



## ORDINANCES, LICENSES, AND PERMITS COMMITTEE MEETING AGENDA

July 22, 2025 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action relating to Minutes**
  - a. July 8, 2025
3. **Discussion and Recommendation for Council Approval of the Mobile Home Park License Renewals**

Pleasant Properties of WI LLC-Mauston Mobile Manor, Lincoln Mobile Home Park, Ponderosa Park, and Remington Annex

  - a. Mobile Home Park Renewals
4. **Adjourn**

### NOTICE:

*It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

*Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact City Deputy Clerk Carole Wolff at (608) 747-2706.*

*Any member of the public wishing to join the meeting telephonically should call City Hall by 4pm the day of the meeting. Staff will be happy to provide instructions on joining the meeting by phone. City Hall main number: 608-847-6676*



## ORDINANCE, LICENSES, AND PERMITS COMMITTEE MEETING MINUTES

July 08, 2025 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** Allaby called the meeting to order at 6:15 p.m.

**PRESENT:** Leanna Hagen and Jim Allaby

**ALSO PRESENT:** Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff

2. **Minutes:** Motion by Hagen, seconded by Allaby, to approve the June 10, 2025 minutes. Motion passed by voice vote.
3. **Appointment of Kwik Trip Agent:** Motion by Allaby, seconded by Hagen, to recommend Council approval of the appointment of the Kwik Trip agent. Motion passed by voice vote.
4. **Adjourn:** Motion by Hagen, seconded by Allaby, to adjourn the meeting at 6:17 p.m. Motion passed by voice vote.

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Chair

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Date



**Mobile Home Park License Application**

- ☐ Original/New Park ☒ Annual Renewal ☐ Extension of Existing Park ☐ Change of Owner

(Ordinance 108 et seq.)

**1. Owner/Developer**

Name: Mauston Mobile Manor  
Business Name: Pleasant Valley Properties of WI LLC  
Address: 301 Bremer Ave. 134 Atwell St.  
Colfax, WI 54730

Home phone: \_\_\_\_\_ Work phone: 715-226-6200

Cell: \_\_\_\_\_ E-mail: john.e.pvpwi.com Website: pvpwi.com

**2. Operator or Manager (if different from owner):**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**3. Legal Description:** Attached hereto as Exhibit A, the legal description of the Park

- 4. Size:** Existing Park # of acres \_\_\_\_\_ # of lots 45  
Proposed Extension # of acres \_\_\_\_\_ # of lots \_\_\_\_\_  
Proposed New Park # of acres \_\_\_\_\_ # of lots \_\_\_\_\_

**COMPLETE SECTIONS 5-9 FOR NEW OR EXTENSION OF MOBILE HOME PARK**

**5. Site Plans:** Attached hereto as Exhibit B, site plan containing the information required by section 108.88(3) of the Mauston Code of Ordinances.

- ☐ Each mobile home lot ☐ All roadways, sidewalks and parking sites  
☐ Recreation areas and facilities ☐ Storage areas  
☐ Underground utilities, including cable TV, if provided, internet/fiber optics  
☐ Street lighting ☐ Topography and drainage

**6. Landscaping:** Attached hereto as Exhibit C, a copy of landscaping plans and specifications.

**7. Road Plans:** Attached hereto as Exhibit D, a copy of road construction plans, specifications and elevations.

**8. Garbage:** Explain how garbage and refuse will be disposed: (recycling, yard waste etc.)

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

**9. Time Table:** Attach hereto as Exhibit E, an explanation of the staging and timing of the proposed construction.

**Permit Requirements** By my signature I acknowledge that I understand that a building permit may be required when a dwelling unit is moved into or out of the park. I also understand that failure to obtain the appropriate permit/s before the move in or move out may result in citation and/or forfeiture.

Signature of Owner/Applicant Lynn K. Vold Printed Name Lynn K. Vold Title admin acct/offmgr Date 4/22/25

Office Use

I hereby certify that the application fee of \$ 100 has been paid. Check # 65657 Receipt # \_\_\_\_\_

Signature/City Official: Nicole Lyddy Title: Deputy Clerk Date: 4-29-25

☒ Utilities \$ 0 NS staff initials
☒ Municipal Court \$ 150 staff initials

☒ Parking Tickets \$ 0 DT staff initials
☐ Zoning \$ \_\_\_\_\_ staff initials

☐ Other Description \_\_\_\_\_ \$ \_\_\_\_\_ staff initials

The Zoning Administrator for the City of Mauston hereby certifies that the above-identified Mobile Home Park was inspected pursuant to Chapter 108 of the Mauston Code of Ordinances, and hereby certifies that the said Park complies with the ☒ the Mauston Code of Ordinances ☐ Plan Commission's Tentative Approval

Inspection Date 4/30/25 ☒ In compliance ☐ Not in compliance (attach supporting doc and Action Plan)

Zoning Administrator notified that required corrections were completed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Re-inspected completed: \_\_\_\_\_ Date: \_\_\_\_\_  
☒ In compliance ☐ Not in compliance (attach supporting doc and Action Plan)

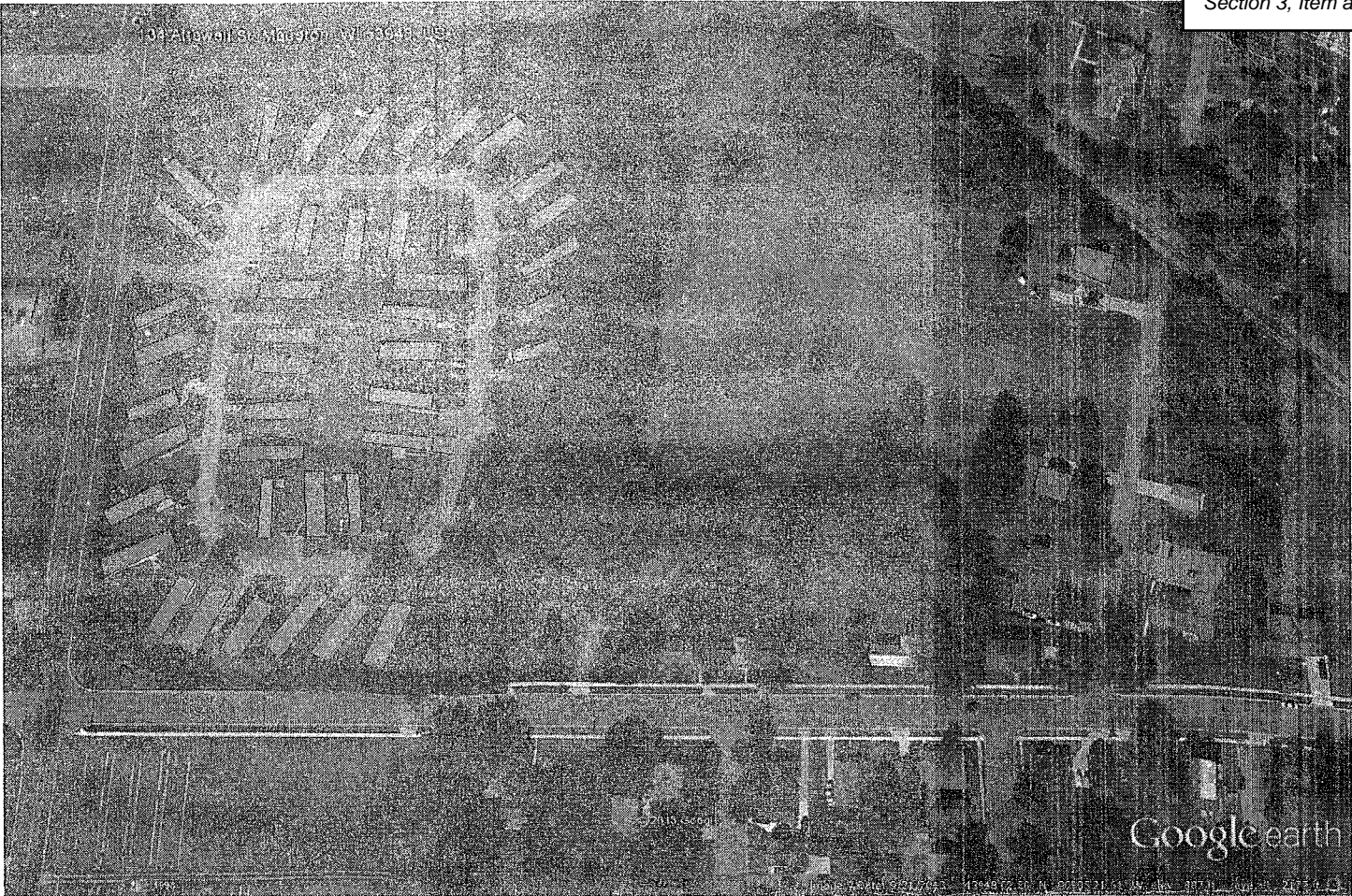
Valerie K Nelson Date: 4-30-25  
Zoning Administrator

The above-described Mobile Home Park is hereby licensed pursuant to Chapter 108 of the Mauston Code of Ordinance.

Signature City Clerk/Deputy Clerk \_\_\_\_\_

Council Approval Date: \_\_\_\_\_ License Issued: \_\_\_\_\_ License #: \_\_\_\_\_

☐ Original License      ☐ Renewal      ☐ Amendment of Existing





RECEIVED APR 28 2025



303 Mansion Street  
Mauston, Section 3, Item a.  
E-mail: zoningadmin@mauston.com  
Phone: (608) 847-6676  
Fax: (608) 847-5023

**Non-Transferrable**

**Mobile Home Park License Application**

- ☐ Original/New Park ☒ Annual Renewal ☐ Extension of Existing Park ☐ Change of Owner

(Ordinance 108 et seq.)

**1. Owner/Developer**

Name: \_\_\_\_\_  
Business Name: Pleasant Valley Properties of WILCO Mauston Lincoln  
Address: 301 Bremer Ave 510 Lincoln St.  
Colfax, WI 54730  
Home phone: \_\_\_\_\_ Work phone: 715-226-6200  
Cell: \_\_\_\_\_ E-mail: john@pvpwi.com Website: pvpwi.com

**2. Operator or Manger (if different from owner):**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

**3. Legal Description:** Attached hereto as Exhibit A, the legal description of the Park

4. **Size:** Existing Park # of acres \_\_\_\_\_ # of lots 44  
Proposed Extension # of acres \_\_\_\_\_ # of lots \_\_\_\_\_  
Proposed New Park # of acres \_\_\_\_\_ # of lots \_\_\_\_\_

**COMPLETE SECTIONS 5-9 FOR NEW OR EXTENSION OF MOBILE HOME PARK**

**5. Site Plans:** Attached hereto as Exhibit B, site plan containing the information required by section 108.88(3) of the Mauston Code of Ordinances.

- |  |  |
|--|--|
| <input type="checkbox"/> Each mobile home lot  | <input type="checkbox"/> All roadways, sidewalks and parking sites |
| <input type="checkbox"/> Recreation areas and facilities   | <input type="checkbox"/> Storage areas                             |
| <input type="checkbox"/> Underground utilities, including cable TV, if provided, internet/fiber optics |  |
| <input type="checkbox"/> Street lighting   | <input type="checkbox"/> Topography and drainage                   |

**6. Landscaping:** Attached hereto as Exhibit C, a copy of landscaping plans and specifications.

**7. Road Plans:** Attached hereto as Exhibit D, a copy of road construction plans, specifications and elevations.

**8. Garbage:** Explain how garbage and refuse will be disposed: (recycling, yard waste etc.)

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

**9. Time Table:** Attach hereto as Exhibit E, an explanation of the staging and timing of the proposed construction.

**Applicant's Certification:** I hereby certify that the information in this application is true and correct, and I understand that the intentional presentation of false information hereon shall cause the rejection of this Application and the cancellation of the any License granted on the basis of this Application. I understand that this license is non-transferrable and any change in ownership will require the submission of a new application, review by the Zoning Administrator and approval of the Common Council.

**Permit Requirements** By my signature I acknowledge that I understand that a building permit may be required when a dwelling unit is moved into or out of the park. I also understand that failure to obtain the appropriate permit/s before the move in or move out may result in citation and/or forfeiture.

Signature of Owner/Applicant

Printed Name

Title

Date

Office Use

### Application Payment:

I hereby certify that the application fee of \$ 100 has been paid.

Check # 65657

Receipt # \_\_\_\_\_

Signature/City Official

Title

Date

### Outstanding Debts to City of Mauston (ord 6-26(2))

☒ Utilities

\$ 0

ml

staff initials

☒ Municipal Court

\$ 0.00

staff initials

☒ Parking Tickets

\$ 0

dt

staff initials

☐ Zoning

\$ \_\_\_\_\_

staff initials

☐ Other Description \_\_\_\_\_

\$ \_\_\_\_\_

staff initials

### Zoning Administrator Certification

The Zoning Administrator for the City of Mauston hereby certifies that the above-identified Mobile Home Park was inspected pursuant to Chapter 108 of the Mauston Code of Ordinances, and hereby certifies that the said Park complies with the ☒ the Mauston Code of Ordinances

Inspection Date 4/30/25

☒ In compliance

☐ Plan Commission's Tentative Approval

☐ Not in compliance (attach supporting doc and Action Plan)

### Re-Inspection if necessary

Zoning Administrator notified that required corrections were completed:

Date: \_\_\_\_\_

Re-inspected completed:

☒ In compliance

☐ Not in compliance (attach supporting doc and Action Plan)

### Compliance Achieved:

Valerik Zuer

Zoning Administrator

Date: 4/30/25

### License Issued

The above-described Mobile Home Park is hereby licensed pursuant to Chapter 108 of the Mauston Code of Ordinance.

Date: \_\_\_\_\_

Signature City Clerk/Deputy Clerk

Council Approval Date: \_\_\_\_\_

License Issued: \_\_\_\_\_

License #: \_\_\_\_\_

☐ Original License

☐ Renewal

☐ Amendment of Existing









RECEIVED MAY 28 2025  
Non-Transferrable



303 Mansion Street  
Mauston, WI 54601  
Section 3, Item a.  
E-mail: zoningadmin@mauston.com  
Phone: (608) 847-6676  
Fax: (608) 847-5023

## Mobile Home Park License Application

- ☐ Original/New Park ☒ Annual Renewal ☐ Extension of Existing Park ☐ Change of Owner

(Ordinance 108 et seq.)

### 1. Owner/Developer

Name: Pleasant Valley Properties of LLC Ponderosa Park  
Business Name: 301 Bremer Ave.  
Address: Ponderosa Drive  
Colfax, WI 54730

Home phone: \_\_\_\_\_ Work phone: 715-226-6200

Cell: \_\_\_\_\_ E-mail: john@pvprwi.com Website: www.pvprwi.com

### 2. Operator or Manager (if different from owner):

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### 3. Legal Description: Attached hereto as Exhibit A, the legal description of the Park

4. **Size:** Existing Park # of acres \_\_\_\_\_ # of lots 38  
Proposed Extension # of acres \_\_\_\_\_ # of lots \_\_\_\_\_  
Proposed New Park # of acres \_\_\_\_\_ # of lots \_\_\_\_\_

### COMPLETE SECTIONS 5-9 FOR NEW OR EXTENSION OF MOBILE HOME PARK

### 5. Site Plans: Attached hereto as Exhibit B, site plan containing the information required by section 108.88(3) of the Mauston Code of Ordinances.

- |  |  |
|--|--|
| <input type="checkbox"/> Each mobile home lot  | <input type="checkbox"/> All roadways, sidewalks and parking sites |
| <input type="checkbox"/> Recreation areas and facilities   | <input type="checkbox"/> Storage areas                             |
| <input type="checkbox"/> Underground utilities, including cable TV, if provided, internet/fiber optics |  |
| <input type="checkbox"/> Street lighting   | <input type="checkbox"/> Topography and drainage                   |

### 6. Landscaping: Attached hereto as Exhibit C, a copy of landscaping plans and specifications.

### 7. Road Plans: Attached hereto as Exhibit D, a copy of road construction plans, specifications and elevations.

### 8. Garbage: Explain how garbage and refuse will be disposed: (recycling, yard waste etc.)

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

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Signature of Owner/Applicant: Lynn K. Vold Printed Name: Lynn K. Vold Title: Off mgr Date: 4/22/25

**Application Payment:**

I hereby certify that the application fee of \$ 100 has been paid. Check # 605657 Receipt # \_\_\_\_\_

Signature/City Official Nicole Syady Title Deputy Clerk Date 4-29-25

**Outstanding Debts to City of Mauston (ord 6-26(2))**

<input checked="" type="checkbox"/> Utilities	\$ <u>2</u>	<u>nz</u> staff initials	<input checked="" type="checkbox"/> Municipal Court	\$ <u>1</u>	<u>QW</u> staff initials
<input checked="" type="checkbox"/> Parking Tickets	\$ <u>0</u>	<u>DT</u> staff initials	<input type="checkbox"/> Zoning	\$ _____	_____ staff initials
<input type="checkbox"/> Other Description _____			\$ _____ _____ staff initials		

## Zoning Administrator Certification

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 Re-inspected completed: ☒ In compliance ☐ Not in compliance (attach supporting doc and Action Plan) \_\_\_\_\_ Date: \_\_\_\_\_

### Compliance Achieved:

Valerie K. Nelson  
Zoning Administrator

Date: 4/30/25

## License Issued

The above-described Mobile Home Park is hereby licensed pursuant to Chapter 108 of the Mauston Code of Ordinance.

Signature City Clerk/Deputy Clerk \_\_\_\_\_

Council Approval Date: \_\_\_\_\_ License Issued: \_\_\_\_\_ License #: \_\_\_\_\_

☐ Original License      ☐ Renewal      ☐ Amendment of Existing



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### 1. Owner/Developer

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Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### 2. Operator or Manager (if different from owner):

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

### 3. Legal Description: Attached hereto as Exhibit A, the legal description of the Park

4. **Size:** Existing Park # of acres \_\_\_\_\_ # of lots 21  
Proposed Extension # of acres \_\_\_\_\_ # of lots \_\_\_\_\_  
Proposed New Park # of acres \_\_\_\_\_ # of lots \_\_\_\_\_

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Signature/City Official: Nicole Lyddy Title: Deputy Clerk Date: 4-29-25

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☒ Utilities \$ 0 ns staff initials  
☒ Parking Tickets \$ 0 DT staff initials  
☐ Other Description \_\_\_\_\_ \$ \_\_\_\_\_ staff initials

☒ Municipal Court \$ CW \_\_\_\_\_ staff initials  
☐ Zoning \$ \_\_\_\_\_ \_\_\_\_\_ staff initials

## Zoning Administrator Certification

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Inspection Date 4/30/25 ☒ In compliance ☐ Not in compliance (attach supporting doc and Action Plan)

**Re-Inspection if necessary**

Zoning Administrator notified that required corrections were completed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Re-inspected completed: \_\_\_\_\_ Date: \_\_\_\_\_  
☒ In compliance ☐ Not in compliance (attach supporting doc and Action Plan)

### Compliance Achieved:

Nalinski, Zella Date: 4-30-05  
Zoning Administrator

## License Issued

The above-described Mobile Home Park is hereby licensed pursuant to Chapter 108 of the Mauston Code of Ordinance.

\_\_\_\_\_  
Signature City Clerk/Deputy Clerk

Council Approval Date: \_\_\_\_\_ License Issued: \_\_\_\_\_ License #: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Original License      ☐ Renewal      ☐ Amendment of Existing

