

COMMON COUNCIL

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



Tuesday, February 04, 2025 at 7:00 PM

AGENDA

In-Person and Remote Teleconference via ZOOM

1. Roll call, one minute of silent prayer, Pledge of Allegiance to the American Flag.
2. Reading and approval of minutes.
 - a. [Common Council Meeting Minutes of January 21, 2025.](#)
3. Presentation of letters, petitions, remonstrances, memorials, and accounts.
 - a. Bills Payable.
4. Public appearances.
5. Business presented by Mayor.
 - a. Public Hearing to repeal and replace 17.32 to add storage container regulations.
 - b. Appointment of Brett Jensen as Building Inspector.
 - c. Appointment of Kayla Nessmann as City Clerk.
 - d. Appointment of Dave Kittel as Director of Planning & Community Development.
 - e. Appointment of Terri Vosters as Community Enrichment & Recreation Director.
 - f. Appointment of Jake Van Gompel as Street Superintendent.
 - g. Appointment of Will Van Rossum as Treasurer.
 - h. [2026 Budget Process and Approval Schedule.](#)
6. Reports of standing and special committees.
 - a. Board of Public Works Meeting Minutes of February 3, 2025.
 - b. Health and Recreation Committee Meeting Minutes of February 3, 2025.
 - c. Legislative Committee Meeting Minutes of February 3, 2025.
 - d. [Board of Appeals Meeting Minutes of January 22, 2025.](#)
 - e. [Board of Appeals Meeting Minutes of December 18, 2024.](#)
 - f. [Library Board Meeting Minutes of November 26, 2024.](#)
 - g. Operator (Bartender) Licenses.
7. Reports of City officers.
 - a. [Storage Container Ordinance.](#)
 - b. [Annexation -Parcel 030064701, 030066900, 030064200, 030064600 & 030064700.](#)
 - c. [Pigeon Ordinance.](#)
 - d. [Library Annual Report 2024.](#)
8. Presentation of ordinances and resolutions.
 - a. [Resolution 2025-5459 Resolution of the Common Council Adopting the Outagamie County Hazard Mitigation Plan 2024-2029.](#)

- [b.](#) Resolution 2025-5460- Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements to Alleys Abutting Properties Along East 9th Street, West 9th Street, East 10th Street, West 10th Street, Eden Avenue, Kenneth Avenue, Sullivan Avenue, Hendricks Avenue, Main Avenue, and Crooks Avenue.
 - [c.](#) Ordinance 1917-2025 Ordinance Repealing and Replacing Section 17.32.
 - [d.](#) Ordinance 1918-2025 Ordinance to Annex 144.576 Acres of Land from the Town of Buchanan to the City of Kaukauna.
 - [e.](#) Ordinance 1919-2025 Ordinance Creating Section 12.16.
 - [f.](#) Ordinance 1920-2025 Ordinance Creating Section 12.17.
 - [g.](#) Ordinance 1921-2025 Ordinance Repealing Section 11.12.
 - [h.](#) Ordinance 1922-2025 Ordinance Amending Section 9.15.
9. 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 bargaining reasons require a closed session - Lawe street.
 - b. Return to Open Session for possible action.
 - c. Adjourn to Closed Session Pursuant to State Statute 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.
 - d. Return to Open Session for possible action.
10. Adjourn.

NOTICES

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

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.



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

Pursuant to adjournment on January 16, 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, January 21, 2025.

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

Also present: Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Dir. of Planning and Com. Dev. Kittel, Fin. Dir. VanRossum, HR Director Hodge (Zoom), Fire Chief Carrel, Library Director Thieme-Menning (Zoom), and interested citizens.

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

Motion by Moore, seconded by Antoine to suspend the rules and waive the reading of the minutes of the Common Council meeting of January 7, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Eggleston to adopt the Common Council meeting minutes of January 7, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of the minutes of the Common Council meeting of January 16, 2025.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt the Common Council meeting minutes of January 16, 2025.

All Ald. voted aye.

Motion carried.

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

Bills Payable

Motion by Moore, seconded by Kilgas to pay bills out of the proper accounts.

All Ald. voted aye.

Motion carried.

PUBLIC APPEARANCES

BUSINESS PRESENTED BY THE MAYOR

Reappointment of Ellen Tiedt to the Public Housing Authority (5-year term).

Motion by Moore, seconded by DeCoster to reappoint Ellen Tiedt to the Public Housing Authority (5-year term).

All Ald. Voted aye.

Motion carried.

Reappointment of Brian Buechel to the Grignon Mansion Board (3-year term).

Motion by Thiele, seconded by Kilgas to reappoint Brian Buechel to the Grignon Mansion Board (3-year term).

All Ald. Voted aye.

Motion carried.

Reappointment of Chris Wardlow to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).

Motion by Eggleston, seconded by Antoine to reappoint Chris Wardlow to the Kaukauna, Alcohol, Tobacco, and other Drug Awareness Board (3-year term).

All Ald. Voted aye.

Motion carried.

Reappointment of Laura Lindberg to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).

Motion by Schell, seconded by Kilgas to reappoint Laura Lindberg to the Kaukauna, Alcohol, Tobacco, and other Drug Awareness Board (3-year term).

All Ald. Voted aye.

Motion carried.

Reappointment of Karen Wirth to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).

Motion by Antoine, seconded by DeCoster to reappoint Karen Wirth to the Kaukauna, Alcohol, Tobacco, and other Drug Awareness Board (3-year term).

All Ald. Voted aye.

Motion carried.

Reappointment of Satia Kavanaugh Vanderloop to the Kaukauna, Alcohol, Tobacco and other Drug Awareness Board (3-year term).

Motion by Moore, seconded by Schell to reappoint Satia Kavanaugh Vanderloop to the Kaukauna, Alcohol, Tobacco, and other Drug Awareness Board (3-year term).

All Ald. Voted aye.

Motion carried.

Proclamation Wisconsin Adult School Crossing Guard Recognition Week: January 20- January 24, 2025.

Mayor Penterman read the Proclamation for Wisconsin Adult School Crossing Guard Recognition Week and declared January 20- January 24, 2025, to be recognized as Wisconsin Adult School Crossing Guard Recognition Week.

Motion by Moore, seconded by Thiele to receive and place on file the Proclamation for Wisconsin Adult School Crossing Guard Recognition Week celebrated January 20- January 24, 2025.

All Ald. Voted aye.

Motion carried.

Proclamation City of Kaukauna School Choice Week: January 26-February 1, 2025.

Mayor Penterman read the Proclamation for City of Kaukauna School Choice Week and declared January 26- February 1, 2025, to be recognized as City of Kaukauna School Choice Week.

Motion by Schell, seconded by Eggleston to receive and place on file the Proclamation for City of Kaukauna School Choice Week celebrated January 26- February 1, 2025.

All Ald. Voted aye.

Motion carried.

Appointment of Marty Schumacher to the Common Council to replace Mike Coenen for the remainder of his term ending April 7, 2026.

Motion by Thiele, seconded by DeCoster to appoint Marty Schumacher to the Common Council to replace Mike Coenen for the remainder of his term ending April 7, 2026.

Roll call vote: Antoine-aye, DeCoster-aye, Eggleston-aye, Kilgas-aye, Moore-aye, Schell-aye, Thiele-aye.

Motion carried.

Appointment of Marty Schumacher to the Finance & Personnel Committee.

Motion by Moore, seconded by Schell to appoint Marty Schumacher to the Finance & Personnel Committee.

All Ald. Voted aye.

Motion carried.

Appointment of Marty Schumacher to the Legislative Committee.

Motion by Kilgas, seconded by DeCoster to appoint Marty Schumacher to the Legislative Committee.

All Ald. Voted aye.

Motion carried.

Swearing in of newly appointed Alderperson Marty Schumacher.

Newly appointed Fourth District Alderperson Marty Schumacher was sworn in by City Clerk, Kayla Nessmann.

REPORTS OF STANDING AND SPECIAL COMMITTEES

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

BOARD OF PUBLIC WORKS

A meeting of the Board of Public Works was called to order by Chair Thiele on Monday, January 20, 2025 at 6:00 P.M.

Members present: Antoine, DeCoster, Eggleston, Kilgas, Moore, Schell and Thiele.

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

1. Correspondence – none.

2. Discussion Topics.

- a. **Authorization to seek bids for replacement of Truck #14 – 2009 Engineering Dept Pick-up.**
Within the 2025 Capital Improvement Plan the Engineering Department has proposed the

replacement of a fleet truck #14. This truck is the older of two trucks in the Engineering Department. It is a 2009 pick-up truck used for inspection, testing, and other transportation. In conjunction with capital planning process, discussion was had with 1000 Islands staff and the current truck #14 would replace their current 2000 pick-up to provide them with an updated work truck. Discussion held and questions answered.

Motion by DeCoster, seconded by Kilgas to authorize the Engineering Department to seek bids for replacement of Truck #14 – Engineering Department Pick-up.
All Ald. voted aye.
Motion carried.

b. 2025 Project Overview Map.

Director of Public Works/ Engineer Neumeier went over the 2025 Department of Public Works Project Map and provided an overview of where projects were located on the map. Discussion held and questions answered.

c. Mailbox Replacement Policy.

A final draft of the Mailbox Replacement Policy was presented with updates based on previous discussions. The draft has been reviewed by City Attorney, Street Supt. and DPW/Eng Neumeier.

Motion by Moore, seconded by Eggleston to approve attached mailbox replacement policy.
All Ald. voted aye.
Motion carried.

d. Public works Updates.

Director of Public Works/ Engineer Neumeier provided public works updates. A State Municipal Funding Agreement will be on the next agenda for I-41 corridor projects. Streetlights are up in pedestrian alleys. One section of Phase B is completed in the boardwalk project, in time for the 1000 Islands Eagles Day. Street Department is working in Riverside Park extending a retaining wall by the third baseline to help stop erosion of the hillside. Street Department has also been completing projects inside the Municipal Building to stay out of the cold weather and will be working on a roof replacement for Horseshoe Park concession building in the coming weeks.

3. Adjourn.

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

Meeting adjourned at 6:12 pm.

Kayla Nessmann
Clerk

Motion by Thiele, seconded by Moore to adopt the Board of Public Works Meeting Minutes of January 20, 2025.
All Ald. voted aye.
Motion carried.

Finance and Personnel Committee Meeting Minutes of January 20, 2025.

FINANCE AND PERSONNEL COMMITTEE

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

Members present: Mayor Penterman, DeCoster, Kilgas, Moore, and Schell.

Also present: Ald. Antoine, Ald. Eggleston, Ald. Thiel, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), HR Director Hodge, Fin. Dir. Van Rossum (Zoom), and interested citizens.

1. Correspondence.

None.

2. Discussion Topics.

a. Holiday Pay for Crossing Guards.

Year-Round Crossing Guards are classified as casual employees and do not currently receive any holiday pay for dates that fall within the school year. This affects those regularly employed Crossing Guards with losing a day's pay during those holidays. Discussion held and questions answered.

Motion by Kilgas, seconded by Schell recommend approving the addition of Holiday Pay for year-round Crossing Guards to be effective with the 2025-2026 school year.

All Members Voted aye.

Motion carried.

3. Adjourn.

Motion by Schell, seconded DeCoster to adjourn.

All members voted aye.

Motion carried.

Meeting adjourned at 6:23 pm.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Antoine to adopt the Finance and Personnel Meeting Minutes, of December 16, 2024.

All Ald. voted aye.

Motion carried.

Health and Recreation Committee Meeting Minutes of January 20, 2025.

HEALTH AND RECREATION COMMITTEE

A meeting of the Health and Recreation Committee was called to order by Chair Schell on Monday, January 20, 2025 at 6:25 P.M.

Members present: Eggleston, Schell, DeCoster, and Thiele.

Also present: Mayor Penterman, Ald. Moore, Alder Antoine, Ald. Kilgas, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), Fin. Dir. Van Rossum (Zoom), and interested citizens.

1. Correspondence.

None.

2. Discussion Topics.

a. Solicitors Licenses.

The following applicants have applied for a solicitor’s license for the year 2025 and have been recommended for approval based on their record check by the police department:

Teal	Bradley	J.	1211 Elmwood Ave	Oshkosh
Voster	Alexander	M.	940 Ida St	Menasha
Vogl	Michael	D.	1053 Rock Ledge Ln	Neenah

Motion by Thiele, seconded by DeCoster to approve the Solicitors Licenses.
All members Voted aye.
Motion carried.

b. Special Event Application to Marty DeCoster for "Wisconsin Ave Block Party" on September 20, 2025, from 2-10 PM.

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Marty DeCoster for "Wisconsin Ave Block Party" on September 20, 2025, from 2-10 PM.
3-ayes, 1-abstain (DeCoster).
Motion carried.

c. Special Event Application to Mary Brennan for "13th Annual Alex's Peace 'N Love 5k Walk" at Hydro Park on April 26, 2025, from 7 AM-3 PM.

Motion by Eggleston, seconded by DeCoster to approve the Special Event Application to Mary Brennan for "13th Annual Alex’s Peace /N Love 5k Walk" at Hydro Park on April 26, 2025, from 7 AM-3 PM.
All members Voted aye.
Motion carried.

d. Special Event Application to Jessica Decet for "Fox Heritage Run" from 2-7 PM on May 2, 2025, and 6-11 AM on May 3, 2025.

Motion by Eggleston, seconded by Thiele to approve the Special Event Application to Jessica Decet for "Fox Heritage Run" from 2-7 PM on May 2, 2025, and 6-11 AM on May 3, 2025.
All members Voted aye.
Motion carried.

e. Special Event Application to Brad Zuraski for "Wingz Ghosts in the Grignon" on October 18, 2025, from 7 AM- 5 PM.

Motion by DeCoster, seconded by Thiele to approve the Special Event Application to Brad Zuraski for "Wingz Ghosts in the Grignon" on October 18, 2025, from 7 AM- 5 PM.
All members Voted aye.
Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:30 pm.

Kayla Nessmann, Clerk

Motion by Schell, seconded by Kilgas to adopt the Health and Recreation Committee Meeting Minutes of January 20, 2025.

All Ald. voted aye.

Motion carried.

Legislative Committee Meeting Minutes of January 20, 2025.

LEGISLATIVE COMMITTEE

A meeting of the Legislative Committee was called to order by Chair Antoine on Monday, January 20, 2025, at 6:31 P.M.

Members present: Antoine, Thiele, and DeCoster.

Also present: Ald. Schell, Ald. Kilgas, Ald. Eggleston, Ald. Moore, Mayor Penterman, Attorney Greenwood, DPW/Eng. Neumeier, Police Chief Graff, Dir. of Plan. & Com. Dev. Kittel (Zoom), Fin. Dir. Van Rossum (Zoom), and interested citizens.

1. Correspondence

2. Discussion Topics.

a. Ordinance 1916-2024 Ordinance 7.03 Update to Official Traffic Map.

Motion by DeCoster, seconded by Thiele to approve the proposed Ordinance Updating the Official Traffic Map referenced in Ordinance 7.03 and Authorizing Placement of Traffic Regulation Signs pursuant to Ordinance 7.13(1).

All members voted aye.

Motion carried.

b. Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

Motion by Thiele, seconded by DeCoster to recommend approval to the Common Council Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter

All members voted aye.

Motion carried.

c. Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

Motion by DeCoster, seconded by Thiele to recommend approval to the Common Council Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

All members voted aye.

Motion carried.

3. Adjourn.

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

Meeting adjourned at 6:40 p.m.

Kayla Nessmann, Clerk

Motion by Antoine, seconded by Thiele to adopt the Legislative Committee Meeting Minutes of January 20, 2025.
All Ald. voted aye.
Motion carried.

**Legislative Committee Meeting Minutes of January 16, 2025.
LEGISLATIVE COMMITTEE**

A meeting of the Legislative Committee was called to order by Vice Chair DeCoster on Thursday, January 16, 2025, at 1:05 P.M.

Members present: Antoine, Thiele, and DeCoster.

Also present: Ald. Moore, Ald. Eggleston, Ald. Kilgas, Mayor Penterman, Attorney Greenwood, and DPW/ City Engineer Neumeier.

- 1. Correspondence**
- 2. Discussion Topics.**

d. Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.

Motion by Thiele, seconded by Antoine to recommend approval to the Common Council the Ordinance 1915-2025 Ordinance Repealing and Replacing Section 1.55.
All members voted aye.
Motion carried.

e. Resolution 2025-5456 Resolution of the Common Council Changing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.

Attorney Greenwood provided a background on why this resolution is needed for the February 18, 2025 primary. Discussion held and questions answered.

Motion by Thiele, seconded by Antoine to recommend approval and forward to the Common Council Resolution 2025-5456 Resolution of the Common Council Chancing Poll Location for Wards 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 17.
All members voted aye.
Motion carried.

3.Adjourn.

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

Meeting adjourned at 1:11 p.m.

Kayla Nessmann, Clerk

Motion by Antoine, seconded by Thiele to amend the Legislative Committee Meeting Minutes to read Thursday, January 16, 2025.

All Ald. voted aye.

Motion carried.

Motion by Antoine, seconded by Eggleston to adopt the Legislative Committee Meeting Minutes of January 16, 2025.

All Ald. voted aye.

Motion carried.

Committee of the Whole Meeting Minutes of January 13, 2025.

COMMITTEE OF THE WHOLE

A meeting of the Committee of the Whole was called to order by Chair Penterman on Monday, January 13, 2025, at 6:05 P.M.

Members present: Antoine, DeCoster, Eggleston, Kilgas, Moore, Schell, and Thiele.

Also present: Mayor Penterman, Attorney Greenwood, and prospective candidates.

1. Correspondence.

Motion by Moore, seconded by Thiele to receive and place on file, letters of interest from Megan Sjoberg, Marty Schumacher, and Kelly Caflisch-Arnoldussen.

All Ald. voted aye.

Motion carried.

2. Interview Candidates for Alderperson in District 4.

(Candidates will appear in person. The order will be determined at the start of the meeting by random selection). Each candidate was asked a series of seven questions beginning with Megan Sjoberg and ending with Kelly Caflisch-Arnoldussen regarding the first question. The second question was first answered by Marty Schumacher and ending with Megan Sjoberg. The third question was answered by Kelly Caflisch-Arnoldussen and ending with Marty Schumacher. This sequence followed all seven questions.

a. Megan Sjoberg.

b. Marty Schumacher.

c. Kelly Caflisch-Arnoldussen.

3. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(c) to deliberate on candidates for appointment to the Fourth District Alderperson seat.

Motion by Moore, seconded by Schell to adjourn to closed session.

All Ald. voted aye.

Motion carried.

Adjourned to closed session at 6:36 PM.

4. Return to Open Session for Possible Action.

Motion by Eggleston, seconded by Thiele to return to open session.

All Ald. voted aye.

Motion carried.

Returned to open session at 6:58 PM.

Mayor Penterman thanked all the candidates for coming out today and for their interest in the district 4 Aldermanic seat. This appointment is for the remainder of the term with re-election in April of 2026.

Motion by Moore, seconded by Thiele to appoint Marty Schumacher to the 4th District Alderperson seat for the remainder of the vacant term.

Roll call vote; Antoine – aye; DeCoster – aye; Eggleston – aye; Kilgas – aye; Moore – aye; Schell – aye; Thiele – aye.

Motion carried

Mayor Penterman informed the Committee that the swearing in of Marty Schumacher for 4th District Alderperson would take place on Tuesday January 21st at the end of the Council Meeting.

5. Adjourn.

Motion made by Moore, seconded by Thiele to adjourn.

All Ald. voted aye.

Motion carried.

Meeting adjourned at 7:02 p.m.

Kayla Nessmann, Clerk

Motion by Moore, seconded by Kilgas to amend the Committee of the Whole Meeting Minutes of January 13, 2025, with the correct spelling of Marty Schumacher.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to receive and place on file the Committee of the Whole Meeting Minutes of January 13, 2025.

All Ald. voted aye.

Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 20, 2024.

Motion by Moore, seconded by DeCoster to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 20, 2024.

All Ald. voted aye.

Motion carried.

Plan Commission Meeting Minutes of December 19, 2024

Motion by Moore, seconded by Eggleston to receive and place on file the Plan Commission Meeting Minutes of December 19, 2024.
All Ald. voted aye.
Motion carried.

Board of Appeals Meeting Minutes of December 18, 2024.

Motion by Moore, seconded by Kilgas to receive and place on file the Board of Appeals Meeting Minutes of December 18, 2024.
All Ald. voted aye.
Motion carried.

Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 10, 2024.

Motion by Moore, seconded by DeCoster to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 10, 2024.
All Ald. voted aye.
Motion carried.

Plan Commission Meeting Minutes of December 5, 2024.

Motion by Moore, seconded by Antoine to receive and place on file the Plan Commission Meeting Minutes of December 5, 2024.
All Ald. voted aye.
Motion carried.

Heart of the Valley Metropolitan Sewerage District Special Community Meeting Minutes of December 5, 2024.

Motion by Moore, seconded by Schell to receive and place on file the Heart of the Valley Metropolitan Sewerage District Regular Meeting Minutes of December 5, 2024.
All Ald. voted aye.
Motion carried.

1000 Islands Committee Meeting Minutes of November 21, 2024.

Motion by Eggleston, seconded by Moore to receive and place on file the 1000 Islands Committee Meeting Minutes of November 21, 2024.
All Ald. voted aye.
Motion carried.

RACK Meeting Minutes of November 14, 2024.

Motion by Moore, seconded by Antoine to receive and place on file the RACK Meeting Minutes of November 14, 2024.
All Ald. voted aye.
Motion carried.

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:

Benjamin	Moore	R.	312 W 13 th St	Kaukauna
Brianna	Nesbitt	A.	1512 Stafford Ln	Kaukauna
Breanna	Simons	J.	128 Lamp Lighter Dr #7	Kaukauna

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

REPORTS OF CITY OFFICERS

Green Tier Legacy Community

Kaukauna Utilities General Manager Michael Avanzi discussed the benefits for the City of Kaukauna to become a Green Tier Legacy Community, which include grants from the Wisconsin Department of Natural Resources for Kaukauna Utilities and City of Kaukauna projects.

Housing Affordability Report

Dir. of Planning and Com. Dev. Kittel provided an update on the Housing Affordability Report, which is due by January 31, 2025.

Development Update.

Dir. of Planning and Com. Dev. Kittel provided updates on larger developments currently under construction or about to begin. Developments include Grand Stay Hotel, Legacy Creekside Apartments, TANN Corp, Klink Equipment, Enterprise Electric, Industrial Flex Building, and Central Block. Discussion held and questions answered.

Staffing Assessment Deliberation.

Fin. Dir. VanRossum provided the Committee of the Whole's recommendation to the Common Council, which was to "recommend the Library Restructure, 3 Fire Department Positions, Human Resources Temporary Intern, and Police Department Plus one staffing requests for approval."

Fire Report

Motion by Moore, seconded by Schell to receive and place on file the December 2024 Fire Report. All Ald. voted aye. Motion carried.

Ambulance Report

Motion by Moore, seconded by DeCoster to receive and place on file the December 2024 Ambulance Report. All Ald. voted aye. Motion carried.

Police Report

Motion by Moore, seconded by Kilgas to receive and place on file the December 2024 Police Report. All Ald. voted aye. Motion carried.

Code Enforcement Report

Motion by Moore, seconded by Eggleston to receive and place on file the December 2024 Code Enforcement Report. All Ald. voted aye. Motion carried.

Municipal Court Report

Motion by Moore, seconded by Thiele to receive and place on file the December 2024 Municipal Court Report. All Ald. voted aye. Motion carried.

Clerk-Treasurer's Deposit Report

Motion by Moore, seconded by Kilgas to receive and place on file the December 2024 Clerk-Treasurer's Deposit Report.

All Ald. voted aye.

Motion carried.

Building Inspection Report.

Motion by Moore, seconded by Antoine to receive and place on file the December 2024 Building Inspection Report.

All Ald. voted aye.

Motion carried.

PRESENTATION OF ORDINANCES AND RESOLUTIONS

Ordinance 1916-2025 Ordinance 7.03 Update to Official Traffic Map.

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Ordinance 1916-2025 Ordinance 7.03 Update to Official Traffic Map.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Schell to adopt Ordinance 1916-2025 Ordinance 7.03 Update to Official Traffic Map.

All Ald. voted aye.

Motion carried.

Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

Motion by Moore, seconded by Thiele to suspend the rules and waive the reading of Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Antoine to adopt Resolution 2025-5457 Resolution Approving Participation in the Green Tier Legacy Communities Charter.

All Ald. voted aye.

Motion carried.

Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

Motion by Moore, seconded by Kilgas to suspend the rules and waive the reading of Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

All Ald. voted aye.

Motion carried.

Motion by Moore, seconded by Thiele to adopt Preliminary Resolution 2025-5458 Declaring Intent to Exercise Special Assessment Police Powers for Public Improvements on Antelope Trail, Bear Paw Trail, White Dove Lane, Snow Goose Way, Beckett Lane, Weiler Road, Camp Fire Court, White Wolf Lane, White Birch Street, Ash Grove Place, and State Street.

All Ald. voted aye.
Motion carried.

CLOSED SESSION

ADJOURN

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

Meeting adjourned at 7:56 p.m.

Kayla Nessmann, Clerk



2026 Budget Preparation and Approval Process Schedule

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
30						

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- August 1– Distribution of 5 Year Capital Improvement Project CIP to Department Managers
- August 4 – Distribution of Budget Worksheets to Department Managers
- September 3 – Review CIP Internally with Department Heads
- September 8 – Non –Personnel Budgets Due
- September 15 – through 19 – Administrative Budget Round Table (Discuss Budget Items) as an Aggregate
- September 15 – Present 5-year Capital Improvement CIP to Board of Public Works for Feedback
- October 6 – Present Non-Personnel Items and Tax Rate to Finance and Personnel for feedback
- October 20 – Present Personnel items to Finance and Personnel for feedback
- **October 23 – Submit Public Hearing Notice to Clerk for Class 1 posting at least 15 days prior to Hearing**
- *Week of October 27th – Print Budget Books and Distribute*
- November 10 – Proposed Budget Presentation to Committee of the Whole at 6pm
- November 18 – Public Hearing and Budget Adoption

BOARD OF APPEALS

A Meeting of The Board of Appeals was called to order by Chair Kavanaugh at 4:00 P.M. on Wednesday, January 22, 2025.

Members present: Kavanaugh, Werschem, Sundelius, and Fallona, and Vandenberg.

Absent & Excused: Nisler and Brandt.

Also Present: Associate Planner Nelson, Planning/Eng. Tech. Holmes, DPW/ Engineer Neumeier, Ald. Thiele, applicant, and interested citizens.

Motion by Sundelius, seconded by Werschem to excuse the absent members.
All Members Present voted aye.
Motion carried.

1. Approval of Minutes

a) Approval of minutes from December 18, 2024.

2. Public Hearing/ Appearances

a) Hear Appeal- 2108 Sullivan Ave Special Exception.

City of Kaukauna City Clerk, Nessmann, swore in the applicant, Hassan Sharif, 2108 Sullivan Ave. Sharif discussed why a special exception should be made for his property, Tonic Home Care, which was previously brought to the Plan Commission and Common Council. Discussion held and questions answered.

Motion by Vandenberg, seconded by Sundelius to reject the request for a special exception at 2108 Sullivan Ave.
All members present voted aye.
Motion carried.

3. Action Item.

a) Appeal- Sullivan Ave Special Exception.

4. Adjourn.

Motion by Werschem, seconded by Sundelius to adjourn.
All members present voted aye.
Motion carried.

Meeting adjourned at 4:22 P.M.

Kayla Nessmann, Clerk

BOARD OF APPEALS

A Meeting of The Board of Appeals was called to order by Chair Kavanaugh at 4:00 P.M. on Wednesday, December 18, 2024.

Members present: Brandt, Kavanaugh, Werschem, Nisler, Sundelius, and Fallona.

Absent & Excused: Vande berg

Also Present: Dir. of Planning and Com. Dev. Kittel, Planning/Eng. Tech. Holmes, and Property Owner.

1. Correspondence

2. Discussion Topics

- a) Extension of time for appeal of Special Exception at 2716 Main Ave.

The Special Exception at 2716 Main Ave. was brought before the Plan Commission on October 17, 2024, and the Common Council on November 6, 2024, being denied both times. The owner of this property was given 30 days after the Common Council action was made to make an appeal to the Board of Appeals. The owner of this property is asking for an extension on top of the 30 days to file an appeal with the Board of Appeals, due to outside circumstances that made them unable to file their appeal within the 30 days given.

The Board of Appeals has the option to either grant the exception and set a public hearing date for appeal of special exception or deny the exception.

The property owner spoke about why they were unable to meet the 30-day deadline and asked the Board of Appeals for an extension.

Motion made by Brandt to deny the appeal of Special Exception at 2716 Main Ave., no second made.

Motion by Fallona, seconded by Nisler to approve the appeal of Special Exception at 2716 Main Ave.

Roll call vote.

Fallona and Nisler voted aye.

Motion failed.

- b) Set public hearing date for appeal of special exception decision.

Motion by Fallona, seconded by Sundelius to set distance for notification to people within 500 feet as previously done.

Motion by Werschem, seconded by Fallona to set public hearing date for notice.

Roll call vote.

Motion carried.

3. General Matters.

New Board of Appeals member Sundelius introduced himself.

4. Adjourn.

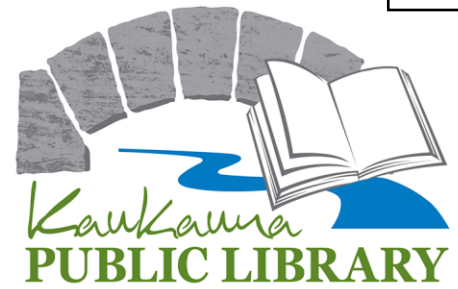
Motion by Werschem, seconded by Sundelius to adjourn.

All members present voted aye.

Motion carried.

Meeting adjourned at 4:29 P.M.

Kayla Nessmann, Clerk



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 26, 2024 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President M.J. Kilgas at 5:31p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, C. Fallona, A. Neumeier, J. Sager, J. Lucas, J. Vondracek & J. Van De Hey.
 - b. Excused: C. Avanzi and C. Van Boxtel
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, October 22, 2024 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, October 22, 2024 Meeting Minutes, seconded by C. Fallona. Motion carries; all in favor.
 - b. Tuesday, October 22, 2024 Closed Session Meeting Minutes
 - c. A. Neumeier made a motion to approve the Tuesday, October 22, 2024 Closed Session Meeting Minutes, seconded by J. Sager. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register October 2024
 - i. J. Vondracek made a motion to approve the Bill Register October 2024, seconded by C. Fallona. Motion carries; all in favor.
 - b. Adopt 2025 Budget
 - i. J. Van De Hey made a motion to adopt the 2025 Library Budget, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Update Circulation Policy

- i. J. Sager made a motion to Update the Circulation Policy, seconded by C. Fallona. Motion carries; all in favor.

6. Information Items

- a. Directors Report
- b. Adult Services Librarian Report
- c. Youth Services Librarian Report
- d. Communication Coordinator's Report
- e. Local Historian's Report
- f. Trustee Topic 21
- g. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier. Motion carries; all in favor.

7. Adjournment

- a. The meeting adjourned at 6:33p.





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
 From: Dave Kittel, Director of Planning and Community Development
 Date: 1/29/2025
 Re: Storage Container Ordinance

The Plan Commission has been working through an update to Section 17 to place clear guidance on the use of storage containers in the City of Kaukauna. The ordinance would limit the use of these containers in residential areas while still allowing provisions to have shipping containers for moving/temporary use. Commercial properties would be able to use storage containers for temporary use but would need Plan Commission approval for long term/permanent use. This ordinance would be added to section 17.32 Supplementary District Regulations. See the proposed ordinance below:

17.32 (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 the 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 within 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.

The Plan Commission has reviewed the ordinance and is recommending approval of this ordinance to the Common Council. A hearing has been set with the proper notices provided, no public comments have been received by staff as of the date of this memo.

Recommendation:

To approve the updated ordinance to repeal and replace 17.32 with this additional language



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 1/29/2025

Re: Annexation Petition Review-Parcel 030064701, 030066900, 030064200, 030064600 & 030064700

The Kaukauna Area School District has submitted an annexation request for direct annexation of parcels 030064701, 030066900, 030064200, 030064600 & 030064700. This annexation request is a total of 144.576 acres and will assist in facilitating the development of the new middle school on this property as well as open new land for future development potential for the City. This annexation request aligns with the City's Comprehensive Plan and assists in meeting goals stated in economic development, Utilities and Community Facilities as well as aligning with the City's future land use map. As it currently stands, the property would default to Residential Single family for zoning if the annexation is approved.

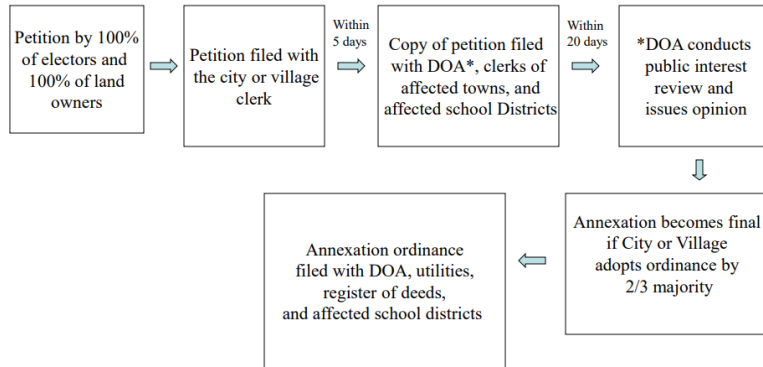
Attached is the Annexation Petition for greater detail and below is simple map showing the proposed annexation area:



The Plan Commission has reviewed and is recommending approval of the annexation to common Council. The Department of Administration has also reviewed the request and agrees the annexation is in the public’s interest. See blow chart for more information and links to more information on the annexation process:

Process of a Unanimous Consent Annexation

See section 66.0217(2) of the Wisconsin Statutes



*DOA involvement not applicable in counties with less than 50,000 persons

<https://doa.wi.gov/Pages/LocalGovtsGrants/Annexation.aspx>

Recommendation:

To approve the Ordinance for Annexation for Kaukauna Area School District parcels- 030064701, 030066900, 030064200, 030064600 & 030064700





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 1/30/2025

Re: Pigeon Ordinance

After the last discussion in January on the City of Kaukauna’s Pigeon keeping ordinance, the Common Council directed staff to clarify a few points on the proposed ordinance updates for keeping of pigeons. A restriction of height of the loft, the number of permits and clarifications on removal have been added.

To help better reference the changes being proposed staff created a chart to lay out the changes of where parts of 11.12 would be moved the text in red is what has been added to address the items requested by the Council:

Current	Proposed location
11.12(1)	9.15(14)
11.12(2)	9.15(15)
11.12(3)	9.15(16) and 12.17



Section	Before	After
9.15(4)	<p><i>Animals not to run at large.</i> It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit same to run at large within the city. All animals off the owner's premises must be leashed.</p>	<p><i>Animals not to run at large.</i> It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit it to run at large within the city. All animals off the owner's premises must be leashed. Banded pigeons licensed under Ordinance 12.16 and bees kept via beekeeping pursuant to Ordinance 12.15 are exempted from this provision.</p>
9.15(6)	<p><i>Prohibited areas for animals.</i> Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.</p>	<p>Permitted areas for animals. Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.</p>
9.15(8)(b)	<p>It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog.</p>	<p>It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog or for banded pigeons under Ordinance 12.16.</p>

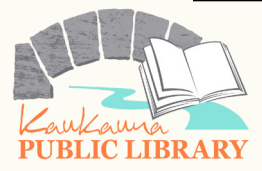
9.15(13)(e)	<i>Penalty.</i> Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor than \$1,000.00.	<i>Penalty.</i> Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor more than \$1,000.00.
11.12(1)	No person shall keep or harbor any reptiles, pigs, sheep, goats, cattle, horses, ducks, geese, bees, or hives of bees within the corporate limits of the city. No person shall keep or harbor any pigeons, doves, or game birds, or build, erect, or maintain and use on any lot or parcel of land within the city limits any building or yard for the purpose of keeping or housing pigeons, doves, or other fowl without first obtaining a written permit from the city board of health and payment of the fee of \$5.00 for a two-year period. The issuance of such written permit shall depend upon the compliance of the applicant with standards of health and sanitation as set down by the city board of health, and such premises shall be at all times open to inspection to representatives of such board.	No person shall keep or harbor any reptiles, pigs, sheep, goats, cattle, horses, ducks, or geese within the corporate limits of the city. No person shall keep or harbor any pigeons or build, erect, or maintain and use on any lot or parcel of land within the city limits any building or yard for the purpose of keeping or housing pigeons without first obtaining a permit as stated in Ordinance 12.16.
11.12(2)	No person shall possess, keep, or harbor rabbits in the city as a commercial enterprise. No more than four rabbits shall be permitted to be kept as pets in a household at any time. No person shall keep, possess, or harbor pet rabbits without first obtaining a written permit from the board of health and payment to the city of a \$5.00 fee for a two-year period. No permits shall be issued except upon compliance with standards specified by the city board of health.	No person shall possess, keep, or harbor rabbits in the city as a commercial enterprise. No more than four rabbits shall be allowed to be kept as pets in a household at any time.
11.12(3)	No person shall possess, keep, or harbor chickens in the city as a commercial enterprise. No person shall possess, keep, or harbor roosters in the city.	No person shall possess, keep, or harbor chickens in the city as a commercial enterprise. No person shall possess, keep or harbor roosters in the city. Chickens may only be allowed as stated in Ordinance 12.17.

11.12(3)(b)	<i>Permits limited.</i> Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 11.12(3).	<i>Permits limited.</i> Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.17.
12.16(2)(a)	Loft licenses will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year. All applicants shall pay the annual loft license fee as from time to time set by the city council, shall complete a license application form provided by the city clerk, which shall include, among other pertinent information as the city may deem necessary: the proposed location of the lofts; the size of such lofts; and the maximum number of pigeons that will be on the applicant's property.	Loft licenses will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year. All applicants shall pay the annual loft license fee as from time to time set by the city council, shall complete an annual loft license application form provided by the city clerk, which shall include, among other pertinent information as the city may deem necessary: the proposed location of the lofts; the size of such lofts; and the maximum number of pigeons that will be on the applicant's property.
12.16(2)(b)	This is a new addition to the ordinance. The original 12.16(2)(b) has been moved down to 12.16(2)(c), 12.16(2)(c) to 12.16(d), etc.	No more than ten (10) loft licenses shall be issued and in effect at any one time. Opportunities to apply for a loft license will be on a first come, first served basis. Licenses shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.16.
12.16(2)(g)	There shall be at least one square foot of floor space in any loft for each mature pigeon kept therein.	There shall be at least one cubic foot of space in any loft for each mature pigeon kept therein. The area of the loft shall not exceed 170 square feet, and the height of the loft shall not exceed 10 feet.

<p>12.16(3)(a)</p>	<p>Upon a completed application and the payment of the appropriate license fee, the application shall be submitted to the city council (will be reviewed by Planning and Community Development Department)</p>	<p>Upon a completed application and the payment of the appropriate license fee, the application will be reviewed by the Planning and Community Development Department.</p>
<p>12.16(4)</p>	<p><i>Revocation of license.</i> A sworn complaint for revocation of a loft license may be made in writing by any resident of the city and filed with the city clerk. The complaint shall be heard by the Common Council after notification of a minimum of three days' notice prior to said hearing to the licensee. After hearing the testimony and evidence of the complainant and the licensee, if the Common Council determines that the license is in violation of city ordinances, the license may be revoked. If a loft license is revoked, no new loft license shall be granted to the license holder or the property upon which the license was revoked for a period of two years from date of revocation.</p>	<p><i>Revocation of license.</i> A sworn complaint for revocation of a loft license may be made in writing by any resident of the city and filed with the city clerk. The complaint shall be heard by the Common Council after notification of a minimum of three days' notice prior to said hearing to the licensee. After hearing the testimony and evidence of the complainant and the licensee, if the Common Council determines that the license is in violation of city ordinances, the license may be revoked. If a loft license is revoked, no new loft license shall be granted to the license holder or the property upon which the license was revoked for a period of two years from date of revocation. Upon revocation of a loft license both pigeons and loft shall be removed within 30 days of revocation. If the pigeons and/or loft are not removed during that time period, the city shall enter upon the premises and cause the loft and any pigeons therein to be removed and the city shall recover the costs and expenses thereof from the permit holder.</p>

Recommendation:

Approve the updated ordinances for 12.16, 12.17, 11.12 and 9.15

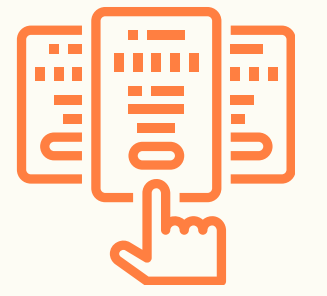


154,664
Total Items
Checked Out in
2024

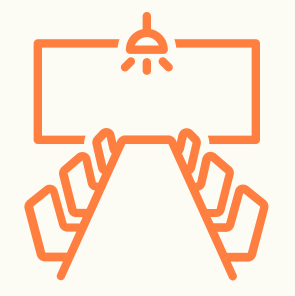
9.2% Increase
from 2023



109,887
Visitors to the
Library



34,574
Digital Items Checked Out



2,570
Meeting Room
Bookings



125
1 on 1 Tech Sessions



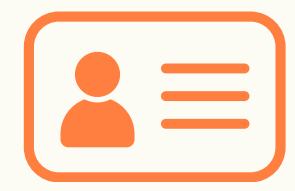
137
Local History Inquiries



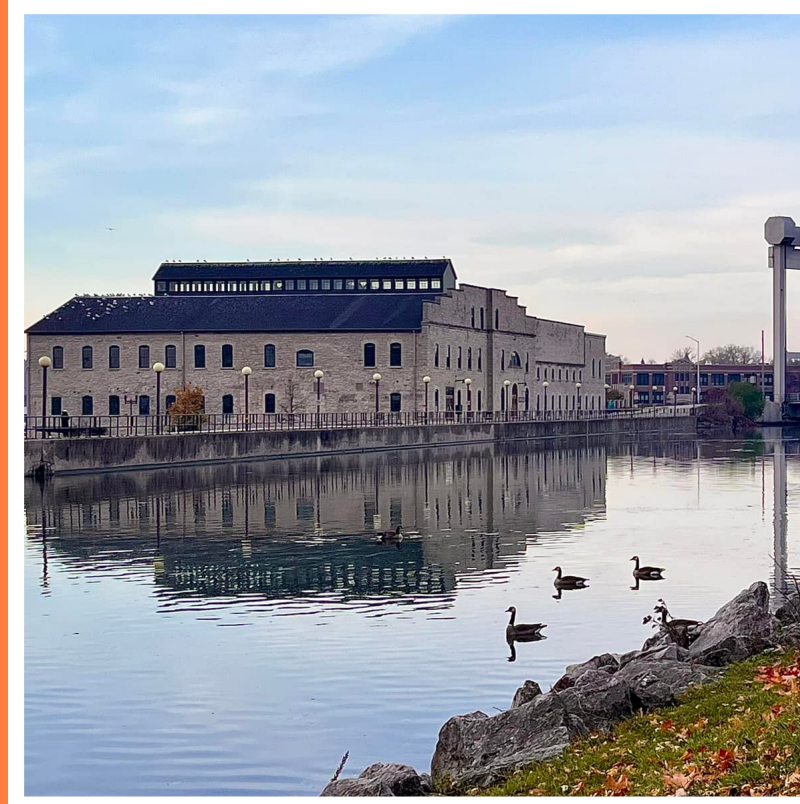
3,581
Public Computer
Sessions (in hours)



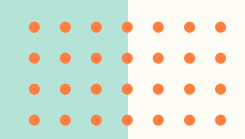
15,634
WiFi Connections



10,943
Kaukauna Library Card Holders



2024 Annual Report



Library Board

President: Mary Jo Kilgas
Vice President: Cindy Fallona
Secretary: Anna Neumeier
Treasurer: Jane Vondracek
School Board Representative: Janet Sager
Joseph Lucas
Carol Van Boxtel
Jim Van De Hey
Channy Avanzi

President's Message

One of the most notable achievements this year was the City Council's approval of funding to build much-needed office space, creating room for our staff and the installation of a new Automated Materials Handling (AMH) system. This investment in infrastructure will improve operational efficiency and enhance the library's ability to serve the community.

Additionally, the City Council and City staff recognize the importance of continually adding new materials to our collection. As a result, our budget for new library materials has continued grow over the last several years, ensuring that we can continue to offer the latest resources for all ages and interests.

Looking ahead, we are also excited to announce that additional staffing will be added in 2025. This approval from the City Council, Finance Department, and City staff, will provide the necessary support to meet the demands of our expanding services.

These milestones are a testament to the collaborative efforts of our Library team, the City Council, and City staff. As we move into 2025, we look forward to continuing to grow and strengthen our role as a vital community resource.

We are proud of all we've accomplished and eager for the opportunities the new year will bring. Thank you to everyone who has contributed to making 2024 another successful year for the Kaukauna Public Library!

Sincerely,
Mary Jo Kilgas, KPL Board President

2024

Donors

**Jansen, Orlando & Janice
Johnson, Kirsten
Kaukauna Elks BPOE 962
Kaukauna Lions Club
Kaukauna Utilities
King, Daniel J.
Kramer, James & Patricia
Kratz, Melanie
Kress, Sue
Kuritz, Robert & Kathy
Lahm, Craig & Jeannette
Lambries, David
Lucas, Joe & Anna
Madsen Jolly, Laura
Mathis, Bruce & Teresa
McLernon, Linda
Neumeier, Marlene
Pautz, Pennie & Jack
Rock, Geri
Russo, Paul H. & Lou Mae T.
Sagan, Tracy & Andrew
Schaefer, Emily
Schaffer, Mary**

**Schatz, Kaycie
Schermitzler, Gayle
Schmidt, Dale & Nancy
Schmitt, Gavin
Schneider, Cheryl
Schneider, Nancy
Schultz, Sandy
Serwe, Kristine & James
Sheldon, Amy M.
Sherry, Suzanne
Thiem, Carl & Cindy
Unison Credit Union
Valentyn, Michael & Pat
Vander Zanden, Jenny & Adam
Verhagen, Donald & Kitty
Vondracek, Jane
Weiland, Mary
Welhouse, Linda
Yarn It All Fiber Arts Group
Ziegler, Gregory J.**

2024

Item 7.d.

Donors

Thanks to generous donors, the Friends of the Kaukauna Public Library are able to help the library go above and beyond their municipal budget allocation to enhance materials, programs and services. The Library is extremely grateful to all those who donate supplies, time, and funds to make the library the heart of our community. We would like to give thanks and credit to our 2024 donors below.

- Albany International**
- Bartels, Melissa**
- Bender, Julian & Judith**
- Benson, Sandra & Peter**
- Bergeron, Susan**
- Bevers, Chris and Joyce**
- Biese, Tim**
- Binsfeld, Jennifer & Matthew**
- Bock, Cindy**
- Borchardt, Al & Donna**
- Bruhn, Kevin & Leigh**
- Bruhn, Scott**
- Buck, Karissa, Jared & Melody**
- Buechel, Ann**
- Busnelli, LuAnn**
- Cavangh, Virginia**
- Clear Approach Optometry, S.C.**
- Collins, Linda & Eugene**

- Constellation**
- Cronin, Kathryn**
- Culvers of Little Chute**
- De Bruin, Gary & Shirley**
- DeBruin, Rita**
- Dodge Street LLC**
- Drissen, Marcus**
- Fallona, Cindy & Mark**
- Frank, Trevor & Carol**
- Fuller, Charles & Grace**
- Geerts, Karen & Michael**
- Genzler, Gloria**
- Gmeindl, Becca**
- Gmeindl, John & Jean**
- Guenette, Angie**
- Hazod, Pamela**
- Hinkens, Susan**
- Hoffman, Karlene**

Kaukauna Public Library

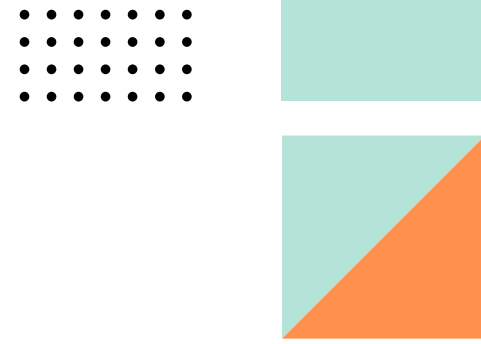
Mission: The Kaukauna Public Library educates, inspires, and connects individuals and the community through materials, services, and programs.

Vision: The Kaukauna Public Library will create a welcoming space, offering accessible and inclusive services to our community by connecting and engaging with them as a trusted resource. The Library will be a community leader in supporting the growth and development of individuals as a whole, recognizing the importance of literacy and lifelong learning, as well as mental, emotional, social, and physical wellbeing.

- Values:** At Kaukauna Public Library we strive to be:
- Inclusive
 - Accessible
 - Connected
 - Imaginative
 - Trusted
 - Knowledgable



Library Programs

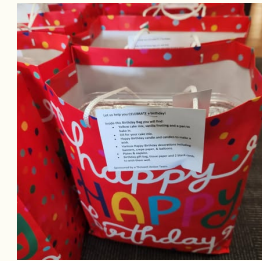


2024



KHS Civic Engagement Group
 Tim Roehrigs KHS Civic Engagement students collected three truckloads of food for the Little Free Pantry. These students organized the community drive, picked up donations from community member's homes, and organized the donations for the pantry. The City of Kaukauna donated the use of their trucks to deliver the donations to the library.

Item 7.d.



Thrivent Action Group



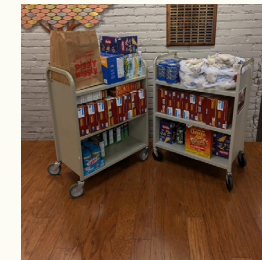
Tanner Elementary Teachers



Community Lemonade Stand



Baisch Engineering



Anonymous Family



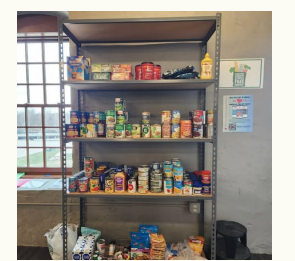
Wienke's Market



Niemuth Construction



Modern Woodworkers of America



Kaukauna Lion's Club



Ahlstrom



313 Dodge



American Legion Auxilliary



Bernatello's Foods



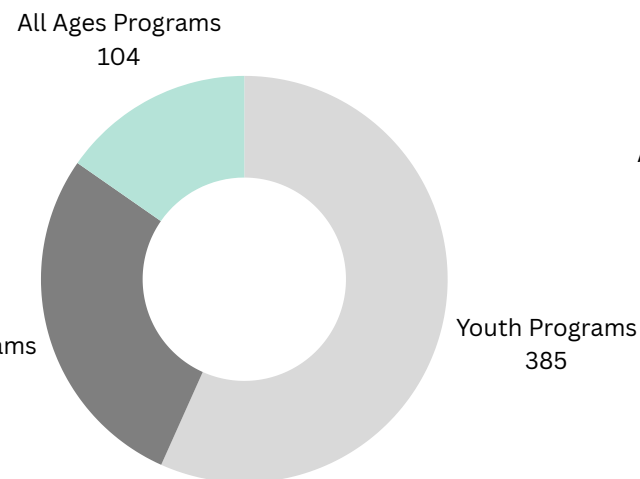
Women of Steel/Ahlstrom



Ahlstrom

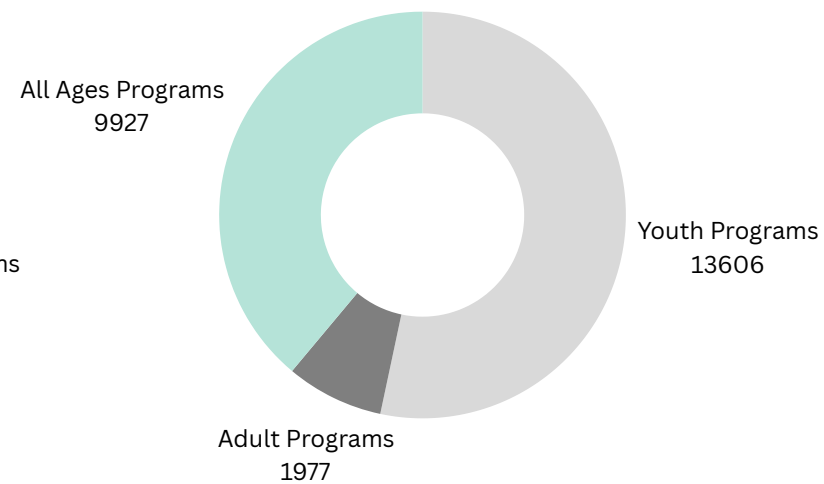
Total Programs

- Youth Programs
- Adult Programs
- All Ages Programs



Program Attendance

- Youth Programs
- Adult Programs
- All Ages Programs



Community Helpers

Throughout the year, many individuals, businesses, and community groups fundraise, donate, and complete service projects to help our library. We are so proud to be a connecting point for good!



Girl Scout Troop 2444



4 Imprint



Down Syndrome Association



Yarn It All Fiber Arts Group



Trim Hunger



Round House Manor



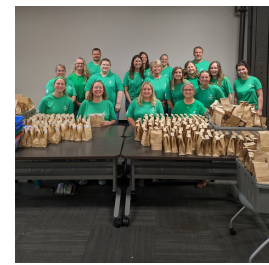
Kaukauna Utilities



Miss Landon



Sladek's Superheroes Social Studies Class



Associated Bank



Statesburgh Apartments



Miss Violet



Chillified Co.



Elks #962



Community Lemonade Stand

Grants

Asian Cultural Day Grants- \$5500

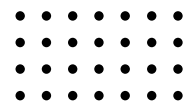
Funds from these grants include \$1000 from UW Madison's Center for East Asian Studies, \$2500 from US Venture, and \$2000 from the Community Foundation's Community Vision Fund. These monies were used to host our Asian Cultural Day in August of 2024. It financed the curry making class, a partnership with the Kanonji-Appleton Partnership, sponsored the many performers and speakers for the day, as well as Asian cookery books that were added to the library's collection. The library saw 1,129 visitors on Asian Cultural Day.

Dollar General Grant- \$5000

With this grant, the library purchased books in the native languages identified within our community. These books went directly to 50 families within the school district, helping to encourage early and ongoing literacy skills. The funding was also used for 12 weeks of an English language instruction program provided by Fox Valley Technical College ELL staff.



Marketing Highlights



In the last quarter of 2023, Facebook invited the Kaukauna Public Library page to become monetized. Because we have such a loyal and active following, we have raised over \$700 in a little over a year!

2,981,801

Times our content was viewed this year.

That is almost 3 million times!

1,142

New followers

6,336

Average daily reach

How many people see KPL content each day

120.45%

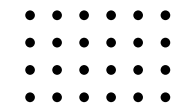
Engagement rate increase

Times a post was clicked, liked, or commented on

73rd Percentile

Our page performed better than 73% of Facebook pages, up 39 points from 2023

Volunteerism



15 Library Volunteers

Our regular library volunteers assist with many tasks around the library including, shelving books, plant care, programming assistance, and staffing our Friends of the Library book sales to name a few. Many of our volunteers put in regular, weekly service.

1,042 Volunteer Hours

In 2024, our volunteers worked 1,042 hours. Our volunteers extend the value of every tax dollar by providing an increased pool of labor and help build public awareness of the services offered by the library.





MEMO

Fire Department

To: Legislative Committee

From: Fire Chief Jacob Carrel

Date: 02/03/2025

Re: Outagamie County Hazard Mitigation Plan

Background information:

The Outagamie County Hazard Mitigation Plan (Plan) is created to identify risks and classify the magnitude of each risk at the county and municipal level. Completion of this Plan ensures that Outagamie County remains eligible for federal disaster relief and hazard mitigation funds. The Plan is updated every five years with the most recent completion and adoption by the Outagamie County Board in 2024. City of Kaukauna and Kaukauna Utilities (KU) Staff were involved in the planning and development of the updated Plan.

As approved by the KU Commission, KU will be implementing modifications to the drinking water system through a transformative project over the course of the next four years. This project includes several modifications that will enhance resiliency of the drinking water system and mitigate hazards specifically identified in the hazard mitigation plan. This includes relocation of the main filter plant from a floodplain, adding backup generation at all water supply and treatment facilities, and reconstruction of an existing facility to ensure the building can withstand high winds.

KU has submitted federal hazard mitigation grant preapplication materials for the project; however, the grant eligibility requirements state that the project scope must be specifically identified in the local hazard mitigation plan. Additional mitigation strategies, specific to the project, have been incorporated into the Plan and adoption by the City of Kaukauna is needed to be eligible for the federal hazard mitigation grant funds.

Strategic Plan:

Be Maintaining a Safe and Healthy Community – Resilience

The adoption of the Outagamie County Hazard Mitigation Plan ensures the City of Kaukauna and Kaukauna Utilities remain eligible for federal disaster relief and mitigation funding, reducing the financial burden on local taxpayers while advancing critical infrastructure improvements. The adoption of this resolution is a proactive approach that strengthens community resilience, enhances public safety, and reflects our commitment to responsible financial stewardship.

Budget: No impact

Staff Recommended Action:

Adopt resolution 2025-????, Outagamie County Hazard Mitigation Plan 2024-2029.

CITY OF KAUKAUNA
OUTAGAMIE COUNTY, STATE OF WISCONSIN

RESOLUTION NO. 2025-5459

**A RESOLUTION OF THE COMMON COUNCIL ADOPTING THE OUTAGAMIE COUNTY
HAZARD MITIGATION PLAN 2024-2029**

WHEREAS, the Kaukauna Common Council recognizes the threat that natural hazards pose to people and property within the City of Kaukauna; and

WHEREAS, Outagamie County has prepared a multi-hazard mitigation plan, hereby known as “Outagamie County Hazard Mitigation Plan 2024-2029” in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the “Outagamie County Hazard Mitigation Plan 2024-2029” identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Outagamie County from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Kaukauna Common Council demonstrates its commitment to hazard mitigation and achieving the goals outlined in the “Outagamie County Hazard Mitigation Plan 2024-2029”; and

WHEREAS, Kaukauna Utilities will be implementing modifications to the drinking water system through a transformative project over the course of the next four years; and

WHEREAS, Kaukauna Utilities has submitted federal hazard mitigation grant preapplication materials for the project; however, the grant eligibility requirements state that the project scope must be specifically identified in the local hazard mitigation plan;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, State of Wisconsin, adopts the “Outagamie County Hazard Mitigation Plan 2024-2029.” While content related to the City of Kaukauna may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the City of Kaukauna to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Introduced and adopted this 4th day of February, 2025.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk

RESOLUTION NO. 2025-5460

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS FOR PUBLIC IMPROVEMENTS TO ALLEYS ABUTTING PROPERTIES ALONG EAST 9TH STREET, WEST 9TH STREET, EAST 10TH STREET, WEST 10TH STREET, , EDEN AVENUE, KENNETH AVENUE, SULLIVAN AVENUE, HENDRICKS AVENUE, MAIN AVENUE, CROOKS AVENUE.

WHEREAS, Kaukauna Municipal Code requires cost of alley reconstruction to be assessed by the lineal footage of alley frontage for such property abutting the alley; and

WHEREAS, the Kaukauna Municipal Code authorizes, pursuant to state statutes, the exercise of police powers for such public improvements;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Kaukauna, Wisconsin that the Common Council hereby declares its intention to exercise the police powers under Section 66.0703 of the Wisconsin Statutes to levy special assessments upon property within the following areas for improvements conferred upon such property:

1. The installation of asphalt alleys, grading, gravel base, excavation, landscaping and topsoil including engineering charges on the following alleys:
 - Alley Between E 9TH Street and E 10TH Street–Crooks Avenue to Main Avenue
 - Alley Between W 9TH Street W 10TH Street– Main Avenue to Eden Avenue

2. The assessment against any parcel abutting the project related to the installation of concrete alleys, grading, gravel base, excavation, asphalt paving, landscaping and topsoil installation may be paid in cash or over a period of ten (10) years or less. All deferred payments shall bear interest at the rate paid by the City on the borrowed money plus one percent (1%).

3. The City Engineer and Board of Public Works are hereby directed to prepare a report consisting of:
 - a. Final plans and specifications for the said improvements.
 - b. An estimate of the entire cost of the proposed project.
 - c. A schedule of the proposed assessments.
 - d. A statement that the property against which the assessments are proposed is benefited.

4. Upon completion of the above report, a copy of the same is to be filed in the office of the City Clerk for public inspection, and the Clerk is then directed to give notice of a public hearing on such report pursuant to Section 66.0703(7) of the Wisconsin Statutes.

Introduced and adopted this 4th day of February 2025

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council
From: Dave Kittel, Director of Planning and Community Development
Date: 1/29/2025
Re: Storage Container Ordinance

The Plan Commission has been working through an update to Section 17 to place clear guidance on the use of storage containers in the City of Kaukauna. The ordinance would limit the use of these containers in residential areas while still allowing provisions to have shipping containers for moving/temporary use. Commercial properties would be able to use storage containers for temporary use but would need Plan Commission approval for long term/permanent use. This ordinance would be added to section 17.32 Supplementary District Regulations. See the proposed ordinance below:

17.32 (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 the 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 within 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.

The Plan Commission has reviewed the ordinance and is recommending approval of this ordinance to the Common Council. A hearing has been set with the proper notices provided, no public comments have been received by staff as of the date of this memo.

Recommendation:

To approve the updated ordinance to repeal and replace 17.32 with this additional language

**CITY OF KAUKAUNA
ORDINANCE NO. 1917-2025**

ORDINANCE REPEALING AND REPLACING SECTION 17.32

WHEREAS, the City of Kaukauna wants to provide clear guidance on storage containers;
and

WHEREAS, the Plan Commission has recommended the following ordinance change; and,

WHEREAS, the Legislative committee has recommended the following ordinance changes; and,

WHEREAS, the Common Council finds the following ordinance changes to be in the public interest; and,

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 repealed and replaced as follows:

BEFORE REPEAL AND REPLACE

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.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.*

(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(10), 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(10), 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. *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 curblin 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:
 - (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.

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:*
 - (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.*

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.*

- (2) *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.*
- (3) *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 towers. 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:*

(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.*

AFTER REPEAL AND REPLACE

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.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.*

(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(10), 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(10), 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. *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.*
- 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:*
 - (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.

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
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- 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:

- (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.

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:
 - (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.

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:

- (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.

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 the 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 within 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 4th day of February, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTTEST: _____

Kayla L. Nessmann, Clerk



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

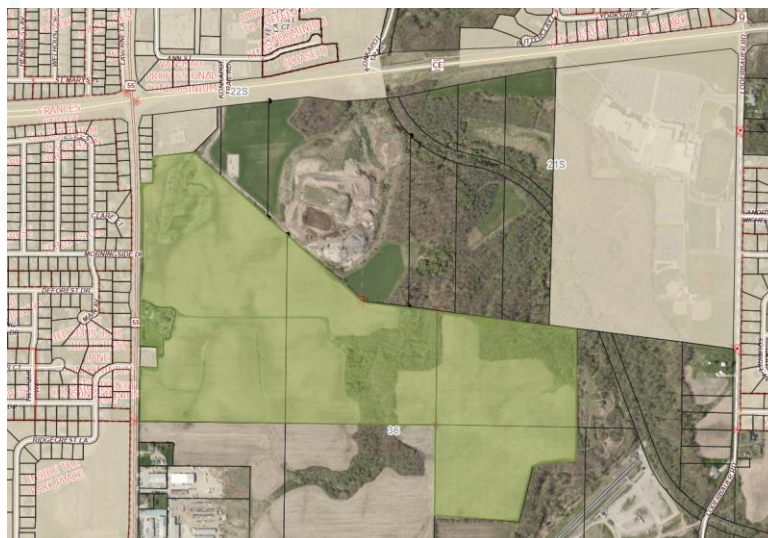
From: Dave Kittel, Director of Planning and Community Development

Date: 1/29/2025

Re: Annexation Petition Review-Parcel 030064701, 030066900, 030064200, 030064600 & 030064700

The Kaukauna Area School District has submitted an annexation request for direct annexation of parcels 030064701, 030066900, 030064200, 030064600 & 030064700. This annexation request is a total of 144.576 acres and will assist in facilitating the development of the new middle school on this property as well as open new land for future development potential for the City. This annexation request aligns with the City's Comprehensive Plan and assists in meeting goals stated in economic development, Utilities and Community Facilities as well as aligning with the City's future land use map. As it currently stands, the property would default to Residential Single family for zoning if the annexation is approved.

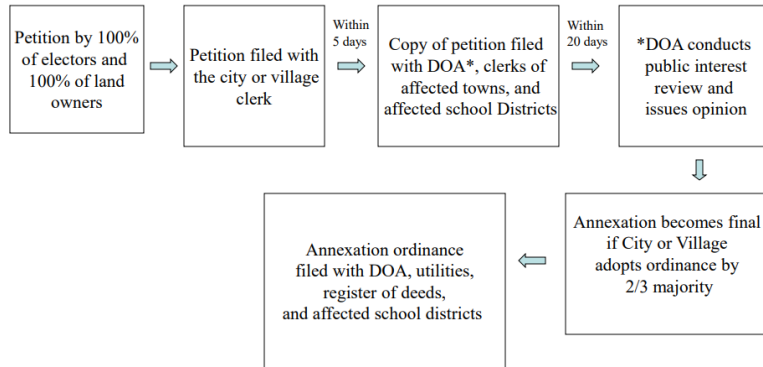
Attached is the Annexation Petition for greater detail and below is simple map showing the proposed annexation area:



The Plan Commission has reviewed and is recommending approval of the annexation to common Council. The Department of Administration has also reviewed the request and agrees the annexation is in the public’s interest. See blow chart for more information and links to more information on the annexation process:

Process of a Unanimous Consent Annexation

See section 66.0217(2) of the Wisconsin Statutes



*DOA involvement not applicable in counties with less than 50,000 persons

<https://doa.wi.gov/Pages/LocalGovtsGrants/Annexation.aspx>

Recommendation:

To approve the Ordinance for Annexation for Kaukauna Area School District parcels- 030064701, 030066900, 030064200, 030064600 & 030064700



ORDINANCE NO. 1918-2025

ORDINANCE TO ANNEX 144.576 ACRES OF LAND FROM THE TOWN OF BUCHANAN 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. 14728, 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 purposes of providing municipal services, and

WHERE AS, the matter was acted upon by the City Plan Commission which recommended annexation of the property;

NOW, THEREFORE, BE IT RESOLVED 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 Buchanan, Outagamie County, Wisconsin. That the territory so annexed is known and described as follows:

BEING ALL OF LOTS 1 AND 2 OF OUTAGAMIE COUNTY CERTIFIED SURVEY MAP NO. 6559 AS RECORDED IN VOLUME 39 OF CERTIFIED SURVEY MAPS, PAGE 6559, AS DOCUMENT NO. 1968502, AND BEING PART OF GOVERNMENT LOTS 2 AND 3, ALL LOCATED IN PART OF THE NORTHWEST ¼ OF SECTION 36, TOWNSHIP 21 NORTH, RANGE 18 EAST, TOWN OF BUCHANAN, OUTAGAMIE COUNTY, WISCONSIN, DESCRIBED AS FOLLOWS;

COMMENCING AT THE WEST ¼ CORNER OF SECTION 36, TOWNSHIP 21 NORTH, RANGE 18 EAST;

THENCE S 89°31'20"E ALONG THE SOUTH LINE OF THE NORTHWEST ¼ OF SAID SECTION 36, 40.84 FEET TO THE SOUTHWEST CORNER OF GOVERNMENT LOT 3 OF SAID SECTION 36 AND BEING ON THE EAST RIGHT-OF-WAY LINE OF S.T.H. "55", SAID POINT ALSO BEING THE SOUTHWEST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6559 AND THE POINT OF BEGINNING (POB) OF THE PARCEL TO BE DESCRIBED;

THENCE N 00°20'39" E ALONG THE WEST LINE OF SAID GOVERNMENT LOT 3, SAID LINE ALSO BEING THE WEST LINE OF SAID LOT 1 AND THE EAST RIGHT-OF-WAY LINE OF SAID S.T.H. "55", 374.92 FEET;

THENCE N 15°43'14" E ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 51.86 FEET;

THENCE N 00 °20'39" E ALONG SAID WEST LINE OF LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 50.00 FEET;

THENCE N 62°40'32" W ALONG SAID WEST LINE OF LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 15.43 FEET;

THENCE S 89°18'42" E ALONG SAID WEST LINE OF LOT 1, 156.60 FEET;

THENCE N 00°20'12" E ALONG SAID WEST LINE OF LOT 1, 94.75 FEET TO THE SOUTH LINE OF LOT 2 OF CERTIFIED SURVEY MAP NO. 6559;

THENCE N 00°15'04" E ALONG SAID SOUTH LINE OF LOT 2, 84.29 FEET;

THENCE N 89°32'00" W ALONG SAID SOUTH LINE OF LOT 2, 156.45 FEET TO THE SOUTHWEST CORNER THEREOF, SAID POINT ALSO BEING ON THE EAST RIGHT-OF-WAY LINE OF S.T.H. "55";

THENCE N 00°20'39" E ALONG THE WEST LINE OF SAID LOT 2 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 138.10 FEET;

THENCE N 00°08'35" E ALONG SAID WEST LINE OF LOT 2 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 273.55 FEET TO THE NORTHWEST CORNER OF SAID LOT 2;

THENCE N 03°29'09" E ALONG THE WEST LINE OF LOT 1 OF CERTIFIED SURVEY MAP NO. 6559 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 150.25 FEET;

THENCE N 05°51'09" E ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 151.10 FEET;

THENCE N 00°08'50" E ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 400.00 FEET;

THENCE N 02°08'40" W ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 250.28 FEET;

THENCE N 16°54'20" W ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", 52.55 FEET;

THENCE NORTHEASTERLY 30.68 FEET ALONG THE ARC OF A CURVE, ALONG THE WEST LINE OF SAID LOT 1 AND ALONG SAID EAST RIGHT-OF-WAY LINE OF S.T.H. "55", CONCAVE SOUTHEASTERLY HAVING A RADIUS OF 7680.69 FEET AND WHOSE LONG CHORD BEARS N 01°57'48" W, 30.68 FEET;

THENCE S 89°49'58" E ALONG THE WEST LINE OF SAID LOT 1, 103.19 FEET;

THENCE N 00°07'10" E ALONG THE WEST LINE OF SAID LOT 1, 232.52 FEET TO THE NORTHWEST CORNER THEREOF;

THENCE N 83°18'52" E ALONG THE NORTH LINE OF SAID LOT 1, 367.75 FEET TO THE NORTH LINE OF GOVERNMENT LOT 3 OF SAID SECTION 36;

THENCE S 48°40'26" E ALONG THE NORTH LINE OF SAID LOT 1, THE NORTH LINE OF SAID GOVERNMENT LOT 3 AND THE NORTH LINE OF GOVERNMENT LOT 2 OF SAID SECTION 36, 1978.59 FEET;

THENCE S 82°49'39" E ALONG THE NORTH LINE OF SAID GOVERNMENT LOT 2 AND ALONG THE NORTH LINE OF GOVERNMENT LOT 1 OF SAID SECTION 36, 1921.10 FEET TO THE NORTHEAST CORNER OF SAID GOVERNMENT LOT 1;

THENCE S 00°17'15" E, 320.58 FEET;

THENCE S 00°30'45" W, 856.40 FEET;

THENCE N 89°33'15" W, 189.70 FEET;

THENCE S 78°12'45" W, 193.00 FEET;

THENCE S 13°41'45" W, 506.70 FEET:

THENCE N 89°18'06" W, 749.91 FEET TO THE WEST LINE OF THE SOUTHEAST ¼ OF SAID SECTION 36;

THENCE N 00°41'24" E ALONG THE WEST LINE OF SAID SOUTHEAST ¼, 844.30 FEET TO THE CENTER ¼ CORNER OF SAID SECTION 36;

THENCE N 89°31'20" W ALONG THE NORTH LINE OF THE SOUTHWEST ¼ OF SAID SECTION 36, 2621.95 FEET TO THE POINT OF BEGINNING.

CONTAINING: 6,297,712 SQUARE FEET - 144.576 ACRES.

Introduced and adopted on this 4th day of February, 2025

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Kayla Nessmann, Clerk



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Common Council

From: Dave Kittel, Director of Planning and Community Development

Date: 1/30/2025

Re: Pigeon Ordinance

After the last discussion in January on the City of Kaukauna’s Pigeon keeping ordinance, the Common Council directed staff to clarify a few points on the proposed ordinance updates for keeping of pigeons. A restriction of height of the loft, the number of permits and clarifications on removal have been added.

To help better reference the changes being proposed staff created a chart to lay out the changes of where parts of 11.12 would be moved the text in red is what has been added to address the items requested by the Council:

Current	Proposed location
11.12(1)	9.15(14)
11.12(2)	9.15(15)
11.12(3)	9.15(16) and 12.17



Section	Before	After
9.15(4)	<p><i>Animals not to run at large.</i> It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit same to run at large within the city. All animals off the owner's premises must be leashed.</p>	<p><i>Animals not to run at large.</i> It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit it to run at large within the city. All animals off the owner's premises must be leashed. Banded pigeons licensed under Ordinance 12.16 and bees kept via beekeeping pursuant to Ordinance 12.15 are exempted from this provision.</p>
9.15(6)	<p><i>Prohibited areas for animals.</i> Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.</p>	<p>Permitted areas for animals. Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.</p>
9.15(8)(b)	<p>It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog.</p>	<p>It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog or for banded pigeons under Ordinance 12.16.</p>

<p>9.15(13)(e)</p>	<p><i>Penalty.</i> Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor than \$1,000.00.</p>	<p><i>Penalty.</i> Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor more than \$1,000.00.</p>
<p>11.12(1)</p>	<p>No person shall keep or harbor any reptiles, pigs, sheep, goats, cattle, horses, ducks, geese, bees, or hives of bees within the corporate limits of the city. No person shall keep or harbor any pigeons, doves, or game birds, or build, erect, or maintain and use on any lot or parcel of land within the city limits any building or yard for the purpose of keeping or housing pigeons, doves, or other fowl without first obtaining a written permit from the city board of health and payment of the fee of \$5.00 for a two-year period. The issuance of such written permit shall depend upon the compliance of the applicant with standards of health and sanitation as set down by the city board of health, and such premises shall be at all times open to inspection to representatives of such board.</p>	<p>No person shall keep or harbor any reptiles, pigs, sheep, goats, cattle, horses, ducks, or geese within the corporate limits of the city. No person shall keep or harbor any pigeons or build, erect, or maintain and use on any lot or parcel of land within the city limits any building or yard for the purpose of keeping or housing pigeons without first obtaining a permit as stated in Ordinance 12.16.</p>
<p>11.12(2)</p>	<p>No person shall possess, keep, or harbor rabbits in the city as a commercial enterprise. No more than four rabbits shall be permitted to be kept as pets in a household at any time. No person shall keep, possess, or harbor pet rabbits without first obtaining a written permit from the board of health and payment to the city of a \$5.00 fee for a two-year period. No permits shall be issued except upon compliance with standards specified by the city board of health.</p>	<p>No person shall possess, keep, or harbor rabbits in the city as a commercial enterprise. No more than four rabbits shall be allowed to be kept as pets in a household at any time.</p>
<p>11.12(3)</p>	<p>No person shall possess, keep, or harbor chickens in the city as a commercial enterprise. No person shall possess, keep, or harbor roosters in the city.</p>	<p>No person shall possess, keep, or harbor chickens in the city as a commercial enterprise. No person shall possess, keep or harbor roosters in the city. Chickens may only be allowed as stated in Ordinance 12.17.</p>

11.12(3)(b)	<i>Permits limited.</i> Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 11.12(3).	<i>Permits limited.</i> Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.17.
12.16(2)(a)	Loft licenses will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year. All applicants shall pay the annual loft license fee as from time to time set by the city council, shall complete a license application form provided by the city clerk, which shall include, among other pertinent information as the city may deem necessary: the proposed location of the lofts; the size of such lofts; and the maximum number of pigeons that will be on the applicant's property.	Loft licenses will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year. All applicants shall pay the annual loft license fee as from time to time set by the city council, shall complete an annual loft license application form provided by the city clerk, which shall include, among other pertinent information as the city may deem necessary: the proposed location of the lofts; the size of such lofts; and the maximum number of pigeons that will be on the applicant's property.
12.16(2)(b)	This is a new addition to the ordinance. The original 12.16(2)(b) has been moved down to 12.16(2)(c), 12.16(2)(c) to 12.16(d), etc.	No more than ten (10) loft licenses shall be issued and in effect at any one time. Opportunities to apply for a loft license will be on a first come, first served basis. Licenses shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.16.
12.16(2)(g)	There shall be at least one square foot of floor space in any loft for each mature pigeon kept therein.	There shall be at least one cubic foot of space in any loft for each mature pigeon kept therein. The area of the loft shall not exceed 170 square feet, and the height of the loft shall not exceed 10 feet.

<p>12.16(3)(a)</p>	<p>Upon a completed application and the payment of the appropriate license fee, the application shall be submitted to the city council (will be reviewed by Planning and Community Development Department)</p>	<p>Upon a completed application and the payment of the appropriate license fee, the application will be reviewed by the Planning and Community Development Department.</p>
<p>12.16(4)</p>	<p><i>Revocation of license.</i> A sworn complaint for revocation of a loft license may be made in writing by any resident of the city and filed with the city clerk. The complaint shall be heard by the Common Council after notification of a minimum of three days' notice prior to said hearing to the licensee. After hearing the testimony and evidence of the complainant and the licensee, if the Common Council determines that the license is in violation of city ordinances, the license may be revoked. If a loft license is revoked, no new loft license shall be granted to the license holder or the property upon which the license was revoked for a period of two years from date of revocation.</p>	<p><i>Revocation of license.</i> A sworn complaint for revocation of a loft license may be made in writing by any resident of the city and filed with the city clerk. The complaint shall be heard by the Common Council after notification of a minimum of three days' notice prior to said hearing to the licensee. After hearing the testimony and evidence of the complainant and the licensee, if the Common Council determines that the license is in violation of city ordinances, the license may be revoked. If a loft license is revoked, no new loft license shall be granted to the license holder or the property upon which the license was revoked for a period of two years from date of revocation. Upon revocation of a loft license both pigeons and loft shall be removed within 30 days of revocation. If the pigeons and/or loft are not removed during that time period, the city shall enter upon the premises and cause the loft and any pigeons therein to be removed and the city shall recover the costs and expenses thereof from the permit holder.</p>

Recommendation:

Approve the updated ordinances for 12.16, 12.17, 11.12 and 9.15

CITY OF KAUKAUNA
ORDINANCE NO. 1919-2025
ORDINANCE CREATING SECTION 12.16

WHEREAS, on August 20, 2024, a request to obtain a permit for pigeons was received by the Common Council pursuant to City Ordinance 11.12; and,

WHEREAS, in review of that Ordinance the City realized issuance of a permit for keeping or housing pigeons was unable to be met because the City’s board of health, the governing body to issue the permit, is no longer in existence; and,

WHEREAS, discussions were had during City Common Council meetings as to whether the City wished to continue to permit residents to own pigeons within the City limits; and,

WHEREAS, through review of the ordinance and discussions with the Common Council it was determined that updates were needed to ensure clarity on the application of certain rules to the keeping of pigeons, as well as bees, the allowance of rabbit ownership without the need for a permit, and for readability updates; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; 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 12.16 of the Kaukauna Municipal Code be created as follows:

BEFORE ADOPTION

12.16 (Reserved)

AFTER ADOPTION

12.16. Loft License

Effective January 1, 2025, persons in the city that wish to have lofts for the keeping of homing, sporting, and show pigeons, may maintain such lofts, provided an annual license is granted by the common council of the city as set forth herein:

(1) *Definitions.* For the purposes of this section, the following terms have the meaning indicated:

Governing Organization means an accredited pigeon organization that oversees local clubs; examples of this include the American Racing Pigeon Union (AU), International Federation of American Homing Pigeon Fanciers (IF), and the National Pigeon Association (NPA).

Bands means bands put on the legs of domesticated pigeons that identify them with a governing organization, club, and/or owner.

Loft means a shelter specifically designed for the keeping of pigeons.

Banded Pigeon means a pigeon that has been registered with a governing organization and identified by the band it wears.

(2) *Terms and conditions:*

- a. Loft licenses will be issued on an annual basis commencing the calendar year January 1 and terminating on December 31 of the same calendar year. All applicants shall pay the annual loft license fee as from time to time set by the city council, shall complete an annual loft license application form provided by the city clerk, which shall include, among other pertinent information as the city may deem necessary: the proposed location of the lofts; the size of such lofts; and the maximum number of pigeons that will be on the applicant's property.
- b. No more than ten (10) loft licenses shall be issued and in effect at any one time. Opportunities to apply for a loft license will be on a first come, first served basis. Licenses shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.16.
- c. The applicant for the loft license shall be the owner of the loft and, if not the property owner, the owner of the property shall also sign said application.
- d. Loft licenses are not transferable to other property or person(s). Loft licenses are granted and valid for a specific property location that contains the lofts.
- e. The number of pigeons that can be maintained on a property for which a loft license is issued may not at any time exceed 50.
- f. All applicants obtaining a license for the keeping of racing pigeons shall provide the city clerk a listing of all serial numbers on the Bands.
- g. The loft shall be of such sufficient size and design, and constructed of such material, that it can be maintained in a clean and sanitary condition.
- h. There shall be at least one cubic foot of space in any loft for each mature pigeon kept therein. The area of the loft shall not exceed 170 square feet, and the height of the loft shall not exceed 10 feet.
- i. The construction and location of the loft shall not conflict with the requirements of any building code or zoning code in the city and meet setback requirements of an accessory structure as per the zoning of the property.
- j. All feed for said pigeons shall be stored in such containers as to protect intrusion by rodents and other vermin.
- k. The loft shall be maintained in a sanitary condition.
- l. All pigeons shall be confined to the loft, except for limited periods necessary for exercise, training, and competition.

m. All pigeons shall be fed within the confines of the loft.

(3) *Approval process:*

- a. Upon a completed application and the payment of the appropriate license fee, the application will be reviewed by the Planning and Community Development Department.
- b. The fee for a loft license issued during any calendar year shall not be prorated for the calendar year for which it is issued.

(4) *Revocation of license.* A sworn complaint for revocation of a loft license may be made in writing by any resident of the city and filed with the city clerk. The complaint shall be heard by the Common Council after notification of a minimum of three days' notice prior to said hearing to the licensee. After hearing the testimony and evidence of the complainant and the licensee, if the Common Council determines that the license is in violation of city ordinances, the license may be revoked. If a loft license is revoked, no new loft license shall be granted to the license holder or the property upon which the license was revoked for a period of two years from date of revocation. Upon revocation of a loft license both pigeons and loft shall be removed within 30 days of revocation. If the pigeons and/or loft are not removed during that time period, the city shall enter upon the premises and cause the loft and any pigeons therein to be removed and the city shall recover the costs and expenses thereof from the permit holder.

(5) *Inspection.* In the granting of a loft license, the owner of the property and/or the person granted the license, consents to the city inspecting the property for purposes of compliance with city ordinances.

(6) *Penalty.* In addition to subsection (3) hereinabove, any person who violates any provision of this section may be subject to the penalties set forth in section 25.04 City Code.

Introduced and adopted by Common Council on the 4th day of February, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

**CITY OF KAUKAUNA
ORDINANCE NO. 1920-2025**

ORDINANCE CREATING SECTION 12.17

WHEREAS, the ordinance regarding the keeping of chickens is being relocated from Section 11.12 to the newly created Section 12.17 for ease of organizing all permits in one location; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; 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 12.17 of the Kaukauna Municipal Code be created as follows:

BEFORE ADOPTION

12.17 (Reserved)

AFTER ADOPTION

12.17 Chicken Keeping Permit

1. *Permit required.* No person shall possess, keep, or harbor hens or chicks in the city without first obtaining a chicken keeping permit, and payment to the city of a \$24.00 annual chicken keeping permit fee. No more than a total of six (6) hens and/or chicks shall be permitted to be kept for each chicken keeping permit issued. No more than one chicken keeping permit shall be issued for any property or household.
2. *Permits limited.* Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 12.17.
3. *Property requirements.* A coop shall be located only in the rear yard. Coops shall be located not less than 50 feet from any side and rear lot lines, and shall be a minimum of 100 feet from any dwelling structure and a minimum of 25 feet from any public sidewalk
4. *Property requirement exceptions for those properties or coop locations that do not meet the setback requirements as set forth in paragraph (4)(c).* When prior written approval is provided from all abutting property owners that have an occupied dwelling unit within 100 feet of proposed coop location the following coop location requirements shall apply: A coop shall be located only in the rear yard. Coops shall be located not less than ten feet from any side and rear lot lines, and shall be a minimum of 25 feet from any dwelling structure or public sidewalk.

- 5. *New dwellings, new owners.* If a new dwelling unit is built upon, or if a new owner purchases, abutting property after permit is issued, the permit holder shall be responsible for meeting all requirements set forth in this section, and shall be required to move the coop, obtain written authorization of abutting property owners that have an occupied dwelling unit within 100 feet, or remove the coop from the premises within 30 days of non-compliance resulting from such new dwelling unit or new ownership.

- 6. *Coop requirements.* All chickens shall be kept in a ventilated and roofed coop with the floor area of not less than three (3) square feet for each hen. All coops must include an enclosed run area, and all components of the coop shall be enclosed with wire netting or material that prevents chickens from escaping the coop and of adequate structure to prevent predators from entering the coop. All coops must be kept in clean and sanitary condition, and shall not cause any objectionable odor. Chickens shall not be kept upon a vacant lot, inside a residential dwelling unit or attachments thereto, including basements, garages, porches, sheds or other similar structures. Chickens shall not be allowed within a residential dwelling unit.

- 7. *Permit subject to review.* Premises shall be subject to review by City personnel. Where deficiencies in compliance with this section are noted upon review and/or inspection, permits may be revoked. Upon revocation or expiration of a non-renewed annual chicken keeping permit coops shall be removed within 30 days of such revocation or expiration. If the permit holder, owner or occupant fails or refuses to remove the coop within 30 days of such revocation or expiration, the city shall enter upon the premises and cause the coop and any animals therein to be removed and the city shall recover the costs and expenses thereof from the property owner, occupant, or permit holder. In addition to any other penalty imposed by this, the cost of abating a non-compliant coop by the City shall be collected as a debt from the owner, occupant, or permit holder, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

Introduced and adopted by Common Council on the 4th day of February, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

**CITY OF KAUKAUNA
ORDINANCE NO. 1921-2025**

ORDINANCE REPEALING SECTION 11.12

WHEREAS, it was found that Section 11.12 can be combined with Section 9.15 and Section 12 for greater clarity and simplicity; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; 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 11.12 of the Kaukauna Municipal Code be repealed as follows:

BEFORE REPEAL

11.12 Keeping Of Goats, Pigs, Rabbits, Fowl, And Bees

1. No person shall keep or harbor any reptiles, pigs, sheep, goats, cattle, horses, ducks, geese, bees, or hives of bees within the corporate limits of the city. No person shall keep or harbor any pigeons, doves, or game birds, or build, erect, or maintain and use on any lot or parcel of land within the city limits any building or yard for the purpose of keeping or housing pigeons, doves, or other fowl without first obtaining a written permit from the city board of health and payment of the fee of \$5.00 for a two-year period. The issuance of such written permit shall depend upon the compliance of the applicant with standards of health and sanitation as set down by the city board of health, and such premises shall be at all times open to inspection to representatives of such board.
2. No person shall possess, keep, or harbor rabbits in the city as a commercial enterprise. No more than four rabbits shall be permitted to be kept as pets in a household at any time. No person shall keep, possess, or harbor pet rabbits without first obtaining a written permit from the board of health and payment to the city of a \$5.00 fee for a two-year period. No permits shall be issued except upon compliance with standards specified by the city board of health.
3. No person shall possess, keep, or harbor chickens in the city as a commercial enterprise. No person shall possess, keep, or harbor roosters in the city.
 1. *Permit required.* No person shall possess, keep, or harbor hens or chicks in the city without first obtaining a chicken keeping permit, and payment to the city of a \$24.00 annual chicken keeping permit fee. No more than a total of six (6) hens and/or chicks shall be permitted to be kept for each chicken keeping permit issued. No more than one chicken keeping permit shall be issued for any property or household.
 2. *Permits limited.* Not more than ten (10) chicken keeping permits shall be issued and in effect at any one time. Permits shall be issued to the first ten (10) applicants evidencing conformance with all requirements set forth in this section 11.12(3).
 3. *Property requirements.* A coop shall be located only in the rear yard. Coops shall be located not less than 50 feet from any side and rear lot lines, and shall be a minimum of 100 feet from any dwelling structure and a minimum of 25 feet from any public sidewalk
 4. *Property requirement exceptions for those properties or coop locations that do not meet the setback requirements as set forth in paragraph (4)(c).* When prior written approval is provided from all abutting property owners that have an occupied dwelling unit within 100

feet of proposed coop location the following coop location requirements shall apply: A coop shall be located only in the rear yard. Coops shall be located not less than ten feet from any side and rear lot lines, and shall be a minimum of 25 feet from any dwelling structure or public sidewalk.

- 5. *New dwellings, new owners.* If a new dwelling unit is built upon, or if a new owner purchases, abutting property after permit is issued, the permit holder shall be responsible for meeting all requirements set forth in this section, and shall be required to move the coop, obtain written authorization of abutting property owners that have an occupied dwelling unit within 100 feet, or remove the coop from the premises within 30 days of non-compliance resulting from such new dwelling unit or new ownership.
- 6. *Coop requirements.* All chickens shall be kept in a ventilated and roofed coop with the floor area of not less than three (3) square feet for each hen. All coops must include an enclosed run area, and all components of the coop shall be enclosed with wire netting or material that prevents chickens from escaping the coop and of adequate structure to prevent predators from entering the coop. All coops must be kept in clean and sanitary condition, and shall not cause any objectionable odor. Chickens shall not be kept upon a vacant lot, inside a residential dwelling unit or attachments thereto, including basements, garages, porches, sheds or other similar structures. Chickens shall not be allowed within a residential dwelling unit.
- 7. *Permit subject to review.* Premises shall be subject to review by City personnel. Where deficiencies in compliance with this section are noted upon review and/or inspection, permits may be revoked. Upon revocation or expiration of a non-renewed annual chicken keeping permit coops shall be removed within 30 days of such revocation or expiration. If the permit holder, owner or occupant fails or refuses to remove the coop within 30 days of such revocation or expiration, the city shall enter upon the premises and cause the coop and any animals therein to be removed and the city shall recover the costs and expenses thereof from the property owner, occupant, or permit holder. In addition to any other penalty imposed by this, the cost of abating a non-compliant coop by the City shall be collected as a debt from the owner, occupant, or permit holder, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.

AFTER REPEAL

Section 11.12 (Reserved)

Introduced and adopted by Common Council on the 4th day of February, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk

**CITY OF KAUKAUNA
ORDINANCE NO. 1922-2025**

ORDINANCE AMENDING SECTION 9.15

WHEREAS, on August 20, 2024, a request to obtain a permit for pigeons was received by the Common Council pursuant to City Ordinance 11.12; and,

WHEREAS, in review of that Ordinance the City realized issuance of a permit for keeping or housing pigeons was unable to be met because the City’s board of health, the governing body to issue the permit, is no longer in existence; and,

WHEREAS, discussions were had during City Common Council meetings as to whether the City wished to continue to permit residents to own pigeons within the City limits; and,

WHEREAS, through review of the ordinance and discussions with the Common Council it was determined that updates were needed to ensure clarity on the application of certain rules to the keeping of pigeons, as well as bees, the allowance of rabbit ownership without the need for a permit, and for readability updates; and,

WHEREAS, some of those readability changes related to moving portions of City Ordinance 11.12 to other existing sections of the Municipal Code that allow for ease of reference based on the topic item; and,

WHEREAS, the Legislative Committee has recommended the following ordinance changes; 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 9.15 of the Kaukauna Municipal Code be amended as follows:

BEFORE AMENDMENT

9.15 Animals

1. *State laws adopted.* The provisions of Wis. Stats. ch. 174, exclusive of any penalties, are adopted by reference and made a part of this Code, so far as applicable.
2. *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:

Animal means both the male and female sex of either wild or domesticated species.

At large means the presence of an animal at any place except the premises of the owner,

unless the animal is under full and immediate control of a person physically able to completely control the conduct and actions of the animal.

Confined means restriction of an animal at all times by the owner or his agent to an escape-proof building or other enclosure away from other animals and the public.

Dangerous or vicious animal means any animal that is known to have attacked a person without provocation when that person was peacefully conducting himself where he was lawfully entitled to be, or any animal that constitutes a physical threat to human beings or other animals.

Public nuisance means any animal which:

- a. Molests passersby or passing vehicles.
 - b. Attacks other animals.
 - c. Is repeatedly at large.
 - d. Damages private or public property.
 - e. Barks, yelps, howls, whines, or makes other noises that are excessive to the point of disturbing the comfort or repose of persons in the vicinity.
3. *Enforcement.* The employees of the police department or other persons authorized by the city shall be responsible for enforcement of this section, and they are authorized to catch and impound animals at large, with such authorization to include the pursuit of animals upon the premises of the owners or other private property.
 4. *Animals not to run at large.* It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit same to run at large within the city. All animals off the owner's premises must be leashed.
 5. *Prohibited acts.* No person shall wrongfully remove the collar, license number, or muzzle from, or shall wrongfully kill, cruelly ill-treat, entice, or carry away, any animal.
 6. *Prohibited areas for animals.* Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.
 7. *Annoyances and public nuisances.* No person shall keep or harbor any animal that would be a public nuisance.
 8. *Animal excreta.*
 - a. The owner or person having immediate control of an animal shall promptly remove and dispose of, in a sanitary manner, any excreta left or deposited by the animal upon any public or private property.

- b. It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog.
 - c. All pens, yards, structures, or areas where animals are kept shall be maintained in a nuisance-free manner. Droppings and manure shall be removed regularly and disposed of properly so as not to attract insects or rodents, become unsightly or cause objectionable odors.
9. *Vicious animals prohibited.* No person shall knowingly keep or harbor a vicious animal. If any dangerous or vicious animal cannot be safely captured and impounded, and such animal poses an imminent threat to a human or another animal, such animal may be destroyed by any police officer.
10. *Animals involved in biting incidents.*

- a. All incidents occurring in the city in which any animal bites a person, or is suspected of biting a person, shall be immediately reported to the police department by any person having knowledge of such incident.
- b. Any animal having bitten a person, or suspected of being afflicted with rabies, shall, upon the direction of the police department, be quarantined for the purpose of observation for the possibility of infection with rabies, or when indicated, be killed and submitted to the state laboratory of hygiene for rabies analysis. Quarantine shall be for a period of not less than ten days or until released by the police department and shall consist of:
 - 1. Confinement of the animal by the owner or other responsible person on his premises.
 - 2. Confinement under the supervision of a licensed veterinarian.
 - 3. Confinement at the animal shelter.
- c. When it becomes necessary to place an animal under the observation of a licensed veterinarian, the owner of the animal, if known, shall bear the cost of boarding, observation, and other expenses that may be incurred.
- d. The police department may issue such other orders which, in their judgment are necessary to safeguard the health and welfare of any person suffering from an animal bite, including seizure of an animal for confinement or to be sacrificed for laboratory testing for rabies.

11. *Animal pound.*

- a. *Confinement of animals.* The police department or any other officer appointed by the council shall apprehend any animal running at large within the city or which does any of the things prohibited under subsection (7) of this section and confine the same in a suitable animal pound.
- b. *Enforcement.* The chief of police or his qualified assistants shall be responsible for the apprehension and confinement of animals in a pound as provided in this section and such police officer shall apprehend and confine animals as provided

in this section and may enforce this section, including the right to commence actions for the collection of any forfeiture imposed by this chapter. Such action shall be brought in the name of the city. Such officer shall be paid such compensation as the council shall determine by resolution.

- c. *Disposition of unclaimed animals.* The keeper of the pound shall keep all animals apprehended for seven days at the animal pound, unless sooner claimed by the owner or keeper, and if any animal is not reclaimed by the rightful owner within such time, the animal may be sold for the amount incurred in apprehending, keeping, and caring of the animal, or it may be destroyed in a proper and humane manner.
- d. *Owner or keeper to pay costs.* The owner or keeper of any animal so confined may reclaim such an animal at any time before the same is disposed of upon payment of all costs and charges incurred in apprehending, keeping, and caring of the animal. Such costs and charges may include expenses for inoculations or other medical treatment of the animal. The owner's or keeper's payment of costs and charges incurred in apprehending, keeping, and caring of the animal shall be made directly to the chief of police.
- e. *Owner or keeper to post bail.* The owner or keeper of any animal so confined shall, in addition to any costs required to be paid under subsection (d) of this section, post bail in the following amounts prior to reclaiming such animal:
 1. \$25.00 for the first offense involving such animal within one calendar year.
 2. \$35.00 for a second offense involving such animal within one calendar year.
 3. \$45.00 for the third offense involving such animal within one calendar year.
 4. \$60.00 for the fourth or more offenses involving such animal within one calendar year.

12. *Animals to be vaccinated.*

- a. *Required.* Except as provided in Wis. Stats. § 174.054, the owner of a dog shall have the animal vaccinated against rabies by a veterinarian within 30 days after the dog reaches four months of age and revaccinated within one year after the initial vaccination. If the owner obtains the dog or brings the dog into this city after the dog has reached four months of age, the owner shall have the dog vaccinated against rabies within 30 days after the dog is obtained or brought into this city, unless the dog has been vaccinated as evidenced by a current certificate of rabies vaccination from this state or another state. The owner of a dog shall have the dog revaccinated against rabies by a veterinarian before the date that the immunization expires as stated on the certificate or vaccination or, if no date is specified, within three years after the previous vaccination.
- b. *Penalty.* An owner who fails to have a dog vaccinated against rabies as required under subsection (12)(a) of this section may be required to forfeit not less than \$50.00 nor more than \$200.00.

13. *Quarantine of dog or cat.*

- a. *Delivery to an isolation facility or quarantine on premises of owner.* An officer who orders a dog or cat to be quarantined shall deliver the animal or shall order the animal to be delivered to an isolation facility as soon as possible, but no later than 24 hours after the original order is issued, or the officer may order the animal to be quarantined on the premises of the owner if the animal is immunized currently against rabies as evidenced by a valid certificate of rabies vaccination or other evidence.
- b. *Health risks to humans.* If a dog or cat is ordered to be quarantined because there is reason to believe that the animal bit a person, the custodian of an isolation facility or the owner shall keep the animal under strict isolation under the supervision of a veterinarian for at least ten days after the incident occurred. In this subsection, the term "supervision of a veterinarian" includes, at a minimum, examination of the animal on the first day of isolation, on the tenth day of isolation, and on one intervening day. If the observation period is not extended, and if the veterinarian certifies the dog or cat has not exhibited any signs of rabies, the animal may be released from quarantine at the end of the observation period.
- c. *Risk to animal health.*
 1. If a dog or cat is ordered to be quarantined because there is reason to believe that the animal has been exposed to a rabid animal, and if the dog or cat is not currently immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 180 days. The owner shall have the animal vaccinated against rabies between 155 and 165 days after the exposure to a rabid animal.
 2. If a dog or cat is ordered to be quarantined because there is a reason to believe that the animal has been exposed to a rabid animal, but if the dog or cat is immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 60 days. The owner shall have the animal revaccinated against rabies as soon as possible after exposure to a rabid animal.
- d. *Sacrifice of a dog or cat exhibiting symptoms of rabies.* If a veterinarian determines that a dog or cat exhibits symptoms of rabies during the original or extended observation period, the veterinarian shall notify the owner and the officer who ordered the animal quarantined, and the officer or veterinarian shall kill the animal in a humane manner which avoids damage to the animal's head. If the dog or cat is suspected to have bitten a person, the veterinarian shall notify the person or the person's physician.
- e. *Penalty.* Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor than \$1,000.00.

AFTER AMENDMENT

9.15 Animals

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Confined means restriction of an animal at all times by the owner or his agent to an escape-proof building or other enclosure away from other animals and the public.

Dangerous or vicious animal means any animal that is known to have attacked a person without provocation when that person was peacefully conducting himself where he was lawfully entitled to be, or any animal that constitutes a physical threat to human beings or other animals.

Public nuisance means any animal which:

- a. Molests passersby or passing vehicles.
 - b. Attacks other animals.
 - c. Is repeatedly at large.
 - d. Damages private or public property.
 - e. Barks, yelps, howls, whines, or makes other noises that are excessive to the point of disturbing the comfort or repose of persons in the vicinity.
3. *Enforcement.* The employees of the police department or other persons authorized by the City shall be responsible for enforcement of this section, and they are authorized to catch and impound animals at large, with such authorization to include the pursuit of animals upon the premises of the owners or other private property.
 4. *Animals not to run at large.* It is unlawful for any person who is the owner of, or in possession of, or charged with the care of, any animal to permit them to run at large within the City. All animals off the owner's premises must be leashed. Banded pigeons licensed under Ordinance 12.16 and bees kept via beekeeping pursuant to Ordinance 12.15 are exempted from this provision.
 5. *Prohibited acts.* No person shall wrongfully remove the collar, license number, or muzzle from, or shall wrongfully kill, cruelly ill-treat, entice, or carry away, any animal.
 6. *Permitted areas for animals.* Leashed dogs are permitted in select municipal parks, including: Central Park, Fassbender Park, Kelso Park, Konkapot Preserve, Nature View Park, Quarry Point Park, Rapid Croche Park, Thilwerth Park, Van Eperen Park, and on the

following trails: Fox Heritage Trail, Konkapot Trail, Nelson Family Heritage Crossing Trail, and Travis Dercks Memorial Trail. Off-leash dogs are permitted in the City of Kaukauna Dog Park only. Any person owning, keeping or in charge of any animal shall not permit such animal to be in any other public park in the City at any time, except as authorized in writing by the park department. The provisions of this section shall not be applicable in cases in which a person is being assisted by a service animal.

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 - b. It is unlawful for any person to permit an animal to be on such property, public or private, not owned or possessed by such person unless such person has, in his immediate possession, an appropriate means of removing animal excreta. This shall not be applicable in cases in which a person is being assisted by a seeing-eye dog or for banded pigeons under Ordinance 12.16.
 - c. All pens, yards, structures, or areas where animals are kept shall be maintained in a nuisance-free manner. Droppings and manure shall be removed regularly and disposed of properly so as not to attract insects or rodents, become unsightly or cause objectionable odors.
9. *Vicious animals prohibited.* No person shall knowingly keep or harbor a vicious animal. If any dangerous or vicious animal cannot be safely captured and impounded, and such animal poses an imminent threat to a human or another animal, such animal may be destroyed by any police officer.
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 1. Confinement of the animal by the owner or other responsible person on his premises.
 2. Confinement under the supervision of a licensed veterinarian.
 3. Confinement at the animal shelter.
 - c. When it becomes necessary to place an animal under the observation of a licensed veterinarian, the owner of the animal, if known, shall bear the cost of boarding, observation, and other expenses that may be incurred.

- d. The police department may issue such other orders which, in their judgment are necessary to safeguard the health and welfare of any person suffering from an animal bite, including seizure of an animal for confinement or to be sacrificed for laboratory testing for rabies.

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- a. *Confinement of animals.* The police department or any other officer appointed by the council shall apprehend any animal running at large within the City or which does any of the things prohibited under subsection (7) of this section and confine the same in a suitable animal pound.
- b. *Enforcement.* The chief of police or his qualified assistants shall be responsible for the apprehension and confinement of animals in a pound as provided in this section and such police officer shall apprehend and confine animals as provided in this section and may enforce this section, including the right to commence actions for the collection of any forfeiture imposed by this chapter. Such action shall be brought in the name of the City. Such officer shall be paid such compensation as the council shall determine by resolution.
- c. *Disposition of unclaimed animals.* The keeper of the pound shall keep all animals apprehended for seven days at the animal pound, unless sooner claimed by the owner or keeper, and if any animal is not reclaimed by the rightful owner within such time, the animal may be sold for the amount incurred in apprehending, keeping, and caring of the animal, or it may be destroyed in a proper and humane manner.
- d. *Owner or keeper to pay costs.* The owner or keeper of any animal so confined may reclaim such an animal at any time before the same is disposed of upon payment of all costs and charges incurred in apprehending, keeping, and caring of the animal. Such costs and charges may include expenses for inoculations or other medical treatment of the animal. The owner's or keeper's payment of costs and charges incurred in apprehending, keeping, and caring of the animal shall be made directly to the chief of police.
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 1. \$25.00 for the first offense involving such animal within one calendar year.
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- a. *Required.* Except as provided in Wis. Stats. § 174.054, the owner of a dog shall have the animal vaccinated against rabies by a veterinarian within 30 days after the dog reaches four months of age and revaccinated within one year after the initial vaccination. If the owner obtains the dog or brings the dog into this City after the dog has reached four months of age, the owner shall have the dog vaccinated

against rabies within 30 days after the dog is obtained or brought into this City, unless the dog has been vaccinated as evidenced by a current certificate of rabies vaccination from this state or another state. The owner of a dog shall have the dog revaccinated against rabies by a veterinarian before the date that the immunization expires as stated on the certificate or vaccination or, if no date is specified, within three years after the previous vaccination.

- b. *Penalty.* An owner who fails to have a dog vaccinated against rabies as required under subsection (12)(a) of this section may be required to forfeit not less than \$50.00 nor more than \$200.00.

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- b. *Health risks to humans.* If a dog or cat is ordered to be quarantined because there is reason to believe that the animal bit a person, the custodian of an isolation facility or the owner shall keep the animal under strict isolation under the supervision of a veterinarian for at least ten days after the incident occurred. In this subsection, the term "supervision of a veterinarian" includes, at a minimum, examination of the animal on the first day of isolation, on the tenth day of isolation, and on one intervening day. If the observation period is not extended, and if the veterinarian certifies the dog or cat has not exhibited any signs of rabies, the animal may be released from quarantine at the end of the observation period.
- c. *Risk to animal health.*
 - 1. If a dog or cat is ordered to be quarantined because there is reason to believe that the animal has been exposed to a rabid animal, and if the dog or cat is not currently immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 180 days. The owner shall have the animal vaccinated against rabies between 155 and 165 days after the exposure to a rabid animal.
 - 2. If a dog or cat is ordered to be quarantined because there is a reason to believe that the animal has been exposed to a rabid animal, but if the dog or cat is immunized against rabies, the custodian of an isolation facility or the owner shall keep the animal leashed or confined for 60 days. The owner shall have the animal revaccinated against rabies as soon as possible after exposure to a rabid animal.
- d. *Sacrifice of a dog or cat exhibiting symptoms of rabies.* If a veterinarian determines that a dog or cat exhibits symptoms of rabies during the original or extended observation period, the veterinarian shall notify the owner and the officer who ordered the animal quarantined, and the officer or veterinarian shall kill the animal in a humane manner which avoids damage to the animal's head. If the dog or cat is suspected to have bitten a person, the veterinarian shall notify the person or the person's physician.
- e. *Penalty.* Any owner who refuses to comply with an order issued under this section to deliver an animal to an officer, isolation facility, or veterinarian, or who does not

comply with the conditions of an order that an animal be quarantined, shall forfeit not less than \$100.00 nor more than \$1,000.00.

- 14. No person shall keep or harbor any pigs, sheep, goats, cattle, horses, ducks, or geese within the corporate limits of the City. No person shall keep or harbor any pigeons or build, erect, or maintain and use on any lot or parcel of land within the City limits any building or yard for the purpose of keeping or housing pigeons, without first obtaining a permit as stated in Ordinance 12.16.
- 15. No person shall possess, keep, or harbor rabbits in the City as a commercial enterprise. No more than four rabbits shall be allowed to be kept as pets in a household at any time.
- 16. No person shall possess, keep, or harbor chickens in the City as a commercial enterprise. No person shall possess, keep, or harbor roosters in the City. Chickens may only be allowed as stated in Ordinance 12.17.

Introduced and adopted by Common Council on the 4th day of February, 2025.

APPROVED: _____

Anthony J. Penterman, Mayor

ATTEST: _____

Kayla Nessmann, Clerk