a single dwelling with a permanent foundation when connected to the required utilities.

Dwelling, multiple-family, means a building containing three or more dwelling units. The term "multiple-family dwelling" includes cooperative apartments, condominiums, apartments, and the like. Regardless of how rental units are equipped, any multiple-family dwelling in which units are available for rental periods of less than one week shall be considered a hotel.

Dwelling, single-family detached, means a building containing not more than one dwelling unit, entirely separated from structures on adjacent lots. The term "detached dwelling" shall not include mobile homes, travel trailers, or other forms of portable or temporary housing.

Dwelling, two-family, means one building, containing not more than two dwelling units or two buildings, attached at the side, with not more than one dwelling unit per building. The term "two-family dwelling" is intended to imply single-family semi-detached buildings and duplexes or any form which conforms to this definition.

Dwelling unit means a room connected together, constituting a separate, independent housekeeping establishment for one family only, for owner occupancy or rental, lease, or other occupancy on a weekly or longer basis, physically separated from any other rooms or dwelling units and containing independent cooking and sleeping facilities.

Encroachment means any fill, structure, building, accessory use, or development in the floodway.

Encroachment, hydraulic; equal degree of. Any encroachment into the floodway shall be computed by assuming an equal degree of hydraulic encroachment on the other side of a river or stream for a significant hydraulic reach. This computation assures that property owners up, down, or across the river or stream will have the same rights of hydraulic encroachment. Encroachments are analyzed on the basis of the effect upon hydraulic conveyance, not upon the distance the encroachment extends into the floodway.

Erected means anything built, constructed, reconstructed, moved upon, or any physical operation on the premises required for building. Excavation, fill, drainage, demolition of an existing structure and the like shall be considered part of erection.

Family means one or more persons occupying a single dwelling unit, provided that, unless all members are related by blood, marriage, or adoption, no such family shall contain over five persons, but provided, further, that domestic servants employed on the premises may be housed on the premises without being counted as family.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas caused by the overflow of inland waters or the unusual and rapid accumulation or runoff of surface waters from any source.

Flood fringe means that portion of the floodplain between the floodplain limits and the floodway area which is covered by floodwaters during the regional flood. The flood fringe is generally associated with standing water rather than rapidly flowing water.

Flood hazard boundary map means a map prepared by the federal emergency management agency (FEMA), designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A zones and do not contain floodway lines or regional flood elevations. Such map forms the basis for both the regulatory and insurance aspects of the national flood insurance program.

Flood insurance study means a technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood, provides both flood insurance rate zones and regional flood, provides both flood insurance rate zones and regional flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A zones. Flood insurance study maps form the basis for both the regulatory and the insurance aspects of the national flood insurance program.

Flood profile means a graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Flood protection elevation means an elevation two feet of freeboard above the water surface profile elevation designated for the regional flood.

Flood, regional, means a flood determined to be representative of large floods known to have generally occurred in state and which may be expected to occur on a particular stream because of similar characteristics once every 100 years. This means that in any given year, there is a one percent chance that the regional flood may occur or be exceeded.

Flood, regional elevation, means an elevation equal to that which reflects the height of the regional flood.

Flood storage means those floodplain areas where storage of floodwaters has been taken into account in reducing the regional flood discharge.

Floodplain means land which has been or may be covered by floodwater during the regional flood. The floodplain encompasses both the floodway and flood fringe district.

Floodplain island means a natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

Floodplain, storage capacity of, means the volume of space above an area of floodplain land that can be occupied by floodwater of a given stage at a given time, regardless of whether the water is moving.

Floodproofing means any combination of structural provisions, changes or adjustments to properties and structures, water, and sanitary facilities and contents of buildings subject to flooding for the purpose of reducing or eliminating flood damage.

Floodway means the channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge the floodwaters or flood flows of any river or stream associated with the regional flood.

Floor area means the sum of the gross horizontal areas of the several floors of a building measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings, excluding public corridors, common restrooms, attic areas, unenclosed stairways, elevator structures, heating, or other building machinery equipment or basement space.

Freeboard means a flood protection elevation requirement designed as a safety factor which is usually expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for the effects of any factors that contribute to flood heights greater than the height calculated. These factors include, but are not limited to, ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of urbanization on the hydrology of the watershed, loss of flood storage areas due to development, and aggradation of the river or stream bed.

Garage, private, means an accessory structure designed or used for inside parking of private passenger vehicles, recreation vehicles, or boats by the occupants of the principal structure.

Habitable building means any building or portion thereof used for human habitation.

Hearing notice means a publication or posting meeting the requirements of Wis. Stats. ch. 985.

Height, building. See *Building height*.

High flood damage potential means damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

Home occupation means an occupation conducted entirely in a dwelling unit, provided that:

1. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof.

2. No person, other than members of the family residing on the premises, shall be engaged in such occupation.

3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated, mounted flat against the wall of the principal structure at a position not more than two feet in distance from the main entrance to the residence.

4. No home occupation shall occupy more than 25 percent of the first floor area of the residence. Home occupations may be conducted within an accessory building or

structure, provided that business is conducted entirely within the confines of such a building or structure and between the hours of 8:00 a.m. to 8:00 p.m.

5. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.

6. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates audible or visual interference in any radio or television receivers off the premises.

Hotel means an establishment where sleeping accommodations are offered to the public and intended primarily for rental to transients with daily charge, as distinguished from multiple-family dwellings and boarding houses, where rentals are for periods of a week or longer and occupancy is generally by residents rather than transients. Hotels may serve meals to both occupants and others. The term "hotel" is also intended to imply motel, motor court, motor lodge, tourist court, or any form which conforms to this definition.

Increase in regional flood height means a calculated upward rise in the regional flood elevation equal to or greater than 0.01 foot, resulting from a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain, but not attributable to manipulation of mathematical variables, such as roughness factors, expansion, and contraction coefficients and discharge.

Kindergarten. See *Day nursery*.

Landscaping includes, but is not limited to, grass, ground covers, shrubs, vines, hedges, trees, berms, and complimentary structural landscape architectural features, such as rocks, fountains, sculpture, decorative walls, and tree wells.

Limited access roads means a street or highway to which private drives for vehicular access are prohibited by a governing jurisdiction.

Lot means a parcel of land used or set aside and available for use as the site for one or more buildings and building accessories thereto, or for any other purpose, in one ownership and not divided by a street, or including any land within the limits of a public or private street right-of-way. The term "record lot" means land designated as a distinct and separate parcel on a legally recorded deed or plat in the county clerk's office.

Lot, corner, means a lot located at the intersection of two or more streets. A lot abutting on a curved street shall be considered a corner lot if straight lines drawn from the foremost point of the lot meet at an interior angle of less than 135 degrees.

Lot coverage means the percentage of lot area that is covered or occupied by buildings, including accessory buildings, or the percentage of a lot that may be covered or occupied by buildings, including accessory buildings, under the terms of this chapter.

Lot depth means the distance between the midpoints of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.

Lot frontage means the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to a street shall be considered frontage, and yards shall be provided as set out in this chapter. For the purpose of computing number and area of signs, frontage of a lot shall be established by orientation of the frontage of buildings thereon, or of principal entrance points to the premises if building frontage does not clearly indicate lot frontage. If neither of these methods are determinant, the building inspector shall select on the basis of traffic flow on adjacent streets, and the lot shall be considered to front on the street with the greater flow.

Lot, interior, means a lot other than a corner lot with only one frontage on a street.

Lot, reversed frontage, means a lot on which the frontage is at right angles or approximately right angles (interior angle less than 135 degrees) to the general pattern in the area. A reversed frontage lot may also be a corner, interior, or through lot.

Lot, through, means a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Lot types. The diagram which follows illustrates terminology used in these zoning regulations with reference to corner lots, interior lots, reversed frontage lots, and through lots.

Lot width means the distance between each side lot line as measured along the street line or right-of-way line. However, the width of lots facing cul-de-sacs may be reduced to not less than 85 percent of the normal required width.

May. The term "may" is permissive.

Mobile home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation, when connected to required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term "mobile home" does not include recreational vehicles or travel.

Mobile home park means premises where mobile homes are located for nontransient living purposes and where sites or lots are set aside or offered for lease or rent for use by mobile homes for living purposes, including any land, building, structure, or facility used by occupants of mobile homes on such premises.

Mobile home site means a lot or parcel within a mobile home park designated for the accommodation of not more than one mobile home.

Mobile home subdivision means a premises where mobile homes are located for nontransient living purposes and where lots are set aside or offered for sale or use as mobile homes for living purposes, including land, building, structure, or facility used by occupants of mobile homes on such premises.

Municipality or municipal means the city.

NGVD or National Geodetic Vertical Datum means elevations reference to mean sea level datum, 1929 adjustment.

Net acre means the total acreage of a lot, tract, or parcel, excluding land in existing and proposed streets and street rights-of-way.

Net density refers to the number of residential dwelling units permitted per net acre of land and is determined by dividing the number of units by the total area of land within the boundaries of a lot or parcel not including streets or street rights-of-way. In the determination of the number of dwellings to be permitted on a specified parcel of land, a fractional unit shall not entitle the applicant to an additional unit.

Nonconforming structure means an existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this chapter.

Nonconforming use means an existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this chapter.

Nursing home. See *Convalescent home*.

Obstruction to flow means any development which physically blocks the conveyance of floodwaters such that this development by itself or in conjunction with any future similar development will cause an increase in regional flood height.

Occupied. See *Used*.

Office, business, means an office for such activities as real estate agencies, advertising agencies, but not sign shops, insurance agencies, travel agencies and ticket sales, chamber of commerce, credit bureau, but not a finance company, abstract and title agencies, or insurance companies, stockbrokers, and the like. It is characteristic of a business office that retail or wholesale goods are not shown on the premises to a customer. The term "business office" does not include a barber and beauty shop.

Office, professional, means an office for the use of persons generally classified as professionals, such as architects, engineers, attorneys, accountants, doctors, dentists, veterinarians, psychiatrists, psychologists, and the like. It is characteristic that display advertising is not used and that the use is characterized by offering consultation services.

Official floodplain zoning map means that map, adopted and made part of this chapter, which has been approved by the department and FEMA.

Off-street loading space means any off-street space or berth located on the same site with a building or structure having the principal use of the site and utilized for the temporary parking, less than 24 hours, of commercial vehicles to facilitate the loading and unloading of merchandise and materials.

Off-street parking space means any off-street space or berth available to the general public to patronize businesses and serve nonresidential uses, for employees' on-the-job storage of their vehicles used for access to their jobs and for occupants of dwellings for storage of their personal vehicles.

Open space use means those uses having a relatively low flood damage potential and not involving structures.

Ordinary high watermark means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark, such as erosion, destruction, or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

Pari-mutuel racing facility means an entertainment facility containing a racetrack, licensed under Wis. Stats. § 562.05(1), at which pari-mutuel betting is conducted. The term "pari-mutuel racing facility" may include such accessory uses and structures as restaurants and taverns, as well as boarding and veterinary facilities for racing animals.

Person includes a firm, association, organization, trust, partnership, company, or corporation as well as an individual.

Planned unit development means a residential land development comprehensively planned as an entity via a unitary plan which permits flexibility in building siting, mixtures of housing types, usable open spaces, and the preservation of significant natural resources.

Present tense includes the future tense and the singular includes the plural.

Private sewage system means a sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. The term "private sewage system" also means an alternative sewage system approved by the department of industry, labor, and human relations, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.

Public utilities means those utilities using underground or overhead transmission lines, such as electric, telephone and telegraph, and distribution and collection systems, such as water sanitary sewer and storm sewer.

Reach, hydraulic, means that portion of the river or stream extending from one significant change in the hydraulic character of the river or stream to the next significant change. These changes are usually associated with breaks in the slope of the water surface profile and may be

caused by bridges, dams, expansion and contraction of the water flow, and changes in the stream bed slope or vegetation.

Regional flood. See *Flood, regional*.

Regional flood elevation. See *Flood, regional elevation*.

Salvage or wrecking yards are sites or facilities at which vehicles, appliances, machinery, equipment, electronics, scrap metals, paper, cardboard, plastic or other like salvageable materials are collected, stored, processed, crushed, sorted, separated, dismantled, demolished or otherwise handled, whether such activity is conducted within or without a structure, and whether the same is screened, fenced or done in the open.

Shopping center means a commercial land development consisting of three or more establishments, comprehensively planned as an entity via a unitary plan, under one ownership or unified control or management.

Sign means any structure, part thereof or device attached thereto or painted or represented thereon, which displays or includes any numeral, letter, word, model, banner, emblem, device, trademark, or other representation used as or in the nature of an announcement, advertisement, direction, or designation of any person or thing in such a manner as to attract attention from outside of the building. The following types of signs are exempted from permit requirements, but must be in conformance with all other requirements in this chapter:

1. *Construction signs*. Two construction signs per construction site not exceeding 100 square feet in area which shall be confined to the site of construction and shall be removed 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.

2. *Directional and instructional signs*. Directional and instructional non-electric signs which provide instruction or direction and are located entirely on a property to which they pertain, do not exceed six square feet in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances, and exits.

3. *Non-illuminated emblems*. Non-illuminated emblems or insignia of any nation, political subdivision, or nonprofit organization.

4. *Government signs*. Government signs for control of traffic and other regulatory purposes and including danger signs, railroad crossing signs, and signs of public utilities indicating danger or aids to service or safety which are erected by or on the order of a public officer in the performance of his duty.

5. *Home occupation signs*. Home occupation signs associated with permitted home occupations as defined in this section.

6. *House numbers and nameplates*. Property numbers, post box numbers, names of occupants of the premises, or other identification not having commercial connotations.

7. *Interior signs*. Interior signs located entirely within a building.

8. *Memorial signs and plaques*. Memorial signs or tablets, plaques, names of buildings, and date of erection, which are cut into masonry surfaces or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.

9. *No trespassing or no dumping signs*. No trespassing and no dumping signs not to exceed 1 1/2 square feet in area.

10. *Public notices*. Public notices posted by public officials or employees in the performance of their duties.

11. *Public signs*. Public signs required as specifically authorized for a public purpose by any law, statute, or ordinance.

12. *Political and campaign signs*. Political and campaign signs on behalf of candidates for public office or measures on election ballots, provided that such signs are subject to the following regulations:

    1. Such signs, except billboards, may be erected not earlier than 30 days prior to the primary election and shall be removed within 15 days following such general election.

    2. No sign, except billboards, shall exceed 16 square feet in nonresidential zoning districts and eight square feet in residential zoning districts.

    3. No sign shall be located within 15 feet of the public right-of-way at a street intersection or over the right-of-way.

13. *Real estate signs*. One real estate sales sign for each street frontage on any lot or parcel, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated. Such signs are subject to the following regulations:

    1. In residential zoning districts, such signs shall not exceed six square feet in area and shall be removed within seven days after the sale, rental, or lease has been accomplished.

    2. In all other zoning districts, such signs shall not exceed 32 square feet in area and shall be removed within 15 days after the sale, rental, or lease has been accomplished.

14. *Temporary window signs*. In commercial and industrial zoning districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The

total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety.

15. *On-premises symbols and insignia*. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies.

16. *On- and off-premises temporary signs*. Temporary signs not exceeding 32 square feet in area pertaining to fund or pledge drives or events of civic, philanthropic, educational, or religious organizations, provided that such signs are posted not more than 30 days before such event and removed within five days after the event.

17. *Vehicular signs*. Truck, bus, trailer, or other vehicle signs while operating in the normal use of business, which is not primarily the display of signs.

18. *Neighborhood identification signs*. In any zone, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood or tract identification, provided that the legend of such sign or display shall consist only of the neighborhood or tract name.

Sign area includes the entire area within the periphery of a regular geometric form or combinations of regular geometric forms, comprising all of the display area of the sign and including all of the elements of the matter displayed, but not including frames or structural elements of the sign bearing no advertising matter. In the case of double face signs, where both faces advertise a single facility, product, or service, only one face shall count toward the total aggregate area. Where both faces do not advertise a single facility, product, or service, each face shall be measured as surface area.

Sign, number, for the purpose of determining the number of signs, means a single display surface or device containing elements organized, related, and composed to form a unit. In the case of double face signs, where both faces advertise a single facility, product, or service, the total sign shall constitute a single sign. Where both faces do not advertise a single facility, product, or service, each sign face shall constitute a single sign. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.

Sign, on-site, means a sign relating in its subject matter to the premises on which it is located. Unless provided otherwise, all permitted signs shall be on site.

Sign types.

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessee, service, owner, product, or activity or for which no legal owner can be found.

Awning sign means a sign painted on, printed on, or attached flat against the surface of an awning. The term "awning" shall be defined as a shelter projecting from and supported by the exterior wall of a building constructed of non-rigid materials on a supporting framework.

Billboard sign means any wall-mounted or freestanding sign structure advertising an establishment, merchandise, service, or entertainment, which is not sold, produced, manufactured, or furnished at the property on which such sign is located.

Changeable copy sign, automatic, means a sign on which the characters, letters, or illustrations can be changed or rearranged automatically on a lampback or through mechanical means without altering the face or surface of the sign.

Delivery sign means signs identifying the occupant shall be permitted at the rear entrance doors to the premises. Such signs shall be of a nonluminous type, but may be illuminated by a protected, shielded incandescent light directed at the sign. The size of the sign shall not exceed six square feet in area. No other sign shall be permitted on the rear of the building.

Detached sign means a sign not attached to or painted on a building, but which is supported by structures or supports in or upon the ground, fence, or wall and independent of support from any building.

Directory sign means a sign identifying two or more persons, agencies, or establishments located in a place or location common to all.

Facade means the entire building front, including the store front, with an entrance and display windows, the upper facade, usually with regularly spaced windows, and the cornice that caps the building.

Flat sign means a sign attached to and parallel to the face of a building or erected or painted on the outside wall of a building and where support of such sign is provided by the wall. No part of such sign shall extend more than 18 inches from the building.

Ground sign means a sign erected on a freestanding frame, mast, pole, or more than one such mast or pole, not attached to any building.

Home occupation sign means a sign that identifies only the name or occupation of a practitioner or one conducting a permitted home occupation in a dwelling.

Identification sign means a sign whose copy is limited to the name and address of a building, institution, or person or to the activity or occupation being identified.

Illuminated sign means any sign illuminated in any manner by an artificial light source.

Logo means a symbol or trademark commonly used to identify a business or organization, but which in itself contains no word or numeral.

Marquee sign means any sign attached to or supported by a marquee structure. The term "marquee" shall be defined as a permanent roof-like structure or canopy of rigid materials supported by and extending from the facade of a building.

Nonpermanent sign means any sign not permanently affixed to a structure or a self-propelled or towed vehicle or not permanently ground mounted, which is intended to be displayed for a short time on the premises.

Owner means a person recorded as such on official records. For the purpose of this chapter, the owner of property on which the sign is located is presumed to be the owner of the sign, unless facts to the contrary are officially recorded or otherwise brought to the attention of the building inspector.

Projecting sign means a sign, other than a flat sign, which is attached to and projects 18 inches or more from the face of the building wall or other structure not specifically designed to support the sign.

Roof line means the uppermost line of the roof of a building or, in the case of an extended facade, the uppermost height of such facade, excluding any cupolas, pylons, chimneys, or minor projections.

Roof sign means a sign erected upon, against, or above a roof line and extending above the highest point of the roof.

Roof street sign means a sign erected on the roof of a building, no portion of which is above the roof line.

Signable area means one designated area of the facade of the building up to the roof line which is free of windows and doors or major architectural detail on which a sign is to be displayed. The size of the signable area is determined by calculating the number of square feet which are enclosed by an imaginary rectangle or square drawn around the selected area. The term "signable area" shall be limited to that portion of the building below the sill line of the second story, unless the business being signed is located on the second story, in which case the signable area may extend to the sill line of the third story.

Subdivision identification sign means a sign containing the name of the subdivision in which it is located.

Temporary sign means a sign not constructed or intended for long-term use.

Wall sign means a sign attached to or erected against the wall of a building with the face in a parallel place to the plane of the building.

Window sign means any sign installed inside or upon a window, facing the outside, and which is intended to be seen from the exterior.

Storage capacity of a floodplain. See *Floodplain, storage capacity of*.

Story means that portion of a building, other than a basement, that is between the surface of any floor and the surface of the next floor above it, or, if there is not a floor above, then the space between such floor and the ceiling next above it.

Street line means the dividing line between the street and the lot. The term "street line" is the same as the legal right-of-way line.

Structure means any manmade object with form, shape, and utility, either permanently or temporarily attached to, placed upon, or set into the ground, stream bed, or lake bed, which includes, but is not limited to, such objects as roofed and walled buildings, gas, or liquid storage tanks, bridges, dams and culverts.

Structure, accessory. See *Accessory use or structure*.

Substantial improvement means any structural repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the present equalized assessed value of the structure, either before the improvement or repair is started or if the structure has been damaged and is being restored, before the damage occurred. Ordinary maintenance repairs are not considered structural repairs, modifications, or additions. Such ordinary maintenance repairs include internal and external painting, decorating, paneling, and the replacement of doors, windows, and other nonstructural components. For purposes of this definition, substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term "substantial improvement" does not, however, include either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to ensure safe living conditions.

2. Any alteration of a structure or site documented as deserving preservation by the state historical society or listed on the national register of historic places.

Unnecessary hardship means a situation in which circumstance or special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable, in light of the purpose of this chapter.

Used means intended, designed, or arranged to be used or occupied.

Utility storage structure means an uninhabited, subordinate structure not attached to the principal structure or the accessory structure, the use of which is incidental to and customary in conjunction with the principal use of the structure, e.g., storage of lawn and garden equipment, etc., to be located in the rear yard of the principal structure.

Variance means an authorization by the board of appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards contained in this chapter.

Water surface profile means a graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

Well. An excavation opening in the ground made by digging, boring, drilling, driving, or other methods for the purpose of obtaining groundwater, regardless of its intended use.

Yard means an open space, other than a court, on a lot, unoccupied and unobstructed from the ground upward; provided, however, that fences, walls, poles, posts, and other customary yard accessory ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, front, means a yard extending across the front of a lot between the side lot lines and extending from the street line to the nearest line of the principal structure or projection of the principal structure.

Yard, rear, means a yard extending across the rear of a lot between the side lot lines and extending from the rear property line to the nearest line of the principal structure or projection of the principal structure.

Yard, side, means a yard extending between the nearest building or projection thereto and the side lot line and extending from the front yard to the rear yard.

(Code 2011, § 17.03; Ord. No. 1677, 3-20-2012)

AFTER ADOPTION

17.03 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

A zones means areas shown on the official floodplain zoning map which would be inundated by the base flood or regional flood as defined herein. These areas may be numbered A0, A1 to A30, or A99. A zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

Accessory use or structure means a use or structure on the same lot with the principal use or structure and of a nature customarily incidental and subordinate to the principal use or structure.

Alteration means a change or rearrangement in the structural parts of a structure, an enlargement of a structure, whether by extending on the side or by increasing the height, or the movement of a structure from one location to another.

Automobile filling stations means buildings and premises where gasoline, oil, grease, batteries, tires, and automobile accessories may be supplied and dispensed at retail and where, in addition, minor repair work may be performed, such as ignition service, tire repair, repair and replacement of minor parts such as pumps and filters, brake service, and the like. The term "filling station" does not include a repair or body shop.

Base flood. See *Flood, regional*.

Base flood elevation. See *Flood, regional elevation*.

Boarding house means an establishment where meals and lodging are provided for compensation by prearrangement other than in dwelling units without limitation on time periods involved and for a total of at least four or more boarders.

Buildable area includes the portion of a lot remaining after the required yards have been provided. Buildings may be placed in any part of the buildable area, but limitations on percent of the lot which may be covered by buildings may require open space within the buildable area.

Building means a structure having one or more stories and a roof which is used or intended to be used for the shelter or enclosure of persons, property, or animals.

Building frontage, for purposes of computation of number and area of signs permitted on buildings, in cases where lineal feet of building frontage is a determinant, the frontage of a building shall be computed as nearly at ground level as computation of horizontal distance permits. In cases where this test is indeterminate or cannot be applied, as, for instance, where there is a diagonal corner entrance, or where two sides of a building have entrances of equal importance and carry approximately equal volumes of pedestrian traffic, the building inspector shall select building frontage on the basis of interior layout of the buildings, traffic on adjacent streets, or other indicators available. See also *Lot frontage*.

Building height means a building's vertical measurement, from the mean level of the finished grade in front of the building to the highest point on the roof line of a flat roof or of a roof having a slope of less than 15 degrees from the horizontal, and to a point midway between the peak and the eaves of a roof having a slope of 15 degrees or more.

Building line means the rear edge of any required front yard or the rear edge of any required setback line.

Bulkhead line means a geographic line along a reach of navigable water that has been adopted by a city ordinance and approved by the department, pursuant to Wis. Stats. § 30.11, and which allows complete filling to the landward side of the line, except where such filling is prohibited by the floodway provisions of this chapter.

Channel means a natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

Children's home. See *Convalescent home*.

Clinic means an establishment where patients, who are not lodged overnight, are admitted for examination and treatment by one person or a group of persons practicing any form of the healing arts, whether such persons are medical doctors, chiropractors, osteopaths, optometrists, dentists, or any such profession, the practice of which is regulated by the state.

Common open space means a parcel of land or an area of water or combination of land and water designated and intended for either the recreational use and enjoyment of residents of the development for which it was established and for the general public, or for the exclusive recreational use and enjoyment of residents of the development from which it was established. No yard required in connection with any principal use or structure shall be designated or intended for use as common open space.

Convalescent home means a place where regular care is provided to three or more infirm persons, children, or aged persons who are not members of the family if care is provided in a private residence. The term "convalescent home" includes institutions, whether operated for profit or not, including places operated by units of government.

Day nursery means a place where day care is provided to four or more children who are not members of the family which resides on the premises, provided that the term "day nursery" does not include public or private schools organized, operated or approved under state law.

Department (DNR) means the state department of natural resources.

Development means any manmade change to improved or unimproved real estate, including, but not limited to, construction of, or additions or substantial improvements to, buildings, other structures or accessory uses, mobile homes, mining, dredging, filling, grading, paving, excavation or drilling operations, and deposition or extraction of materials.

Dog kennel means a place where more than two adult dogs are boarded for a fee on a recurrent basis, or a place where more than three adult dogs are kept for any purpose.

Drive-in restaurant means any establishment dispensing or serving food in automobiles, including those establishments where customers serve themselves and may eat or drink in the building or in their automobiles on the premises.

Dry land access means a vehicular access route which is above the regional flood elevation and which connects land located in the floodplain to land outside the floodplain.

Dwelling, manufactured home, means a structure transportable in one or more sections which, in traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and any plumbing, heating, air conditioning, or electrical systems are included and contained therein.

Dwelling, mobile home, means a building transportable in one or more sections, built on a permanent chassis, with body width exceeding eight feet or body length exceeding 32 feet, designed to be used as a single dwelling with a permanent foundation when connected to the required utilities.

Dwelling, multiple-family, means a building containing three or more dwelling units. The term "multiple-family dwelling" includes cooperative apartments, condominiums, apartments, and the

like. Regardless of how rental units are equipped, any multiple-family dwelling in which units are available for rental periods of less than one week shall be considered a hotel.

Dwelling, single-family detached, means a building containing not more than one dwelling unit, entirely separated from structures on adjacent lots. The term "detached dwelling" shall not include mobile homes, travel trailers, or other forms of portable or temporary housing.

Dwelling, two-family, means one building, containing not more than two dwelling units or two buildings, attached at the side, with not more than one dwelling unit per building. The term "two-family dwelling" is intended to imply single-family semi-detached buildings and duplexes or any form which conforms to this definition.

Dwelling unit means a room connected together, constituting a separate, independent housekeeping establishment for one family only, for owner occupancy or rental, lease, or other occupancy on a weekly or longer basis, physically separated from any other rooms or dwelling units and containing independent cooking and sleeping facilities.

Encroachment means any fill, structure, building, accessory use, or development in the floodway.

Encroachment, hydraulic; equal degree of. Any encroachment into the floodway shall be computed by assuming an equal degree of hydraulic encroachment on the other side of a river or stream for a significant hydraulic reach. This computation assures that property owners up, down, or across the river or stream will have the same rights of hydraulic encroachment. Encroachments are analyzed on the basis of the effect upon hydraulic conveyance, not upon the distance the encroachment extends into the floodway.

Erected means anything built, constructed, reconstructed, moved upon, or any physical operation on the premises required for building. Excavation, fill, drainage, demolition of an existing structure and the like shall be considered part of erection.

Family means one or more persons occupying a single dwelling unit, provided that, unless all members are related by blood, marriage, or adoption, no such family shall contain over five persons, but provided, further, that domestic servants employed on the premises may be housed on the premises without being counted as family.

Flood or flooding means a general and temporary condition of partial or complete inundation of normally dry land areas caused by the overflow of inland waters or the unusual and rapid accumulation or runoff of surface waters from any source.

Flood fringe means that portion of the floodplain between the floodplain limits and the floodway area which is covered by floodwaters during the regional flood. The flood fringe is generally associated with standing water rather than rapidly flowing water.

Flood hazard boundary map means a map prepared by the federal emergency management agency (FEMA), designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A zones and do not contain floodway lines or regional flood elevations. Such map forms the basis for both the regulatory and insurance aspects of the national flood insurance program.

Flood insurance study means a technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected

by the regional flood, provides both flood insurance rate zones and regional flood, provides both flood insurance rate zones and regional flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A zones. Flood insurance study maps form the basis for both the regulatory and the insurance aspects of the national flood insurance program.

Flood profile means a graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

Flood protection elevation means an elevation two feet of freeboard above the water surface profile elevation designated for the regional flood.

Flood, regional, means a flood determined to be representative of large floods known to have generally occurred in state and which may be expected to occur on a particular stream because of similar characteristics once every 100 years. This means that in any given year, there is a one percent chance that the regional flood may occur or be exceeded.

Flood, regional elevation, means an elevation equal to that which reflects the height of the regional flood.

Flood storage means those floodplain areas where storage of floodwaters has been taken into account in reducing the regional flood discharge.

Floodplain means land which has been or may be covered by floodwater during the regional flood. The floodplain encompasses both the floodway and flood fringe district.

Floodplain island means a natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

Floodplain, storage capacity of, means the volume of space above an area of floodplain land that can be occupied by floodwater of a given stage at a given time, regardless of whether the water is moving.

Floodproofing means any combination of structural provisions, changes or adjustments to properties and structures, water, and sanitary facilities and contents of buildings subject to flooding for the purpose of reducing or eliminating flood damage.

Floodway means the channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge the floodwaters or flood flows of any river or stream associated with the regional flood.

Floor area means the sum of the gross horizontal areas of the several floors of a building measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings, excluding public corridors, common restrooms, attic areas, unenclosed stairways, elevator structures, heating, or other building machinery equipment or basement space.

Freeboard means a flood protection elevation requirement designed as a safety factor which is usually expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for the effects of any factors that contribute to flood heights greater than the height calculated. These factors include, but are not limited to, ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of

urbanization on the hydrology of the watershed, loss of flood storage areas due to development, and aggradation of the river or stream bed.

Garage, private, means an accessory structure designed or used for inside parking of private passenger vehicles, recreation vehicles, or boats by the occupants of the principal structure.

Habitable building means any building or portion thereof used for human habitation.

Hearing notice means a publication or posting meeting the requirements of Wis. Stats. ch. 985.

Height, building. See *Building height*.

High flood damage potential means damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

Home occupation means an occupation conducted entirely in a dwelling unit, provided that:

1. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof.
2. No person, other than members of the family residing on the premises, shall be engaged in such occupation.
3. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, not exceeding two square feet in area, non-illuminated, mounted flat against the wall of the principal structure at a position not more than two feet in distance from the main entrance to the residence.
4. No home occupation shall occupy more than 25 percent of the first floor area of the residence. Home occupations may be conducted within an accessory building or structure, provided that business is conducted entirely within the confines of such a building or structure and between the hours of 8:00 a.m. to 8:00 p.m.
5. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in the required front yard.
6. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates audible or visual interference in any radio or television receivers off the premises.

Hotel means an establishment where sleeping accommodations are offered to the public and intended primarily for rental to transients with daily charge, as distinguished from multiple-family dwellings and boarding houses, where rentals are for periods of a week or longer and occupancy is generally by residents rather than transients. Hotels may serve meals to both

occupants and others. The term "hotel" is also intended to imply motel, motor court, motor lodge, tourist court, or any form which conforms to this definition.

Increase in regional flood height means a calculated upward rise in the regional flood elevation equal to or greater than 0.01 foot, resulting from a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain, but not attributable to manipulation of mathematical variables, such as roughness factors, expansion, and contraction coefficients and discharge.

Kindergarten. See *Day nursery*.

Landscaping includes, but is not limited to, grass, ground covers, shrubs, vines, hedges, trees, berms, and complimentary structural landscape architectural features, such as rocks, fountains, sculpture, decorative walls, and tree wells.

Limited access roads means a street or highway to which private drives for vehicular access are prohibited by a governing jurisdiction.

Lot means a parcel of land used or set aside and available for use as the site for one or more buildings and building accessories thereto, or for any other purpose, in one ownership and not divided by a street, or including any land within the limits of a public or private street right-of-way. The term "record lot" means land designated as a distinct and separate parcel on a legally recorded deed or plat in the county clerk's office.

Lot, corner, means a lot located at the intersection of two or more streets. A lot abutting on a curved street shall be considered a corner lot if straight lines drawn from the foremost point of the lot meet at an interior angle of less than 135 degrees.

Lot coverage means the percentage of lot area that is covered or occupied by buildings, including accessory buildings, or the percentage of a lot that may be covered or occupied by buildings, including accessory buildings, under the terms of this chapter.

Lot depth means the distance between the midpoints of straight lines connecting the foremost points of the side lot lines in front and the rearmost points of the side lot lines in the rear.

Lot frontage means the portion nearest the street. For the purpose of determining yard requirements on corner lots and through lots, all sides of a lot adjacent to a street shall be considered frontage, and yards shall be provided as set out in this chapter. For the purpose of computing number and area of signs, frontage of a lot shall be established by orientation of the frontage of buildings thereon, or of principal entrance points to the premises if building frontage does not clearly indicate lot frontage. If neither of these methods are determinant, the building inspector shall select on the basis of traffic flow on adjacent streets, and the lot shall be considered to front on the street with the greater flow.

Lot, interior, means a lot other than a corner lot with only one frontage on a street.

Lot, reversed frontage, means a lot on which the frontage is at right angles or approximately right angles (interior angle less than 135 degrees) to the general pattern in the area. A reversed frontage lot may also be a corner, interior, or through lot.

Lot, through, means a lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Lot types. The diagram which follows illustrates terminology used in these zoning regulations with reference to corner lots, interior lots, reversed frontage lots, and through lots.

Lot width means the distance between each side lot line as measured along the street line or right-of-way line. However, the width of lots facing cul-de-sacs may be reduced to not less than 85 percent of the normal required width.

May. The term "may" is permissive.

Mobile home means a structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used as a dwelling with or without a permanent foundation, when connected to required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term "mobile home" does not include recreational vehicles or travel.

Mobile home park means premises where mobile homes are located for nontransient living purposes and where sites or lots are set aside or offered for lease or rent for use by mobile homes for living purposes, including any land, building, structure, or facility used by occupants of mobile homes on such premises.

Mobile home site means a lot or parcel within a mobile home park designated for the accommodation of not more than one mobile home.

Mobile home subdivision means a premises where mobile homes are located for nontransient living purposes and where lots are set aside or offered for sale or use as mobile homes for living purposes, including land, building, structure, or facility used by occupants of mobile homes on such premises.

Municipality or municipal means the city.

NGVD or National Geodetic Vertical Datum means elevations reference to mean sea level datum, 1929 adjustment.

Net acre means the total acreage of a lot, tract, or parcel, excluding land in existing and proposed streets and street rights-of-way.

Net density refers to the number of residential dwelling units permitted per net acre of land and is determined by dividing the number of units by the total area of land within the boundaries of a lot or parcel not including streets or street rights-of-way. In the determination of the number of dwellings to be permitted on a specified parcel of land, a fractional unit shall not entitle the applicant to an additional unit.

Nonconforming structure means an existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this chapter.

Nonconforming use means an existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this chapter.

Nursing home. See *Convalescent home*.

Obstruction to flow means any development which physically blocks the conveyance of floodwaters such that this development by itself or in conjunction with any future similar development will cause an increase in regional flood height.

Occupied. See *Used*.

Office, business, means an office for such activities as real estate agencies, advertising agencies, but not sign shops, insurance agencies, travel agencies and ticket sales, chamber of commerce, credit bureau, but not a finance company, abstract and title agencies, or insurance companies, stockbrokers, and the like. It is characteristic of a business office that retail or wholesale goods are not shown on the premises to a customer. The term "business office" does not include a barber and beauty shop.

Office, professional, means an office for the use of persons generally classified as professionals, such as architects, engineers, attorneys, accountants, doctors, dentists, veterinarians, psychiatrists, psychologists, and the like. It is characteristic that display advertising is not used and that the use is characterized by offering consultation services.

Official floodplain zoning map means that map, adopted and made part of this chapter, which has been approved by the department and FEMA.

Off-street loading space means any off-street space or berth located on the same site with a building or structure having the principal use of the site and utilized for the temporary parking, less than 24 hours, of commercial vehicles to facilitate the loading and unloading of merchandise and materials.

Off-street parking space means any off-street space or berth available to the general public to patronize businesses and serve nonresidential uses, for employees' on-the-job storage of their vehicles used for access to their jobs and for occupants of dwellings for storage of their personal vehicles.

Open space use means those uses having a relatively low flood damage potential and not involving structures.

Ordinary high watermark means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark, such as erosion, destruction, or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristics.

Pari-mutuel racing facility means an entertainment facility containing a racetrack, licensed under Wis. Stats. § 562.05(1), at which pari-mutuel betting is conducted. The term "pari-mutuel racing facility" may include such accessory uses and structures as restaurants and taverns, as well as boarding and veterinary facilities for racing animals.

Person includes a firm, association, organization, trust, partnership, company, or corporation as well as an individual.

Planned unit development means a residential land development comprehensively planned as an entity via a unitary plan which permits flexibility in building siting, mixtures of housing types, usable open spaces, and the preservation of significant natural resources.

Present tense includes the future tense and the singular includes the plural.

Private sewage system means a sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. The term "private sewage system" also means an alternative sewage system approved by the

department of industry, labor, and human relations, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.

Public utilities means those utilities using underground or overhead transmission lines, such as electric, telephone and telegraph, and distribution and collection systems, such as water sanitary sewer and storm sewer.

Reach, hydraulic, means that portion of the river or stream extending from one significant change in the hydraulic character of the river or stream to the next significant change. These changes are usually associated with breaks in the slope of the water surface profile and may be caused by bridges, dams, expansion and contraction of the water flow, and changes in the stream bed slope or vegetation.

Regional flood. See *Flood, regional*.

Regional flood elevation. See *Flood, regional elevation*.

Salvage or wrecking yards are sites or facilities at which vehicles, appliances, machinery, equipment, electronics, scrap metals, paper, cardboard, plastic or other like salvageable materials are collected, stored, processed, crushed, sorted, separated, dismantled, demolished or otherwise handled, whether such activity is conducted within or without a structure, and whether the same is screened, fenced or done in the open.

Shopping center means a commercial land development consisting of three or more establishments, comprehensively planned as an entity via a unitary plan, under one ownership or unified control or management.

Sign means any structure, part thereof or device attached thereto or painted or represented thereon, which displays or includes any numeral, letter, word, model, banner, emblem, device, trademark, or other representation used as or in the nature of an announcement, advertisement, direction, or designation of any person or thing in such a manner as to attract attention from outside of the building.

Sign area includes the entire area within the periphery of a regular geometric form or combinations of regular geometric forms, comprising all of the display area of the sign and including all of the elements of the matter displayed, but not including frames or structural elements of the sign bearing no advertising matter. In the case of double face signs, where both faces advertise a single facility, product, or service, only one face shall count toward the total aggregate area. Where both faces do not advertise a single facility, product, or service, each face shall be measured as surface area.

Sign, number, for the purpose of determining the number of signs, means a single display surface or device containing elements organized, related, and composed to form a unit. In the case of double face signs, where both faces advertise a single facility, product, or service, the total sign shall constitute a single sign. Where both faces do not advertise a single facility, product, or service, each sign face shall constitute a single sign. Where matter is displayed in a random manner without organized relationship of elements, or where there is reasonable doubt about the relationship of elements, each element shall be considered to be a single sign.

Sign, on-site, means a sign relating in its subject matter to the premises on which it is located. Unless provided otherwise, all permitted signs shall be on site.

Sign types.

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessee, service, owner, product, or activity or for which no legal owner can be found.

Awning sign means a sign painted on, printed on, or attached flat against the surface of an awning. The term "awning" shall be defined as a shelter projecting from and supported by the exterior wall of a building constructed of non-rigid materials on a supporting framework.

Billboard sign means any wall-mounted or freestanding sign structure advertising an establishment, merchandise, service, or entertainment, which is not sold, produced, manufactured, or furnished at the property on which such sign is located.

Changeable copy sign, automatic, means a sign on which the characters, letters, or illustrations can be changed or rearranged automatically on a lampback or through mechanical means without altering the face or surface of the sign.

Delivery sign means signs identifying the occupant shall be permitted at the rear entrance doors to the premises. Such signs shall be of a nonluminous type, but may be illuminated by a protected, shielded incandescent light directed at the sign. The size of the sign shall not exceed six square feet in area. No other sign shall be permitted on the rear of the building.

Detached sign means a sign not attached to or painted on a building, but which is supported by structures or supports in or upon the ground, fence, or wall and independent of support from any building.

Directory sign means a sign identifying two or more persons, agencies, or establishments located in a place or location common to all.

Facade means the entire building front, including the store front, with an entrance and display windows, the upper facade, usually with regularly spaced windows, and the cornice that caps the building.

Flat sign means a sign attached to and parallel to the face of a building or erected or painted on the outside wall of a building and where support of such sign is provided by the wall. No part of such sign shall extend more than 18 inches from the building.

Ground sign means a sign erected on a freestanding frame, mast, pole, or more than one such mast or pole, not attached to any building.

Home occupation sign means a sign that identifies only the name or occupation of a practitioner or one conducting a permitted home occupation in a dwelling.

Identification sign means a sign whose copy is limited to the name and address of a building, institution, or person or to the activity or occupation being identified.

Illuminated sign means any sign illuminated in any manner by an artificial light source.

Logo means a symbol or trademark commonly used to identify a business or organization, but which in itself contains no word or numeral.

Marquee sign means any sign attached to or supported by a marquee structure. The term "marquee" shall be defined as a permanent roof-like structure or canopy of rigid materials supported by and extending from the facade of a building.

Nonpermanent sign means any sign not permanently affixed to a structure or a self-propelled or towed vehicle or not permanently ground mounted, which is intended to be displayed for a short time on the premises.

Owner means a person recorded as such on official records. For the purpose of this chapter, the owner of property on which the sign is located is presumed to be the owner of the sign, unless facts to the contrary are officially recorded or otherwise brought to the attention of the building inspector.

Projecting sign means a sign, other than a flat sign, which is attached to and projects 18 inches or more from the face of the building wall or other structure not specifically designed to support the sign.

Roof line means the uppermost line of the roof of a building or, in the case of an extended facade, the uppermost height of such facade, excluding any cupolas, pylons, chimneys, or minor projections.

Roof sign means a sign erected upon, against, or above a roof line and extending above the highest point of the roof.

Roof street sign means a sign erected on the roof of a building, no portion of which is above the roof line.

Signable area means one designated area of the facade of the building up to the roof line which is free of windows and doors or major architectural detail on which a sign is to be displayed. The size of the signable area is determined by calculating the number of square feet which are enclosed by an imaginary rectangle or square drawn around the selected area. The term "signable area" shall be limited to that portion of the building below the sill line of the second story, unless the business being signed is located on the second story, in which case the signable area may extend to the sill line of the third story.

Subdivision identification sign means a sign containing the name of the subdivision in which it is located.

Temporary sign means a sign not constructed or intended for long-term use.

Wall sign means a sign attached to or erected against the wall of a building with the face in a parallel place to the plane of the building.

Window sign means any sign installed inside or upon a window, facing the outside, and which is intended to be seen from the exterior.

Storage capacity of a floodplain. See *Floodplain, storage capacity of*.

Story means that portion of a building, other than a basement, that is between the surface of any floor and the surface of the next floor above it, or, if there is not a floor above, then the space between such floor and the ceiling next above it.

Street line means the dividing line between the street and the lot. The term "street line" is the same as the legal right-of-way line.

Structure means any manmade object with form, shape, and utility, either permanently or temporarily attached to, placed upon, or set into the ground, stream bed, or lake bed, which includes, but is not limited to, such objects as roofed and walled buildings, gas, or liquid storage tanks, bridges, dams and culverts.

Structure, accessory. See *Accessory use or structure*.

Substantial improvement means any structural repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the present equalized assessed value of the structure, either before the improvement or repair is started or if the structure has been damaged and is being restored, before the damage occurred. Ordinary maintenance repairs are not considered structural repairs, modifications, or additions. Such ordinary maintenance repairs include internal and external painting, decorating, paneling, and the replacement of doors, windows, and other nonstructural components. For purposes of this definition, substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term "substantial improvement" does not, however, include either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary, or safety code specifications which are solely necessary to ensure safe living conditions.
2. Any alteration of a structure or site documented as deserving preservation by the state historical society or listed on the national register of historic places.

Unnecessary hardship means a situation in which circumstance or special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable, in light of the purpose of this chapter.

Used means intended, designed, or arranged to be used or occupied.

Utility storage structure means an uninhabited, subordinate structure not attached to the principal structure or the accessory structure, the use of which is incidental to and customary in conjunction with the principal use of the structure, e.g., storage of lawn and garden equipment, etc., to be located in the rear yard of the principal structure.

Variance means an authorization by the board of appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards contained in this chapter.

Water surface profile means a graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

Well. An excavation opening in the ground made by digging, boring, drilling, driving, or other methods for the purpose of obtaining groundwater, regardless of its intended use.

Yard means an open space, other than a court, on a lot, unoccupied and unobstructed from the ground upward; provided, however, that fences, walls, poles, posts, and other customary yard accessory ornaments and furniture may be permitted in any yard subject to height limitations and requirements limiting obstruction of visibility.

Yard, front, means a yard extending across the front of a lot between the side lot lines and extending from the street line to the nearest line of the principal structure or projection of the principal structure.

Yard, rear, means a yard extending across the rear of a lot between the side lot lines and extending from the rear property line to the nearest line of the principal structure or projection of the principal structure.

Yard, side, means a yard extending between the nearest building or projection thereto and the side lot line and extending from the front yard to the rear yard.

(Code 2011, § 17.03; Ord. No. 1677, 3-20-2012)

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1943-2025

ORDINANCE REPEALING AND REPLACING SECTION 17.20

WHEREAS, the City of Kaukauna is pursuing updates to the existing sign code for greater clarity and simplicity; and,

WHEREAS, this proposed change would simplify the sign regulation for the Commercial Core District and allow greater flexibility for larger properties; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, a public hearing was held on November 18th , 2025 at the Council meeting to hear any public comments on this matter; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 17.20 of the Kaukauna Municipal Code be created as follows:

BEFORE ADOPTION

17.20 CCD Commercial Core District

1. *Purpose*. This district is established to provide for a centrally located intensely developed core of commercial activity. It is intended that the physical development of the district be highly concentrated and integrated offering a convenient and attractive shopping environment. It is also intended that, to the maximum extent practicable, various establishments be operated and managed in a coordinated manner. Permitted uses are limited to those which are highly compatible, mutually reinforcing, and conducive to common approaches in operation, area design improvements, traffic and pedestrian circulation, and parking. In addition, buildings and structures are subject to a certificate of appropriateness in section 17.48.

2. *Permitted principal uses and structures.*

    1. Retail outlets for sale of food, home furnishings, appliances, and wearing apparel, including repair strictly incidental to sales, office equipment, hardware, toys, sundries and notions, books and stationery, leather goods and luggage, jewelry, art, camera or photographic supplies, including camera repair, alcoholic beverages for off-premises consumption, sporting goods, hobby and pet shops,

delicatessen, bake shop (but not wholesale bakery), musical instruments, florist and gift shops, and similar products.

2. Service establishments such as barber and beauty shops, shoe repair, restaurants, except drive-in restaurants, interior decorator, photographic studios, dance or music studio, tailor or dressmaker, laundry or dry cleaner, radio or television repair, and similar uses.

3. Banks and other financial institutions, employment offices, business offices, professional offices, and similar establishments.

4. Dwellings above or behind other principal uses so as to not interrupt business frontage.

5. High density multifamily dwellings (minimum of 24 units) not exceeding five stories or 75 feet in height.

6. Municipal parks.

3. *Permitted accessory uses and structures*.

    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures which do not involve operations or structures not in keeping with the character of the district; provided, however, that garbage and trash shall be kept in closed containers and that such containers shall not be visible from portions of the premises customarily open to pedestrian or automobile circulation or parking.

    2. Craft production, or small-scale on-site production and/or assembly of arts, crafts, foods, beverages or other type of product involving the use of small-scale equipment and/or hand tools. This use shall be an accessory use to a retail/eating/drinking/tasting component that occupies a minimum of 10 percent of usable space. The retail/eating/drinking/tasting component shall front the street at sidewalk level and shall remain open to the public. All production, processing and distribution activities shall occur within an enclosed building. Craft production includes, but is not limited to ceramic art, glass art, candle-making, custom jewelry manufacture, bakeries, confectionaries, butchers, coffee roasting establishments, food production.

    3. Craft beverage production, including, but not limited to alcoholic beverages such as beer, wine, cider and intoxicating liquor.

        1. Craft brewers shall meet the Wisconsin State Statute §§125.29 criteria for brewers and shall not manufacturing a total of more than 10,000 barrels of fermented malt beverages in a calendar year. Appropriate licensing shall be held to permit on-site tastings and retail purchase of fermented malt beverages.

2. Craft vintners (includes wine and cider production) shall meet the Wisconsin State Statute §§125.53 criteria for winery permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.

3. Craft distillers (producing intoxicating liquor) shall meet the Wisconsin State Statute §§125.52 criteria for manufacturers' and rectifiers' permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.

4. *Special exception uses and structures*.

    1. Clubs and organizations.

    2. Printing and publishing establishments.

    3. Commercial recreation facilities in completely enclosed buildings, including theaters, arcades, and amusement centers.

    4. Hotels.

    5. Taverns.

    6. Bowling alleys.

    7. Automobile sales and service.

    8. Automobile filling stations.

    9. Mortuaries.

5. *Dimensional requirements*. There are no minimum lot area or width requirements, no yard requirements or maximum height limitations; provided, however, that buildings and structures are subject to a certificate of appropriateness in section 17.48.

6. *Permitted accessory signs*. One exterior sign permitted on each sidewall of a building fronting on a street or public way. On all exterior signs, the name and graphics/logo of the business must occupy at least 60 percent of the sign area. Advertising by material or product manufacturers and suppliers shall not be considered the graphics/logo of the business, except when such manufacturer constitutes the entire official name of the business (i.e., Domino's Pizza or Pizza Hut). No sign or any part of a sign structure shall extend above the roofline of buildings. Signs shall not be permitted on sidewalls, unless fronting on a street or public way and no sign shall be painted directly onto the surface of a building.

1. *Flat signs*. For each principal structure, flat signs limited in aggregate area to 15 percent of the wall area fronting on a street or public way (total wall area, including the window area). Flat signs are permitted, provided that:

    1. Flat signs may not project more than 18 inches beyond the primary surface of the building.

    2. Flat signs may be luminous or illuminated by any acceptable method, but no blinking, flashing, or alternating lighting shall be permitted. All lighting and electrical elements, such as wires, conduit, junction boxes, transformers, ballasts, switches, and panel boxes shall be concealed from public view.

    3. Flat signs shall be located in the signable area of the building facade. If no signable area can be distinguished in the facade, a suitable signable area shall be determined by the redevelopment authority. If a sign is placed between windows, the height of the sign may not exceed more than two-thirds the height of the space.

    4. In buildings containing two or more businesses, the signable area may also include an area adjacent to the entrance to be used for a business directory. This sign shall not exceed seven square feet in total area. In addition, in buildings that contain two or more businesses, the owner may divide the signable area for the building occupants. In buildings where the facade is divided by architectural details, each business may be allowed a signable area.

2. *Projecting signs*. Projecting signs are permitted, provided that:

    1. One projecting sign per street front.

    2. Size of the sign not to exceed 16 square feet.

    3. Projecting signs may be displayed only if a building facade is 20 inches or more in width, unless the sign consists solely of a symbol.

    4. Signs shall project no more than five feet from the face of a building.

    5. Distance from a projecting sign to a side property line shall not be less than three feet.

    6. Projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade of the right-of-way line of nine feet.

    7. Projection shall be at 90 degrees to the building face.

    8. Both sides of the sign shall be finished.

9. Signs should be a simple, geometric shape, such as a square, rectangle, circle, hexagon, etc., or may be a cutout symbolic or representational shape related to the nature of the business.

10. For one-story structures, projecting signs may extend to the juncture of roof and wall.

3. *Awnings*. Flameproofed, fabric awnings shall be permitted. The only items of information allowed on an awning shall be the name of the business, graphics/logo, and the street number and the combined area of such signs in excess of 15 square feet must be counted as part of the total area allowed that building for its exterior signs.

4. *Window signs*. No window sign shall occupy more than 30 percent of the total area of the window in which the sign is located. No window sign shall be affixed to a window surface, except that the name, monogram, logo, address, and telephone number of the person or firm occupying the premises as well as a description of products or services offered may be permanently affixed upon a window. The surface area of such signs is not to be included in the overall computation of allowable signage. The provisions of this subsection shall not restrict the reasonable application upon the glass surface of a door or window of lettering or decals giving the address, hours of business, entrance or exit information, professional or security affiliations or memberships, credit cards which are accepted or other similar information, nor shall the surface area of such lettering or decals be included in the overall computation of allowing window signs.

5. *Detached signs*. For every 100 feet of lot frontage, one detached sign limited to 50 square feet in area on each side (limit of two sides and 100 square feet) and 25 feet in height; provided, however, that the building is set back at least 35 feet from the street curb.

6. *Nonpermanent signs*. Nonpermanent signs shall be restricted in use to the display of special limited time promotions, sales, or events and shall be used for the sole purpose of serving as an identification sign. Such signs shall be limited in use on any premises to a period not to exceed 14 consecutive days at a time and not more frequently than four times per calendar year with a minimum of 30 days lapsed between each period of use. A sign permit shall be obtained prior to each time a sign is placed on a premises. The maximum size of such signs shall be 20 square feet on each face, back to back.

7. *Roof street signs*. Roof street signs shall be displayed within the selected signable area. The gross area permitted for the sign may not be more than 40 percent of the signable area. If the sign is enclosed by a box or outline, the total area of the sign, including the background, is counted as the gross area. If the sign consists of individual letters, only the area of the letters is counted as the

gross area. In case of multiple occupancies, the signable area may be divided among the occupants.

7. *Off-street parking requirements*.

    1. *All permitted principal uses except dwelling units*. Any exterior expansion of a building or construction of a building shall be subject to review by the city plan commission to ensure that adequate off-street parking is available in the area. New construction or expansion creating 750 square feet or more of floor space shall provide specific locations of employee and customer parking and attest to its availability in writing, specifically noting if the parking is private or public and what parking space is available. Lack of parking is grounds for denial of the building permit application. Denials for permits shall be provided in writing, noting the reasons for denial and any supporting documentation of the denial. Appeals from this determination can be submitted to the city common council within 45 days of written notice of the denial. The common council can override the city plan commission's denial by a three-fourths vote of the common council.

    2. *Dwelling units*. 1 1/2 parking stalls per dwelling unit. Dwelling units classified as elderly housing through applicable state or federal designations shall have one parking stall per dwelling unit.

    3. *Parking surface requirements*. All parking areas shall be surfaced with a durable, dust-proof surface consisting of concrete or bituminous concrete properly sealed and surface treated.

8. *Incompatible use buffer requirements*. All areas wherein parking surfaces or vehicular traffic fall within ten feet of a property line abutting a single-family dwelling or two-family dwelling shall require a fence, hedge, or landscaped buffer, as set forth in section 17.32 Supplementary District Regulations.

(Code 2011, § 17.20; Ord. No. 1761, 10-17-2017; Ord. No. 1770, 1-16-2018)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

AFTER ADOPTION

17.20 CCD Commercial Core District

1. *Purpose*. This district is established to provide for a centrally located intensely developed core of commercial activity. It is intended that the physical development of the district be highly concentrated and integrated offering a convenient and attractive shopping environment. It is also intended that, to the maximum extent practicable, various

establishments be operated and managed in a coordinated manner. Permitted uses are limited to those which are highly compatible, mutually reinforcing, and conducive to common approaches in operation, area design improvements, traffic and pedestrian circulation, and parking. In addition, buildings and structures are subject to a certificate of appropriateness in section 17.48.

2. *Permitted principal uses and structures.*

    1. Retail outlets for sale of food, home furnishings, appliances, and wearing apparel, including repair strictly incidental to sales, office equipment, hardware, toys, sundries and notions, books and stationery, leather goods and luggage, jewelry, art, camera or photographic supplies, including camera repair, alcoholic beverages for off-premises consumption, sporting goods, hobby and pet shops, delicatessen, bake shop (but not wholesale bakery), musical instruments, florist and gift shops, and similar products.

    2. Service establishments such as barber and beauty shops, shoe repair, restaurants, except drive-in restaurants, interior decorator, photographic studios, dance or music studio, tailor or dressmaker, laundry or dry cleaner, radio or television repair, and similar uses.

    3. Banks and other financial institutions, employment offices, business offices, professional offices, and similar establishments.

    4. Dwellings above or behind other principal uses so as to not interrupt business frontage.

    5. High density multifamily dwellings (minimum of 24 units) not exceeding five stories or 75 feet in height.

    6. Municipal parks.

3. *Permitted accessory uses and structures*.

    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures which do not involve operations or structures not in keeping with the character of the district; provided, however, that garbage and trash shall be kept in closed containers and that such containers shall not be visible from portions of the premises customarily open to pedestrian or automobile circulation or parking.

    2. Craft production, or small-scale on-site production and/or assembly of arts, crafts, foods, beverages or other type of product involving the use of small-scale equipment and/or hand tools. This use shall be an accessory use to a retail/eating/drinking/tasting component that occupies a minimum of 10 percent of usable space. The retail/eating/drinking/tasting component shall front the street at sidewalk level and shall remain open to the public. All production, processing and distribution activities shall occur within an enclosed building. Craft production includes, but is not limited to ceramic art, glass art, candle-

making, custom jewelry manufacture, bakeries, confectionaries, butchers, coffee roasting establishments, food production.

3. Craft beverage production, including, but not limited to alcoholic beverages such as beer, wine, cider and intoxicating liquor.
    1. Craft brewers shall meet the Wisconsin State Statute §§125.29 criteria for brewers and shall not manufacturing a total of more than 10,000 barrels of fermented malt beverages in a calendar year. Appropriate licensing shall be held to permit on-site tastings and retail purchase of fermented malt beverages.
    2. Craft vintners (includes wine and cider production) shall meet the Wisconsin State Statute §§125.53 criteria for winery permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.
    3. Craft distillers (producing intoxicating liquor) shall meet the Wisconsin State Statute §§125.52 criteria for manufacturers' and rectifiers' permits. Appropriate licensing shall be held to permit on-site retail operations under a State-issued winery permit.

4. *Special exception uses and structures*.
    1. Clubs and organizations.
    2. Printing and publishing establishments.
    3. Commercial recreation facilities in completely enclosed buildings, including theaters, arcades, and amusement centers.
    4. Hotels.
    5. Taverns.
    6. Bowling alleys.
    7. Automobile sales and service.
    8. Automobile filling stations.
    9. Mortuaries.

5. *Dimensional requirements*. There are no minimum lot area or width requirements, no yard requirements or maximum height limitations; provided, however, that buildings and structures are subject to a certificate of appropriateness in section 17.48.

6. *Permitted accessory signs*. Signs are allowed on walls fronting a street/public way. Name and logo must occupy at least 60% of the sign area. No advertising from manufacturers unless it's the business name (e.g., Domino's Pizza). No signs above the roofline or painted directly onto the building surface. Residential use properties in this district must adhere to the residential sign requirements in the matching district, for

example a single family home in the Commercial Core District would follow the Residential Single family sign regulations.

a. Flat Signs:

1. Area: Limited to 15% of the wall area fronting a street/public way.

2. Projection: May not project more than 18 inches beyond the building surface.

3. Lighting: Can be illuminated but no blinking/flashing lights. Electrical elements must be concealed.

4. Placement: Located in the signable area of the facade. The height between windows must not exceed two-thirds of the space.

5. Multiple Businesses: Signable area can include a business directory (max 7 sq ft) and be divided among occupants.

b. Projecting Signs

1. Quantity: One per street front.

2. Size: Max 16 sq ft.

3. Projection: No more than 5 feet from the building face. Minimum 3 feet from side property line. Minimum 9 feet above ground.

4. Shape: Simple geometric or symbolic shapes. Both sides must be finished.

c. Awnings

1. Material: Flameproofed fabric.

2. Information: Only name, logo, and street number. Combined area over 15 sq ft counts towards total exterior sign area.

d. Window Signs

1. Area: Max 30% of window area.

2. Content: Name, logo, address, phone number, product/service description. Not included in overall signage computation.

3.Window signs from commercial advertisement are not allowed on residential use windows and second floor apartments.

e. Detached Signs

1. Quantity: One per 100 feet of lot frontage.

2. Size: Max 50 sq ft per side (total 100 sq ft), max 25 feet in height. Building must be set back at least 35 feet from the street curb.

f. Nonpermanent Signs

1. Usage: Limited to special promotions/events. Max 14 consecutive days, up to 4 times per year with 30 days between uses. Max size 20 sq ft per face. Permit required.

g. Roof Street Signs

1. Area: Max 40% of signable area. If enclosed, total area including background counts. If individual letters, only letter area counts.

2. Multiple Occupancies: Signable area can be divided among occupants.

Properties that the lot dimensions meet the requirements of 17.22 may follow the sign requirements of that district by Plan Commission approval of the sign type, size and location for each requested sign not to exceed 300sqft in size per sign.

7. *Off-street parking requirements*.

    1. *All permitted principal uses except dwelling units*. Any exterior expansion of a building or construction of a building shall be subject to review by the city plan commission to ensure that adequate off-street parking is available in the area. New construction or expansion creating 750 square feet or more of floor space shall provide specific locations of employee and customer parking and attest to its availability in writing, specifically noting if the parking is private or public and what parking space is available. Lack of parking is grounds for denial of the building permit application. Denials for permits shall be provided in writing, noting the reasons for denial and any supporting documentation of the denial. Appeals from this determination can be submitted to the city common council within 45 days of written notice of the denial. The common council can override the city plan commission's denial by a three-fourths vote of the common council.

    2. *Dwelling units*. 1 1/2 parking stalls per dwelling unit. Dwelling units classified as elderly housing through applicable state or federal designations shall have one parking stall per dwelling unit.

    3. *Parking surface requirements*. All parking areas shall be surfaced with a durable, dust-proof surface consisting of concrete or bituminous concrete properly sealed and surface treated.

8. *Incompatible use buffer requirements*. All areas wherein parking surfaces or vehicular traffic fall within ten feet of a property line abutting a single-family dwelling or two-family dwelling shall require a fence, hedge, or landscaped buffer, as set forth in section 17.32 Supplementary District Regulations.

(Code 2011, § 17.20; Ord. No. 1761, 10-17-2017; Ord. No. 1770, 1-16-2018)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1944-2025

ORDINANCE REPEALING AND REPLACING SECTION 17.25 INDUSTRIAL DISTRICT

WHEREAS, the City of Kaukauna is pursuing updates to the existing sign code for greater clarity and simplicity; and,

WHEREAS, this proposed change would allow for signage for municipal parks in the Industrial District the same as in other districts and better define temporary signs in this district; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, a public hearing was held on November 18th , 2025 at the Council meeting to hear any public comments on this matter; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 17.25 of the Kaukauna Municipal Code be created as follows:

BEFORE ADOPTION

17.25 IND Industrial District

1. *Purpose*. This district is intended to provide for industrial, warehousing and wholesaling, and certain service and commercial activities in areas already established for such uses.

2. *Permitted principal uses and structures*.

    1. Supply establishments, wholesale, warehouse, and building equipment.

    2. Automobile, boat, construction and farm implement sales, service, and repair.

    3. Agricultural related uses, including feedmills and co-ops.

    4. Printing and publishing.

    5. Service establishments catering to commercial and industrial uses, including business machine services, linen supply, freight movers, communication services, canteen services, and uses of a similar nature

    6. Transportation terminals.

7. Light manufacturing uses, including bottling, packaging, laboratories, and uses of a similar nature.

8. Manufacturing uses, including production, cleaning, processing, testing, and the distribution of materials and goods, except wrecking yards, fertilizer, and chemical manufacture, cement manufacture, explosive storage or manufacture smelting, tanneries and slaughterhouse. All manufacturing subject to the provisions of 17.38.

9. Municipal parks.

3. *Permitted accessory uses and structures*.

    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures.

    2. Outside storage of equipment and materials shall be located behind the building setback line and screened from view of any public street or residential district boundary by a fence, wall, or shrubs. All outside areas shall be clean and orderly.

    3. Railroad spurs and service rails with side or rear yards only.

4. *Special exception uses and structures*.

    1. Salvage or wrecking yards.

5. *Dimensional requirements*. For all permissible principal uses and structures, the following shall apply:

    1. *Minimum dimensions*.

        1. Lot area: 9,000 square feet.

        2. Lot width: 90 feet.

        3. Front yard: 25 feet.

        4. Side yards: 15 feet each; provided, however, that side yards shall be increased one foot in width for every three feet in building height above 35 feet.

        5. Rear yard: 30 feet.

    2. *Railroad right-of-way*. There are no side or rear yard requirements when a railroad right-of-way abuts at the side or rear property line.

3. *Required side or rear yard adjacent to residential district boundary*. Any required side or rear yard adjacent to a residential district boundary shall be subject to the landscape buffer requirements of section 17.32(10).

6. *Permitted accessory signs*. For each principal structure, the following shall apply:

    1. *Flat signs.* Flat signs limited in aggregate area to 25 percent of the wall area fronting on a street.

    2. *Detached signs*. For every 90 feet of lot frontage, one detached sign limited in area to 200 square feet on each side (limit of two sides and 400 square feet) and 30 feet in height.

    3. *Temporary signs*. Temporary signs as provided in section 17.16(5)(b).

7. *Off-street parking requirements*.

    1. *Applicable parking requirements as specified in the CH district*. See section 17.22(7).

    2. *Manufacturing and service uses*. One per employee on maximum shift.

    3. *Other uses*. Sufficient off-street parking such that no public street shall be used for parking.

(Code 2011, § 17.25; Ord. No. 1677, 3-20-2012)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

AFTER ADOPTION

17.25 IND Industrial District

1. *Purpose*. This district is intended to provide for industrial, warehousing and wholesaling, and certain service and commercial activities in areas already established for such uses.

2. *Permitted principal uses and structures*.

    1. Supply establishments, wholesale, warehouse, and building equipment.

    2. Automobile, boat, construction and farm implement sales, service, and repair.

    3. Agricultural related uses, including feedmills and co-ops.

    4. Printing and publishing.

5. Service establishments catering to commercial and industrial uses, including business machine services, linen supply, freight movers, communication services, canteen services, and uses of a similar nature
6. Transportation terminals.
7. Light manufacturing uses, including bottling, packaging, laboratories, and uses of a similar nature.
8. Manufacturing uses, including production, cleaning, processing, testing, and the distribution of materials and goods, except wrecking yards, fertilizer, and chemical manufacture, cement manufacture, explosive storage or manufacture smelting, tanneries and slaughterhouse. All manufacturing subject to the provisions of 17.38.
9. Municipal parks.

3. *Permitted accessory uses and structures*.
    1. Uses and structures customarily accessory and clearly incidental to permissible principal uses and structures.
    2. Outside storage of equipment and materials shall be located behind the building setback line and screened from view of any public street or residential district boundary by a fence, wall, or shrubs. All outside areas shall be clean and orderly.
    3. Railroad spurs and service rails with side or rear yards only.
4. *Special exception uses and structures*.
    1. Salvage or wrecking yards.
5. *Dimensional requirements*. For all permissible principal uses and structures, the following shall apply:
    1. *Minimum dimensions*.
        1. Lot area: 9,000 square feet.
        2. Lot width: 90 feet.
        3. Front yard: 25 feet.
        4. Side yards: 15 feet each; provided, however, that side yards shall be increased one foot in width for every three feet in building height above 35 feet.
        5. Rear yard: 30 feet.
    2. *Railroad right-of-way*. There are no side or rear yard requirements when a railroad right-of-way abuts at the side or rear property line.

3. *Required side or rear yard adjacent to residential district boundary*. Any required side or rear yard adjacent to a residential district boundary shall be subject to the landscape buffer requirements of section 17.32(10).

6. *Permitted accessory signs*. For each principal structure, the following shall apply:

    1. *Flat signs.* Flat signs limited in aggregate area to 25 percent of the wall area fronting on a street.

    2. *Detached signs*. For every 90 feet of lot frontage, one detached sign limited in area to 200 square feet on each side (limit of two sides and 400 square feet) and 30 feet in height.

    3. *Temporary signs*. Temporary signs as provided in section 17.16(5)(b). Temporary detached signs are limited in area to 100 square feet on each side, with a limit of two sides and 200 square feet, and limited to 15 consecutive days and 90 total days per calendar year. Such signs shall not contain any flashing lights and shall not be located within 100 feet of any residential district. Longer duration may be approved by the Plan Commission on a case-by-case basis.

    4. Signage as provided in section 17.24(6)(a).

7. *Off-street parking requirements*.

    1. *Applicable parking requirements as specified in the CH district*. See section 17.22(7).

    2. *Manufacturing and service uses*. One per employee on maximum shift.

    3. *Other uses*. Sufficient off-street parking such that no public street shall be used for parking.

(Code 2011, § 17.25; Ord. No. 1677, 3-20-2012)

HISTORY
Repealed & Replaced by Ord. 1844 on 10/5/2021

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1945-2025

ORDINANCE AMENDING SECTION 17.32

WHEREAS, updates were needed to remove signage language from section 17.32; and,

WHEREAS, this change will help consolidate signage requirements into a separate section; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, a public hearing was held on November 18th , 2025 at the Council meeting to hear any public comments on this matter; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 17.32 of the Kaukauna Municipal Code be amended as follows:

AMENDMENT

17.32 Supplementary District Regulations

1. *General application*. The regulations set forth in this section shall supplement or modify the regulations set forth in other applicable regulations set forth in this chapter.

2. *Lots and yards.*

    a. *More than one building per lot.* In any district, more than one building housing a principal use may be erected on a single lot, provided that yard and other requirements of these regulations shall be met for each building as though it were on an individual lot.

    b. *Through lots.* On through lots, the required front yard shall be as provided on each street, except that on through lots fronting limited access roads, the setbacks for fences, hedges, berms, or accessory buildings shall be as if for a rear yard setback in the yard adjacent a limited access road.

    c. *Development in mapped streets.* Where an official line has been established for the future widening or opening of a street, the depth of a front yard or the width of a side yard shall be measured from such official line to the nearest line of the building.

d. *Access.* Every building housing a principal use erected or moved shall be on a lot with direct access to a public street and all such buildings shall be so located as to provide safe and convenient access for servicing and off-street parking.

e. *Building groups.* In any nonresidential district, a group of buildings separated only by common or party walls shall be considered as one building.

f. *Yard encroachments.* Every part of every required yard shall be open and unobstructed from 30 inches above the general ground level of the graded lot upward to the sky except as provided in this chapter or as otherwise permitted in these regulations:

(1) Roof eaves may project into a required side yard not more than three feet where the required side yard is eight feet or more in width. Roof eaves may project into a required side yard not more than two feet where the required side yard is less than eight feet.

(2) Sills, belt courses, cornices, vertical solar screens, and other ornamental features may project not over one foot into a required yard.

(3) Fire escapes, stairways, and balconies, whether unroofed, open and unenclosed, or enclosed, shall not intrude into required yards.

(4) Solar collectors which are part of the principal building may extend into a required rear yard for a distance not to exceed ten feet, and solar collectors may extend into a required side yard, provided that they have a minimum seven-foot clearance from grade, and provided, further, that such extension shall be at least five feet distant from the adjacent lot line and shall not extend more than three feet from the building.

g. *Corner lots*. On corner lots, the street side yard shall equal the required front yard for lots fronting on that street.

h. *Through lot map.* There shall be created and maintained for public review within the department of public works a through lot map that designates all through lots within the corporate limits of the city. The map shall label those roads listed as a limited access road for purposes of issuing building permits.

3. *Accessory uses and structures.*

a. *Accessory buildings on vacant lots.* In any residential district, no accessory building shall be built on a lot without a principal building.

b. *Fences, hedges and retaining walls.*

(1) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Hedge means any combination of two or more vegetative plants that, when mature, provides an opaque visual barrier of 50 percent or more.

Height of fence, hedge, or retaining wall means the vertical height of a fence, hedge or retaining wall shall be measured from the grade adjacent to the fence, hedge or foot of a retaining wall.

Permanent fence means fences intended, designed, and constructed to be in place for longer than six months.

Permanent fence materials. Permanent fences shall be constructed of naturally decay-resistant or treated wood, galvanized or vinyl-coated chainlink, prefabricated or manufactured vinyl, wrought iron, brick, masonry, concrete, stone or other similar materials as approved by the building inspector.

Prohibited fences, except as may be permitted in areas zoned IND Industrial, no fence may be constructed with barbed or razor wire or designed to produce an electric shock or in any way designed to create a risk of injury to one crossing the fence.

Retaining wall means a vertical or nearly vertical wall constructed to prevent lateral movement of soil.

Retaining wall materials means retaining walls shall be constructed of naturally decay-resistant or treated wood, masonry brick and stone, landscape blocks designed for the purpose or other materials as approved by the building inspector.

Temporary fences means fences intended, designed, and constructed to be in place for a maximum of six months, as evidenced by no permit being obtained prior to construction. Erosion control fences are an exception.

Temporary fence materials means materials commonly known as "snow fence," "construction fence," "welded wire," "chicken wire" or other similar materials. Temporary fences may be supported with impact-driven posts.

(2) *Permits and fees.*

(A) Permits required. All permanent fences and retaining walls, regardless of length or height, shall require a permit to be issued by the building inspector. Hedges are exempt from permits and fees.

(B) Permit fees. Permit fees shall be established by common council resolution and fee schedules shall be kept on file in the office of the city clerk.

(3) *Temporary fences in residential zoning:*

(A) Temporary fences used for the protection of plantings, the control of snow or similar uses shall be permitted in residential zoning, provided that all of the height and location requirements for permanent fences are followed.

(B) Temporary fences are required to be removed no later than six months after placement. Temporary fences may not be re-established sooner than six months after removal.

(C) Permits are not required for temporary fences.

(4) *Permanent fences and hedges in areas zoned residential.*

(A) *Fences and hedges in front yard.*

(a) Height. Fences and hedges in front yards shall have a maximum vertical height of 42 inches.

(b) Visibility. Fences in front yards shall be constructed to provide a minimum of 50 percent through-visibility.

(c) Additional requirements. Additional requirements, as required under section 8.11 of this Code, to include streets, alleys, and driveways.

(B) *Fences and hedges in side and rear yards.*

(a) Fences. Fences in rear and side yards shall have a maximum vertical height of 72 inches.

(b) Hedges. Hedges in rear and side yards may be allowed to grow to a natural height.

(c) Additional requirements. Additional requirements, as required under section 8.11 of this Code, to include streets, alleys, and driveways.

(C) *Locations of fences and hedges.*

(a) *Location of fences.* Fences may be located such that the finished exterior surface is at the property line.

(b) *Location of hedges.* Hedges shall be planted such that, when mature, foliage will not extend beyond the property line. This planting requirement shall not subject an owner to city enforcement action for hedges planted prior to the adoption of this revision.

(c) *Location of property lines.* It shall be the responsibility of the property owner or permit holder to provide, to the satisfaction of the building inspector, an accurate, on-site representation of the property line. This shall include, but is not limited to:

1. The physical recovery and exposure of official property stakes or irons and the provision of a string line identifying the property line.

2. If unable to comply with subsection 3(b)(4)(C)(c)(1) of this section, then, if requested by the building inspector, and at the expense of the owner or permit holder, a survey, signed and sealed by a state-registered land surveyor certifying the location of the finished fence shall be provided to the building inspector.

3. Appearance of fence: fences shall be constructed such that all supporting vertical and horizontal framing members of the fence shall face the interior of the lot on which the fence is erected.

4. Structural integrity: all fences shall be constructed to withstand a wind load of at least 30 pounds per square foot. The construction of any opaque fence that is four feet or more in height shall be properly anchored into a depth of not less than 36 inches below grade.

(5) *Retaining walls in residential zoning.*

(A) *Height.*

(a) *Requirements.* A retaining wall within six feet of a property line shall have a maximum height of 24 inches. An additional wall may be erected, provided that a minimum 24-inch horizontal terrace is established between the lower and upper walls. Retaining walls with a total vertical height of greater than 48 inches shall be permitted only when designed through structural analysis by a registered professional.

(b) *Additional requirements.* Additional requirements, as required under section 8.11, to include streets, alleys, and driveways.

(B) *Location.* Retaining walls shall be located such that the finished exterior surface is one foot inside of the property line.

(C) *Location of property lines.* It shall be the responsibility of the property owner or permit holder to provide, to the satisfaction of the building inspector, an accurate, on-site representation of the property line. This shall include, but is not limited to:

(a) The physical recovery and exposure of official property stakes or irons and the provision of a string line identifying the property line.

(b) If unable to comply with subsection 3(b)(5)(C)(a) of this section, then, if requested by the building inspector, at the expense of the owner or permit holder, a survey, signed and sealed by a state-registered land surveyor, certifying the location of the finished retaining wall, shall be provided to the building inspector.

(6) *Fences, hedges, and retaining walls in commercial, business, and institutional zoning.*

(A) *Requirements.* Except as provided in section 17.32(9), landscape buffers, fences, hedges and retaining walls shall comply with the requirements of fences, hedges and retaining walls in residential zoning.

(B) *Special exceptions.* Upon providing evidence of need, the city plan commission may grant a special exception to the requirements of this section.

(7) *Fences, hedges, and retaining walls in industrial zoning.* Fences, hedges, and retaining walls in industrial zoning shall comply with the requirements of fences, hedges, and retaining walls in residential zoning with the following exceptions:

(A) Fences within industrial zoning shall have a maximum vertical height of eight feet.

(B) In industrial zoning, a barbed wire topper is permitted on a seven-foot high fence, provided that:

(a) The total height of the fence with the topper does not exceed eight feet.

(b) Topper arms that extend out may not extend over the property line.

(C) Except as provided in section 17.32(9), landscape buffers.

(D) Special exceptions: upon providing evidence of need, the city plan commission may grant a special exception to the requirements of this section.

c. *Accessory parking and storage.*

(1) In all residential districts, driveways in the front yard setbacks emplaced to provide access to an open parking area in the side or rear yard or to a garage or carport in the rear yard shall not be wider than 12 feet. In no case shall a driveway, patio, or any concrete or nonpermeable surface be placed within two feet of a property line. Expansions of driveways after construction require a permit from the Building Inspection department. In RSF zoning, maximum driveway width at the curb shall be the width at the right of way plus the flared driving area width as determined by the City Engineer, or designee, in no case shall driveway width curb exceed 37'. Driveway width right of way in RSF zoning shall not exceed the least of the following:

(A) *For Attached and Front Yard Detached Garages*:

(a) 34' maximum

(b) Width of the Outer-most to Inner-most garage door opening plus 4'

(c) 40% of the lot frontage

(B) *For Rear Yard Garage/Parking (Access from Street)*:

(a) 12' maximum

(C) *For Rear Year Garage (Access from Alley)*:

(a) Width of the garage frontage + 12'

(D) *50% of the lot frontage on the alley Exception:* In all residential districts, driveways in the front yard setbacks emplaced to provide access to a garage or carport attached or adjacent to the front or side of the principal building shall be no more than 12 feet wider than the width of such garage or carport. All driveway expansions in the front or side yard setback shall remain a minimum of two feet off of a property line.

(2) Persons who shall store any motor vehicle, vehicular-driven sports vehicle, boat, trailer, utility trailer, vehicular-driven camper, or any like business or recreational vehicle in the required front yard of any residential district, shall store such vehicles on the driveway emplaced to provide access to the garage. Such vehicles may be stored on driveway expansions in the side yard setback that extend beyond the width of the garage provided that the storage is in the side yard only – behind the garage opening, but not in the rear yard behind the garage or house. Any of the vehicles in this subsection parked within the front or side yards on the driveway shall be parked in such a manner as to maintain all wheels and the trailer tongues on the driveway surface.

(3) No person shall park or store such units as defined in this subsection or any other equipment on any terrace in the city except for those places where the common council has authorized the removal of a terrace for the purpose of parking.

(4) The parking and storage of unregistered or inoperable vehicles shall be as governed under section 10.07.

(5) No person shall store in the open more than three full cords of firewood in any residential district. No firewood shall be stored in any front yard or closer than two feet to any residential lot line.

4. *Height exceptions.* The height limitations in sections 17.15, 17.16 and 17.18 through 17.28 do not apply to belfries, cupolas, antennas, water tanks, elevator bulkheads, chimneys, spires, flagpoles, or other appurtenances usually required to be placed above the roof level and not intended for human occupancy.

5. *Corner visibility.* On a corner lot in all zoning districts, no fence, wall, hedge, planting, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between a height of 2 1/2 feet and ten feet above the centerline grades of the intersecting streets in the area bounded by the street lines of such corner lots and a line joining the points along such street lines 50 feet from the point of intersection.

6. *Off-street parking.*

   a. *Requirements not specified.* Parking requirements for a use not specified shall be the same as required for a use of similar nature or sufficient off-street parking shall be provided such that no public street shall be used for parking.

   b. *Fractional spaces*. Where computation of the required parking spaces results in a fractional number, only the fraction of two or larger shall be counted as one.

   c. *Changes in buildings or use.* Whenever a building or use is changed, structurally altered, or enlarged to create a need for an increase of 25 percent or more in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change. Whenever a building or use is enlarged to the extent of 50 percent or more in the floor area, such building or use shall then comply with the parking requirements set forth in the district in which it is located.

   d. *Mixed uses.* In the case of mixed uses, the parking spaces required shall equal the sum of the requirements of the uses computed separately.

   e. *Joint use.* Two or more uses may provide required off-street parking spaces in a common parking facility less than the sum of the spaces required for each use individually, provided such uses are not operated during the same hours. A written agreement satisfactory to the city attorney shall accompany any joint use arrangement.

   f. *Off-lot parking.* Required off-street parking spaces shall be located on the same lot with the principal use, or when this requirement cannot be met such parking

spaces may be located off lot, provided the parking spaces are located in the same district. Off-lot parking spaces shall also be held in fee simple ownership by the owner of the use requiring such parking or be leased or rented through a written agreement satisfactory to the city attorney. Off-lot parking spaces for residential uses shall be within 200 feet of the principal entrance or the entrance for the individual occupants for whom the spaces are reserved while the farthest portions of a parking lot for all other uses shall be within 300 feet of the entrance of the establishment.

g. *Off-street parking; measurement*. Floor space or area shall mean the gross floor area inside exterior walls, where floor space is indicated in section 17.15, 17.16, and 17.18 through 17.28 as a basis for determining the amount of off-street parking required.

h. *Design standards.*

(1) Each required off-street parking space shall have a stall width of at least nine feet and a stall length of at least 18 feet.

(2) Minimum width of aisles providing access to stalls for one-way traffic shall be as follows:

(A) 11 feet for 30-degree parking.

(B) 20 feet for 90-degree parking.

(3) Minimum width of aisles providing access to stalls for two-way traffic shall be 24 feet.

(4) No parking area of more than two spaces shall be designed as to require any vehicle to back into a public street.

(5) Any parking area of more than five spaces shall be sufficiently screened in the form of a solid fence or shrubbery to protect adjacent residential uses.

(6) Large expanses of unchanneled parking areas shall be avoided by interior landscaping and safety islands.

(7) All parking areas shall be surfaced with a durable, dustproof surface consisting of concrete or bituminous concrete or of compacted gravel or crushed stone properly sealed and surface treated.

7. *Off-street loading.*

a. *Loading space requirements.* The loading space requirements specified in the following table shall apply to all districts.

Use	Floor Area (square feet)	Loading Spaces
Retail, wholesale, warehouse, service, manufacturing, and industrial establishments	2,000—10,000	1
	10,000—20,000	2
	20,000—40,000	3
	40,000—60,000	4
	Each additional 50,000	1
Hotels, offices, hospitals, places of public assembly	5,000—10,000	1
	10,000—50,000	2
	50,000—100,000	3
	Each additional 25,000	1
Funeral homes	2,500—4,000	1
	4,000—6,000	2
	Each additional 10,000	1

b. *Multiple or mixed uses.* Where a building is devoted to more than one use or for different uses, and where the floor area for each use is below the minimum required for a loading space but the aggregate floor area of such uses is above such a minimum, then off-street loading space shall be provided as if the entire building were devoted to that use in the building for which the most loading spaces are required.

c. *Location.* Required off-street loading spaces shall be located on the same lot with the principal use requiring such space. No loading space shall be located within 30 feet of the nearest point of intersection of two streets or require any vehicle to back into a public street.

d. *Design standards*. Each off-street loading space shall have a width of at least 12 feet, a length of at least 45 feet and a vertical clearance of at least 14 feet. Dimensions for loading spaces in connection with funeral homes shall be reduced to ten feet in width, 25 feet in length, and eight feet in vertical clearance. Every loading space shall be sufficiently screened in the form of a solid fence or shrubbery to protect neighboring residences.

8. *Common open space.*

a. *Nature.* Common open space shall not include street right-of-ways, driveways, parking areas, or yards required in connection with any building.

b. *Buildings and structures.* Common open space areas may contain complementary buildings and structures appropriate for the recreational use and enjoyment of the residents of the development for which it was established.

c. *Dedication.* When common open space or any portion thereof is approved for dedication, and complementary improvements are completed and accepted, a deed shall be conveyed to the city and the supervision and maintenance shall be the responsibility of the city.

d. *Reservation.* When common open space or any portion thereof is to be reserved for the exclusive use and enjoyment of the residents of the development from which it was established, the developer shall establish conditions as to the ownership, maintenance, and use of such areas as deemed necessary by the city to ensure preservation of its intended purposes. Land designated as common open space shall be restricted by appropriate legal instrument satisfactory to the city attorney as open space perpetually or for a period of not less than 99 years. Such instrument shall be binding upon the developer, his successors, and assigns and shall constitute a covenant running with the land and be in recordable form.

e. *Maintenance.* If common open space is improperly maintained, the city may serve written notice upon any property owner or association setting forth the manner in which such property owner or association has failed to maintain the common open space and demanding that maintenance deficiencies be corrected within 30 days. If maintenance deficiencies, as originally set forth or subsequently modified, are not corrected within 30 days, the city may enter upon such common open space and correct maintenance deficiencies. The cost of such maintenance shall be assessed ratable against the properties within the development that have the right to use the area and shall become a tax lien on such properties. The city, at the time of entry, shall file notice of any liens in the office of the city treasurer.

9. *Site plans.*

a. *Applicability and procedures*. Where, by the terms of this chapter, a site plan is required prior to the issuance of a building permit, such site plan shall be submitted to the building inspector. The building inspector shall forward such site plan to the plan commission for their recommendation. No public notice and hearing is required for site plan consideration by the plan commission, but such matters shall be handled in a public session, as part of previously prepared agenda. All matters relating to plan commission consideration of site plans shall be a public record and approval shall require formal action of the plan commission. The site plan shall be submitted to the plan commission not less than 15 days prior to the public meeting of the plan commission at which approval is to be considered.

b. *Contents.* A site plan required to be submitted by the requirements of this chapter shall include the following elements, where applicable:

(1) Statements of ownership and control of the proposed development.

(2) Statement describing in detail the character and intended use of the development.

(3) A site plan containing the title of the project and the names of the project planner and developer, date, and north arrow, and based on an exact survey of the property drawn to a scale of sufficient size to show:

(A) Boundaries of the project, any existing streets, buildings, water courses, easements, and section lines.

(B) Exact location of all buildings and structures.

(C) Access and traffic flow and how vehicular traffic will be separated from pedestrian and other types of traffic.

(D) Off-street parking and off-street loading areas.

(E) Recreation facilities, locations.

(F) All screening and buffers.

(G) Refuse collection areas.

(H) Access to utilities and points of utility hookups.

(4) Tabulations of total gross acreage in the project and the percentages thereof proposed to be devoted to:

(A) The various permitted uses.

(B) Ground coverage by structures.

(C) Impervious surface coverage.

(5) Tabulations showing:

(A) The derivation of numbers of off-street parking and loading spaces shown in subsection (11)(b)4 of this section.

(B) Total project density in dwelling units per net acre.

(6) Architectural definitions for buildings in the development; exact number of dwelling units, sizes, and types, together with typical floor plans of each type.

(7) Storm drainage and sanitary sewage plans.

(8) If common facilities, such as recreation areas or structures, common open space, etc., are to be provided for the development, statements as to how such common facilities are to be provided and permanently maintained. Such statements may take the form of proposed deed restrictions, deeds of trust, homeowners' associations, surety arrangements, or other legal instruments providing adequate guarantee to the city that such common facilities will not become a future liability for the city.

(9) Plans for signs, if any.

(10) Landscaping plan, including types, sizes, and locations of vegetation and decorative shrubbery, and showing provisions for maintenance.

(11) In the industrial districts, plans for the exterior walls of all buildings, lighting, outside storage, and industrial processes and materials pertinent to conformance with the industrial performance standards in this section.

(12) Such additional data, maps, plans, or statements as may be required for the particular use or activity involved or as the applicant may believe is pertinent.

10. *Placement of structures.*

a. No dwelling shall be erected, placed, or built within any district unless the structure has a minimum width of 22 feet for at least 70 percent of the structure's length and has a perimeter frost barrier footing.

b. No dwelling built prior to June 15, 1976, shall be relocated to any residential lot within the city except to an approved mobile home lot. Dwellings built after June 15, 1976, must have proof of compliance with applicable department of housing and urban development (HUD) codes and bear the HUD seal of compliance in order to be eligible for a moving permit. Proof of compliance must be provided by

the applicant to the city plan commission along with a site plan for commission concurrence prior to the issuance of a moving permit.

c. No nondwelling structure exceeding 170 square feet in ground area, which has its place of origin off premises, shall be relocated onto any residentially zoned lot, unless the structure complies with current city building regulations and that a bond or irrevocable cashier's check be received by the city for 100 percent of the market replacement value of the structure. The bond or cashier's check shall be returned upon final inspection of the structure finding compliance with all applicable building codes and zoning ordinances. If 60 days after issuance of a permit for the moving of the structure, the structure fails to comply with the building codes and zoning ordinances, then in addition to any compliance action taken by the building inspector, the bond or cashier's check shall be retained and may be applied to the costs of effecting compliance and to any forfeiture, court costs, and cost of prosecution imposed by the court.

11. *Telecommunications antennas and towers.*

a. *Purpose.* The purpose of this subsection is to establish general guidelines for the siting of towers and antennas. The goals of this subsection are to:

(1) Encourage the location of towers in nonresidential areas and minimize the total number of towers throughout the community;

(2) Strongly encourage the joint use of new and existing tower sites;

(3) Encourage users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on the community is minimal;

(4) Minimize the adverse visual impact of the towers and antennas;

(5) Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively and efficiently; and

(6) Protect the public health, safety and general welfare of the city.

b. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Antennas means any exterior apparatus designed for telecommunications, radio or pager services through the sending or receiving of electromagnetic waves, digital signals, radio frequencies, wireless telecommunication signals, including, but not limited to, directional antennas, such as panels, microwaves and satellite dishes, and omni-directional antennas, such as whip antennas.

Antenna support structures means any building, pole, telescoping mast, tower, tripod or any other structure which supports an antenna.

Co-location means the location of multiple antennas of more than one commercial wireless communication service provider or governmental entity on a single tower or alternative tower structure.

FAA means the Federal Aviation Administration.

FCC means the Federal Communications Commission.

Height refers to the distance measured from ground level to the highest point on the tower or other structure, even if the highest point is an antenna.

Personal communication services (PCS) means a provider of personal wireless service facilities as defined by federal law.

Personal wireless facilities means transmitters, antenna structures, and other types of installations used to provide personal wireless services.

Pre-existing towers and antennas means any legally placed tower or antenna permitted prior to the effective date of the ordinance from which this section is derived that shall not be required to meet the requirements of this section other than applicable federal or state requirements or city building codes.

Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers or monopole towers. The term "tower" includes personal communication service towers, radio and television transmission towers, microwave towers, common carrier towers, cellular telephone towers, alternative tower structures and the like. The term "guy towers" are towers supported externally by a set or series of wires from the tower to the ground.

Tower site means the area encompassing a tower and all supporting equipment, structures paved or graveled areas, fencing and other items used in connection with the tower.

Wireless telecommunications services means licensed commercial wireless telecommunication services, including cellular, personal communication services (PCS), specialized mobilized radio (SMR), enhances specialized mobilized radio (ESMR), paging and similar services that are marketed to the general public.

c. *Special exception required.* A special exception permit in accordance with section 17.47 shall be required for the locating and construction of a new tower or for the co-location of an antenna on an existing tower not previously granted a special exception.

    (1) No special exception shall be granted for the placement of a tower in any residential zone or area zoned conservancy.

    (2) Antennas not exceeding 30 feet in antenna height may be placed on existing structures that have an existing height greater than 45 feet, irrespective of the zoning district.

(3) No special exception for a tower site exceeding 30 feet in height shall be granted within 2,500 feet of an existing tower site whether the existing site is within or without the city.

(4) If a special exception permit is granted, the city council may impose conditions to the extent the city council concludes such conditions are necessary to minimize any adverse effect of the proposed tower on adjoining properties.

(5) Any information of an engineering nature required by the special exception that the applicant submits, whether civil, mechanical, or electrical, shall be certified by a licensed professional engineer.

(6) Private HAM radio operators and citizen band radio operators, along with their associated towers and apparatus, licensed under applicable FCC regulations, shall be exempt from the provisions of this section, provided that the facilities are situated on the same lot as the transmitter/receiver set.

d. *Information required.* Each applicant requesting a special exception permit under this section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, including information concerning topography, frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the city council to be necessary to assess compliance with this section, including, but not limited to, the provision of co-location per subsection 17.32(11)(f).

e. *Considered in granting special exception permits.* The city council shall consider the following factors in determining whether to issue a special exception permit, although the city council may waive or reduce the burden on the applicant of one or more of these criteria if the city council concludes that the goals of this section are better served thereby:

(1) Height of the proposed tower.

(2) Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of another provider's equipment.

(3) Proximity of the tower to residential structures and residential district boundaries.

(4) Nature of uses on adjacent and nearby properties.

(5) Surrounding topography.

(6) Surrounding tree coverage and foliage.

(7) Design of the tower, with particular reference to design characteristics that have the effect of reducing or eliminating visual obtrusiveness.

(8) Proposed ingress and egress to the tower site.

(9) Availability of suitable existing towers and other structures as discussed in section 17.32(11)(f).

(10) Compliance with current FAA and FCC regulations so as to, in part, minimize the possibility of interference with locally received transmissions.

f. *Co-location.*

(1) Any proposed telecommunication tower and tower site shall be designed, structurally, electrically, and in all other respects to accommodate co-location of both the applicant's antennas and comparable antennas for at least two additional users. Towers and tower sites shall be designed to allow for future rearrangement of antennas upon the tower, to accept antennas mounted at varying heights, and to accommodate supporting buildings and equipment. The holder of a permit for a tower shall allow co-location for at least two additional users and shall not make access to the tower and tower site for the additional users economically unfeasible. If additional users demonstrate (through independent arbitration or other pertinent means) that the holder of a tower permit has made access to such tower and tower site economically unfeasible, the original permit on the tower site shall become null and void.

(2) No new tower shall be permitted unless the applicant demonstrates, to the reasonable satisfaction of the city council, that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted to demonstrate that no existing tower or structure can accommodate the applicant's proposed antenna may consist of any of the following:

(A) No existing towers or structures are located within the geographic area required to meet the applicant's engineering requirements.

(B) Existing towers or structures are not of sufficient height to meet the applicant's engineering requirements.

(C) Existing towers or structures do not have sufficient structural strength to support the applicant's proposed antenna and related equipment.

(D) The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed antenna.

(E) The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

(F) The fees, costs or contractual provisions required by the owner to share an existing tower or structure or to adapt an existing tower.

g. *Setbacks and separation.* The following setbacks and separation requirements shall apply to all towers and antennas for which a special exception permit is required; provided, however, that the city council may reduce the standard setbacks and separation requirements if the goals of this subsection would be better served thereby.

(1) Towers must be set back a distance equal to the height of the tower from any off-site residential structure.

(2) Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirements.

h. *Landscaping*. The following requirements shall govern the landscaping surrounding towers for which a special exception permit is required; provided however, that the city council may waive such requirements if the goals of this subsection would be better served thereby.

(1) Tower sites shall be landscaped with a mixture of deciduous and evergreen trees and shrubs that effectively screens the view of the tower compound from adjacent residential property. The standard buffer shall consist of a landscaped strip at least four feet wide outside the perimeter of the compound.

(2) In locations where the visual impact of the tower would be minimal, the landscaping requirement may be reduced or waived altogether.

(3) Existing mature trees growth and natural land forms on the site shall be preserved to the maximum extent possible. In some cases, such towers sited on large wooded lots, natural growth around the property perimeter may be a sufficient buffer.

i. *Removal of abandoned antennas and tower*s. Any antenna or tower that is not operated for a continuous period of six months shall be considered abandoned, and the owner of such antenna or tower shall remove same within 90 days of receipt of notice from the city council notifying the owner of such abandonment. If such antenna or tower is not removed within the 90 days, the city council may remove such antenna or tower at the owner's expense. If there are two or more users of a single tower, then this section shall not become effective until all users cease using the tower.

j. *Applicability.*

(1) *District height limitation*. The requirements set forth in this subsection shall govern the location of towers that exceed, and antennas that are

installed, at a height in excess of the height limitations specified for each zoning district. The height limitations applicable to buildings and structures shall not apply to towers and antennas, however, in no case shall any tower, excluding antennas, exceed a height of 220 feet.

(2) *Inventory of existing sites.* Each applicant for an antenna and or tower shall provide to the planning department an inventory of all existing towers that are within a five-mile radius of the proposed site, on which the company is also located, leased or owned, including specific information about the location, height and design of each tower that applies. The city plan department may share such information with other applicants applying for special exception permits under this article or other organizations seeking to locate antennas within the jurisdiction of the city council; provided, however, that the planning and zoning department is not, by sharing such information, in any way representing or warranting that such sites are available or suitable.

12. *Small wind energy system ordinance.*

a. *Authority.* This section is adopted pursuant to authority granted by Wis. Stats. §§ 62.23(7) and 66.0401.

b. *Purpose.* The purpose of this section is to:

(1) Oversee the permitting of small wind energy systems.

(2) Preserve and protect public health and safety without significantly increasing the cost or decreasing the efficiency of a small wind energy system (per Wis. Stats. § 66.0401).

c. *Definitions.* The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrator means the city building inspector.

Common council means the city common council.

Meteorological tower (met tower) is defined to include the tower, base plate, anchors, guy cables and hardware, anemometers (wind speed indicators), wind direction vanes, booms to hold equipment, anemometers and vanes, data logger, instrument wiring, and any telemetry devices that are used to monitor or transmit wind speed and wind flow characteristics over a period of time for either instantaneous wind information or to characterize the wind resource at a given location.

Owner means the individual or entity that intends to own and operate the small wind energy system in accordance with this section.

Rotor diameter means the cross-sectional dimension of the circle swept by the rotating blades.

Small wind energy system means a wind energy system that:
(1) Is used to generate electricity;
(2) Has a nameplate capacity of 100 kilowatts or less; and
(3) Has a total height of 170 feet or less.
Total height means the vertical distance from ground level to the tip of a wind generator blade when the tip is at its highest point.

Tower means the monopole, freestanding, or guyed structure that supports a wind generator.

Wind energy system means the equipment that converts and then stores or transfers energy from the wind into usable forms of energy, as defined by Wis. Stats. § 66.0403(1)(m). This equipment includes any base, blade, foundation, generator, nacelle, rotor, tower, transformer, vane, wire, inverter, batteries, or other component used in the system.

Wind generator means blades and associated mechanical and electrical conversion components mounted on top of the tower.

d. *Standards.* A small wind energy system shall be a conditionally permitted use in all zoning districts subject to the following requirements:

(1) *Setbacks.* A wind tower for a small wind energy system shall be set back a distance equal to its total height from:

(A) Any public road right-of-way, unless permission is granted by the governmental entity with jurisdiction over the road. Such permission shall be in a form acceptable for recording in the county register of deeds office for the parcel on which the tower is located.

(B) Any overhead utility lines, unless permission is granted by the affected utility, such permission shall be in a form acceptable for recording in the county register of deeds office for the parcel on which the tower is located.

(C) All property lines, unless permission is granted from the affected landowner or neighbor, such permission shall be in a form acceptable for recording in the county register of deeds office for both the parcel on which the tower is located and the affected parcel.

(2) *Access.*

(A) All ground-mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.

(B) The tower shall be designed and installed so as to not provide step bolts or a ladder readily accessible to the public for a minimum height of eight feet above the ground.

(3) *Electrical wires.* All electrical wires associated with a small wind energy system, other than wires necessary to connect the wind generator to the tower wiring, the tower wiring to the disconnect junction box, and the grounding wires shall be located underground.

(4) *Lighting.* A wind tower and generator shall not be artificially lighted unless such lighting is required by the Federal Aviation Administration.

(5) *Appearance, color, and finish.* The wind generator and tower shall remain painted or finished the color or finish that was originally applied by the manufacturer, unless otherwise approved in the building permit.

(6) *Signs.* All signs, other than the manufacturer's or installer's identification, appropriate warning signs, or owner identification on a wind generator, tower, building, or other structure associated with a small wind energy system visible from any public road shall be prohibited.

(7) *Code compliance.* A small wind energy system, including tower, shall comply with all applicable state construction and electrical codes, and the National Electrical Code.

(8) *Utility notification and interconnection.* Small wind energy systems that connect to the electric utility shall comply with the public service commission of Wis. Admin. Code ch. PSC 119, "rules for interconnecting distributed generation facilities."

(9) *Met towers.* Met towers shall be permitted under the same standards, permit requirements, restoration requirements, and permit procedures as a small wind energy system.

e. *Permit requirements.*

(1) *Building permit.* A building permit shall be required for the installation of a small wind energy system.

(2) *Documents*. The building permit application shall be accompanied by a lot plan which includes the following:

(A) Property lines and physical dimensions of the property.

(B) Location, dimensions, and types of existing major structures on the property.

(C) Location of the proposed wind system tower.

(D) The right-of-way of any public road that is contiguous with the property.

(E) Any overhead utility lines.

(F) Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).

(G) Tower foundation blueprints or drawings stamped by a design professional.

(H) Tower blueprint or drawing stamped by a design professional.

(I) The property lines and dimensions, with the names and addresses of the owners, of any properties proposed to be restricted from activities interfering with the system.

(3) *Fees.* The same fee required for a building permit for a permitted accessory use must accompany the application for a building permit for a small wind energy system.

(4) *Expiration.* A permit issued pursuant to this section shall expire if the small wind energy system is not installed and functioning within two years from the date the permit is issued.

f. *Abandonment.*

(1) A small wind energy system that is out-of-service for a continuous two-year period, excluding time spent on repairs or improvements, will be deemed abandoned. The administrator may issue a notice of abandonment to the owner of a small wind energy system that is deemed abandoned. The owner shall have the right to respond to the notice of abandonment within 30 days from the notice receipt date. The administrator shall withdraw the notice of abandonment and notify the owner that the notice has been withdrawn if the owner provides information that demonstrates the small wind energy system has not been abandoned.

(2) If it is determined the small wind energy system is abandoned, the owner of same shall remove the wind generator from the tower at the owner's sole expense within three months of receipt of notice of abandonment. If the owner fails to remove the wind generator from the tower, the administrator may pursue a legal action to have the wind generator removed at the owner's expense and such expense shall be entered as a special charge on the tax roll.

g. *Building permit procedure.*

(1) An owner shall submit an application to the administrator for a building permit for a small wind energy system. The application must be on a form

approved by the administrator and must be accompanied by two copies of the lot plan identified above.

(2) Within 30 days of receipt of an application, the administrator shall determine whether the application is satisfactorily completed and, if no other properties are to be restricted by the permit, place the application on the agenda before the city plan commission. If the application identifies other properties to be restricted by the permit, the applicant shall provide notice to the owners of those properties personally or by certified mail; and provide receipts for the delivery of such notice to 'the administrator. The administrator shall provide the notice form. The hearing before the city plan commission shall, in such cases, be scheduled in compliance with the timelines of Wis. Stats. § 66.0403(3) and (4). The plan commission shall approve or deny the application based on the criteria as provided within this Code.

(3) If the application is approved, the administrator will return one signed copy of the application with the permit and retain the other copy with the application.

(4) If the application is rejected, the administrator will notify the applicant in writing and provide a written statement of the reason why the application was rejected. The applicant may appeal the administrator's decision pursuant to Wis. Stats. ch. 68. The applicant may re-apply if the deficiencies specified by the administrator are resolved.

(5) The owner shall conspicuously post the building permit on the premises so as to be visible to the public at all times until construction or installation of the small wind energy system is complete.

h. *Violations.* It is unlawful for any person to construct, install, or operate a small wind energy system that is not in compliance with the ordinance from which this section is derived or with any condition contained in a building permit issued pursuant to this section. Small wind energy systems installed and operated prior to the adoption of this section are exempt.

i. *Administration and enforcement.*

(1) The administrator or other designated official shall administer this section.

(2) The administrator may enter any property for which a building permit has been issued under this section to conduct an inspection to determine whether the conditions stated in the permit have been met.

(3) The administrator may issue orders to abate any violation of this section.

(4) The administrator may issue a citation for any violation of this section.

(5) The administrator may refer any violation of this section to legal counsel for enforcement.

j. *Penalties.*

(1) Any person who fails to comply with any provision of this section or a building permit issued pursuant to this ordinance shall be subject to enforcement and penalties as provided in section 17.56.

(2) Nothing in this section shall be construed to prevent the common council from using any other lawful means to enforce this section.

13. *Portable storage units (containers).*

a. For the purpose of this section, the term “portable storage unit” shall mean any portable enclosed unit of whatever type construction or material, designed for permanent or temporary storage, which can be transported by vehicle and left on-site as determined by City Staff.

b. In Residential Single Family (RSF), Residential Two Family (RTF), when incidental to a residential dwelling:

(1) One portable storage unit shall be the maximum number allowed on a lot for no more than 30 consecutive days and no more than 60 total days per calendar year.

(2) The portable storage unit shall be placed on an impervious surface.

(3) The portable storage unit shall not be located within 3 feet of a property line.

(4) The portable storage unit shall not be located within the vision corner.

(5) Portable storage units shall not be used for the purposes of a garage or shed.

c. All other zoning districts. When incidental to a permitted principal use:

(1) A temporary use permit is required pursuant to this section.

(2) No more than three temporary use permits per business shall be issued per calendar year.

(3) Two portable storage units shall be the maximum allowed per temporary use permit.

(4) The maximum time limit per temporary use permit shall be 30 days, unless t he plan commission approves a longer duration.

(5) Portable storage units shall be placed on an impervious surface.

(6) Portable storage units may be placed on a lot within a designated loading space.

(7) The portable storage unit shall not be located within the required front setback unless permitted by the Zoning Administrator.

(8) Portable storage units shall not be used for the purposes of a garage, shed or other on-site storage.

(9) Permanent use of a storage container at an Industrial or Commercial location may only be permitted by approval of the Plan Commission.

d. Storage containers used in connection with a construction project may be permitted by the Zoning Administrator and must be only used for purpose related to the construction project, not placed withing 3 feet of a property line, not located within the vision corner and must be removed from the site upon issuance of occupancy of the permanent structure.

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

CITY OF KAUKAUNA

ORDINANCE NO. 1946-2025

ORDINANCE CREATING SECTION 17.33

WHEREAS, signage requirements within the City needed further clarity; and,

WHEREAS, the creation of this section will help consolidate signage requirements into its own specific area of the Municipal Code; and,

WHEREAS, the Plan Commission has recommended the following ordinance changes; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; and,

WHEREAS, a public hearing was held on November 18th , 2025 at the Council meeting to hear any public comments on this matter; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest;

NOW THEREFORE, it is ordained by the Common Council of the City of Kaukauna, Wisconsin, that Ordinance Section 17.33 of the Kaukauna Municipal Code be created as follows:

CREATION

17.33 Sign and Billboard Regulations

1. The following types of signs are exempted from permit requirements, but must be in conformance with all other requirements in this chapter:

    a. *Construction signs*. Two construction signs per construction site not exceeding 100 square feet in area which shall be confined to the site of construction and shall be removed 30 days after completion of construction or prior to occupancy after construction, whichever is sooner.

    b. *Directional and instructional signs*. Directional and instructional non-electric signs which provide instruction or direction and are located entirely on a property to which they pertain, do not exceed six square feet in area and do not in any way advertise a business. This includes, but is not limited to, such signs as those identifying restrooms, telephones, parking areas, entrances, and exits.

    c. *Non-illuminated emblems*. Non-illuminated emblems or insignia of any nation, political subdivision, or nonprofit organization.

    d. *Government signs*. Government signs for control of traffic and other regulatory purposes and including danger signs, railroad crossing signs, and signs of public utilities indicating danger or aids to service or safety which are erected by or on the order of a public officer in the performance of his duty.

e. *Home occupation signs*. Home occupation signs associated with permitted home occupations as defined in this section.

f. *House numbers and nameplates*. Property numbers, post box numbers, names of occupants of the premises, or other identification not having commercial connotations.

g. *Interior signs*. Interior signs located entirely within a building.

h. *Memorial signs and plaques*. Memorial signs or tablets, plaques, names of buildings, and date of erection, which are cut into masonry surfaces or inlaid so as to be part of a building or when constructed of bronze or other noncombustible material not more than four square feet in area.

i. *No trespassing or no dumping signs*. No trespassing and no dumping signs not to exceed 1 1/2 square feet in area.

j. *Public notices*. Public notices posted by public officials or employees in the performance of their duties.

k. *Public signs*. Public signs required as specifically authorized for a public purpose by any law, statute, or ordinance.

    1. No sign shall be located within 15 feet of the public right-of-way at a street intersection or over the right-of-way.

l. *Real estate signs*. One real estate sales sign for each street frontage on any lot or parcel, provided that such sign is located entirely within the property to which the sign applies and is not directly illuminated. Such signs are subject to the following regulations:

    1. In residential zoning districts, such signs shall not exceed six square feet in area and shall be removed within seven days after the sale, rental, or lease has been accomplished.

    2. In all other zoning districts, such signs shall not exceed 32 square feet in area and shall be removed within 15 days after the sale, rental, or lease has been accomplished.

m. *Temporary window signs*. In commercial and industrial zoning districts, the inside surface of any ground floor window may be used for attachment of temporary signs. The total area of such signs, however, shall not exceed 50 percent of the total window area and shall not be placed on door windows or other windows needed to be clear for pedestrian safety.

n. *On-premises symbols and insignia*. Religious symbols, commemorative plaques of recognized historic agencies, or identification emblems of religious orders or historic agencies.

o. *On- and off-premises temporary signs*. Temporary signs not exceeding 32 square feet in area pertaining to fund or pledge drives or events of civic, philanthropic, educational, or

religious organizations, provided that such signs are posted not more than 30 days before such event and removed within five days after the event.

p. *Vehicular signs*. Truck, bus, trailer, or other vehicle signs while operating in the normal use of business, which is not primarily the display of signs.

q. *Neighborhood identification signs*. In any zone, a sign, masonry wall, landscaping, or other similar material and feature may be combined to form a display for neighborhood or tract identification, provided that the legend of such sign or display shall consist only of the neighborhood or tract name.

2. *Signs.*

a. *Prohibited signs.* The following exterior building signs shall be prohibited within the city:

1. Abandoned signs.

2. Flashing signs, remnants, banners, streamers, and all other fluttering or spinning signs, except in connection with temporary sales, civic or cultural events, or officially recognized holidays.

3. Snipe signs or signs attached to trees, telephone poles, public benches, street lights, or placed on any public property or public right-of-way.

4. Signs placed on vehicles or trailers which are parked or located for the primary purpose of displaying such sign, excluding allowed portable signs or signs or lettering on buses, taxies, or vehicles operated during the normal course of business.

5. Signs displaying flashing or intermittent lights customarily associated with danger or emergencies. An illuminated sign or lighting device shall employ only lights of constant intensity and no sign shall be illuminated by or contain flashing, intermittent, rotating, or moving lights or lights creating the illusion of movement. Signs located wholly within a building, public service information signs, and other electronic message or mechanical message centers which are classified as changing signs are permitted and are not subject to this restriction.

6. Signs which purport to be or are an imitation of or resemble an official traffic sign or signal or which bear words "stop," "caution," "warning" or similar words that are displayed in the colors normally associated with them as official signs are prohibited.

b. *Construction specifications.*

1. All signs shall be constructed in accordance with the requirements of chapter 14 of this Code and the national electric code, as amended, and the additional construction standards set forth in this section, where applicable.

2. All ground and roof sign structures shall be self-supporting Structures and permanently attached to sufficient foundations.

3. Electric service to ground signs shall be concealed.

4. All signs, except those attached flat against the wall of a building, shall be constructed to withstand wind loads as follows, with correct engineering adjustments for the height of the sign above grade:

    a. *For solid signs:* 30 pounds per square foot on any face of the sign or structure.

    b. *For skeleton signs:* 30 pounds per square foot of the total face cover of the letters and other sign surfaces or ten pounds per square foot of the gross area of the sign as determined by the overall dimensions of the sign, whichever is greater.

5. No sign shall be suspended by nonrigid attachments that will allow the sign to swing due to wind action. All freestanding signs shall have self-supporting structures erected on or permanently attached to concrete foundations. All nonpermanent signs shall be braced or secured to prevent motion.

6. No sign shall be erected, constructed, or maintained so as to obstruct any fire escape, required exit, window, or door opening used as a means of ingress and egress.

7. No sign shall be attached in any form, shape, or manner which will interfere with any opening required for ventilation, except that signs may be erected in front of and may cover transom windows when not in violation of the provisions of the city fire prevention code.

8. Signs shall be located in such a way as to maintain horizontal and vertical clearance of all overhead conductors in accordance with the national electrical code specifications, depending on voltages concerned. However, in no case shall a sign be installed closer than six inches horizontally or vertically from any conductor or public utility guy wire.

c. *Signs in residential districts.* No sign in a residential district shall exceed eight feet in height or produce artificial light from within.

d. *Signs in commercial districts.*

    1. Temporary window signs advertising a sale or special event at an individual commercial establishment shall be exempt from the sign regulations.

    2. A detached sign, any part of which is closer than 15 feet to the right-of-way shall have a minimum vertical distance of ten feet between the bottom of the sign and the grade at the right-of-way line or shall not be more than three feet in height above grade.

    3. Any detached sign or projecting sign within 25 feet of an intersection or 15 feet of a driveway shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of ten feet or shall be not more than three feet in height above grade.

4. All other projecting signs shall maintain a minimum vertical distance between the bottom of the sign and the grade at the right-of-way line of nine feet.

5. Canopy, marquee, and awning signs shall be placed at such a height so that the extreme lower edge of such structure is at least seven feet above sidewalk grade and such signs shall not extend more than 72 inches into the public right-of-way. The vertical dimension of a sign, any portion of which is below the lower edge of the canopy or marquee structure, shall not exceed 20 inches.

6. Detached signs shall not project more than 72 inches into the public right-of-way, but in no case closer than two feet from the curbline as measured from the property line. The area of a ground sign shall not exceed 150 square feet per side.

e. *Billboard requirements.* Pursuant to chapter 14 of this Code, the following regulations shall be enforced:

1. No billboards may be erected within a 500-foot radius of another existing billboard.

2. No billboard may be erected within 200 feet of an existing residential use or within 200 feet of a residential district.

3. The maximum size of billboards shall be 300 square feet on each face, except within 100 feet of U.S. 41, where the maximum size shall be 400 square feet on each face.

4. Billboards shall be set back from all property lines and existing buildings equal to the height to the top of the billboard.

5. Roof-mounted billboards are not permitted.

6. Billboards shall only be permitted in the commercial highway, commercial shopping center, industrial, and industrial park districts.

7. All billboards which are not in conformance with the above provisions shall be placed in conformance no later than July 9, 1990.

8. Exception. Signage permitted under section 17.24(6)(a) of this chapter.

f. *Installation, maintenance, and repair.*

1. All signs shall be constructed and installed in accordance with the requirements of chapter 14 of this Code and the national electric code. Every sign, including, but not limited to, those signs for which permits are required, shall be maintained in a safe, presentable and good structural condition at all times, including replacement of defective parts, painting, except when a weathered or natural surface is intended, repainting, cleaning, and other acts required for the maintenance of such signs.

2. The building inspector shall require compliance with all standards of this chapter. If the sign is not maintained to comply with safety standards outlined under chapter 14 of this Code, the building inspector shall require its removal in accordance with this section.

g. *Abandoned signs.* Except as otherwise provided in this chapter, any sign that is located on property which becomes vacant and is unoccupied for a period of two months or more or any sign which pertains to a time, event, or purpose which no longer applies shall be deemed to have been abandoned. Permanent signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of three months or more. An abandoned sign is prohibited and shall be removed by the owner of the sign or owner of the premises. If the owner fails to remove the sign, the building inspector shall take appropriate legal action to cause the same to be removed.

h. *Defective signs and signs for which no permit has been issued.* The building inspector shall cause to be removed or repaired any sign that is defective or endangers the public safety, such as a dangerous or materially, electrically, or structurally defective sign or a sign for which no permit has been issued.

i. *Notice*. The building inspector shall give the owner of the sign 30 days' written notice to remove any abandoned sign, repair, or remove any defective sign or to remove a sign for which no permit has been issued. The notice shall describe the sign and specify the violation involved. The notice shall be sent by certified mail.

j. *Appeals.*

1. The owner of the sign may appeal the determination of the building inspector ordering removal or compliance by filing a written notice of appeal under section 17.50 within 30 days after the date of mailing the notice.

2. For property located within the commercial core district, the owner of the sign may appeal to and be heard before the redevelopment authority.

k. *Removal of signs by the building inspector.*

1. Notwithstanding the above, in cases of emergency, the building inspector may cause the immediate removal without notice of a dangerous or defective sign or for failure to comply with the written order of removal or repair.

2. After removal or demolition of the sign, a notice shall be mailed to the owner of the sign stating the nature of the work and the date on which it was performed and demanding payment of the costs as certified by the building inspector, together with an additional ten percent for inspection and incidental costs.

3. If the amount specified in the notice is not paid within 30 days of the notice, it shall become an assessment against the property of the sign owner and will be certified as an assessment against the property, together with interest at ten percent per annum, for collection in the same manner as real estate taxes.

4. The owner of the property upon which the sign is located shall be presumed to be the owner of all signs thereon, unless facts to the contrary are brought to the attention of the building inspector as in the case of a leased sign.

5. For the purpose of removal, the definition of the term "sign" includes all sign embellishments and structures designed specifically to support the sign.

Introduced and adopted by Common Council on the 18th day of November, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk