



ORDINANCE, LICENSES AND PERMITS COMMITTEE MEETING AGENDA

October 28, 2025 at 6:15 PM
303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call**
2. **Discussion and Action Regarding Minutes**
 - a. August 26, 2025
3. **Discussion and Recommendation Regarding Exemptions of Lock Box System**
 - a. Richards-Bria Law Office
 - b. J&S Liquor
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

August 26, 2025 at 6:15 PM

303 Mansion Street Mauston, WI

1. **Call to Order/Roll Call:** The Ordinances, Licenses, and Permits Committee meeting was called to order on August 26, 2025, at 6:15 p.m. by Chair Jim Allaby. Present were Jim Allaby, Leanna Hagen, and Vivian Gabower. Also present were Mayor Darryl Teske, City Administrator Daron Haugh, and Deputy Clerk Carole Wolff.
2. **Minutes:** Motion by Hagen, seconded by Allaby, to approve the August 12, 2025 minutes. Motion carried by voice vote.
3. **Appointment of Committee Secretary:** Motion by Allaby, seconded by Hagen, to appoint Vivian Gabower as Secretary. Motion carried by voice vote.
4. **Ordinance 2025-2079 (Replacing 2025-2076 presented on August 12, 2025):** Motion by Allaby, seconded by Hagen, to recommend Council adopt Ordinance 2025-2079 amending Chapter 36, Traffic and Vehicles, Article IV, Sec. 36.122(a)(4), by removing designated no parking areas.
5. **Adjourn:** Motion by Hagen, seconded by Gabower, to adjourn. Motion carried by voice vote. Meeting adjourned at 6:18 p.m.

Chair

Date



APPLICATION FOR EXEMPTION FROM
MAUSTON KEY LOCK BOX ENTRY SYSTEM

Section 3, Item a.

Return Completed Application to: Fire Chief City of Mauston, 303 Mansion St., Mauston, WI 53948

1. **Purpose**- The purpose of this document is to apply to the city for an exemption from the Mauston "Key Lock Box Entry System" Ordinance contained in Chapter 12, Article 1, Section 12-1 in the Mauston Code of Ordinances.

2. **Ownership Information** (please print)

Parcel Number: 292511019

Owner of Building: Rebecca Bria / RRBria, LLC

Address of Building: 225 E State Street

Building Uses: Law Office / Rental

3. **Applicant Information** (please print)

Name: Rebecca Bria Title: Owner

Mailing Address: 225 E State St, Mauston, WI 53948

Telephone #: 608-847-1900 Fax #: 608-847-1901

Email address: rebecca@rblaw

4. **Reason for Exemption Request:** ☐ 24/7/365 on-site staff or guard service ☐ Financial Institution ☐ Bank

☒ Other (describe): Law office with confidential information

pertaining to the City, juveniles, and other clients. Many
files contain confidential financial information.

* Not looking to exempt rental property, only law office.

5. **Warranties and Representations** – The applicant hereby warrants and represents as follows:

- The applicant is the owner or party in control of the property described herein; and
- The applicant is familiar with the Mauston "Key Lock Box Entry System" Ordinance contained in section Chapter 12, Article 1, Section 12-1 of the Mauston Code of Ordinances; and
- The applicant requests that the building identified herein be exempt from the "Key Lock Box Entry System" Ordinance; and
- The applicant acknowledges that, without access to a key, the Fire and/or Police Departments may use force to enter the above described building in order to respond to an emergency and/or carry out the duties of the Fire and/or Police Departments, and that such entry of the building may cause damage to the building for which neither the Police Department nor the Fire Department, nor the City of Mauston, shall be liable to the applicant or owner.

6. **Certification** – The undersigned hereby certifies that the above and foregoing information is true and correct, and that the applicant understands the information contained herein.

Rebecca Bria

Signature of Applicant

Rebecca Bria

Printed Name

10/15/05

Date

OFFICE USE ONLY: Date Received: _____

Fire Chief Recommendation ☐ Approve ☐ Deny

Ordinance Comm Rec Date: _____ ☐ Approve ☐ Deny

Council Action Date: _____ ☐ Approve ☐ Deny

Applicant Notified of Decision Date: _____ How Notified: ☐ mail

☐ Email ☐ Telephone ☐ Other

Copy to Police Dept ☐

Copy to Parcel File ☐



APPLICATION FOR EXEMPTION FROM
MAUSTON KEY LOCK BOX ENTRY SYSTEM

Section 3, Item b.

Return Completed Application to: Fire Chief City of Mauston, 303 Mansion St., Mauston, WI 53948

1. **Purpose**- The purpose of this document is to apply to the city for an exemption from the Mauston "Key Lock Box Entry System" Ordinance contained in Chapter 12, Article 1, Section 12-1 in the Mauston Code of Ordinances.

2. **Ownership Information** (please print)

Parcel Number: 6-13-416-233-01

Owner of Building: Jason Rodebaugh and Sheila Rodebaugh

Address of Building: 519 Gateway Ave Mauston, WI 53948

Building Uses: Retail Store

3. **Applicant Information** (please print)

Name: Jason Rodebaugh DBA J+S Liquor Title: owner

Mailing Address: 125745 Evergreen Ln New Lisbon, WI 53950

Telephone #: 608-347-6473 Fax #: _____

Email address: jasonrodebaugh@yahoo.com

4. **Reason for Exemption Request:** ☐ 24/7/365 on-site staff or guard service ☐ Financial Institution ☐ Bank

☒ Other (describe) ① The building does not have fire/sprinkler system which Alerts fire department ② The building is simple enough for responders to easily access inside without a key (ie. glass door) ③ Building is single-story space that is not occupied when closed so NO significant risk to life (see attached)

5. **Warranties and Representations** – The applicant hereby warrants and represents as follows:

- The applicant is the owner or party in control of the property described herein; and
- The applicant is familiar with the Mauston "Key Lock Box Entry System" Ordinance contained in section Chapter 12, Article 1, Section 12-1 of the Mauston Code of Ordinances; and
- The applicant requests that the building identified herein be exempt from the "Key Lock Box Entry System" Ordinance; and
- The applicant acknowledges that, without access to a key, the Fire and/or Police Departments may use force to enter the above described building in order to respond to an emergency and/or carry out the duties of the Fire and/or Police Departments, and that such entry of the building may cause damage to the building for which neither the Police Department nor the Fire Department, nor the City of Mauston, shall be liable to the applicant or owner.

6. **Certification** – The undersigned hereby certifies that the above and foregoing information is true and correct, and that the applicant understands the information contained herein.


Signature of Applicant

Jason Rodebaugh
Printed Name

10/14/25
Date

OFFICE USE ONLY: Date Received: _____

Fire Chief Recommendation ☐ Approve ☐ Deny

Ordinance Comm Rec Date: _____ ☐ Approve ☐ Deny

Council Action Date: _____ ☐ Approve ☐ Deny

Applicant Notified of Decision Date: _____ How Notified: ☐ mail

☐ Email ☐ Telephone ☐ Other

Copy to Police Dept ☐

Copy to Parcel File ☐

An exemption for a liquor store's key lock box entry system is typically granted by a local fire chief or marshal. Emergency responders do not need immediate access to the property. Requirements for these, often called Knox Boxes, are based on local fire codes and vary by municipality.

Section 3, Item b.

Common reasons for exemption

- **24/7 onsite staffing:** A full-time, round-the-clock security guard or employee is continuously on the premises to grant access to emergency services. This is common for large facilities or hotels, but less so for most retail liquor stores.
- * **No automatic alarm or sprinkler system:** The lock box is primarily required for buildings that have an automatic fire or sprinkler system, which alerts the fire department directly. An older building without these systems may not be required to have a lock box.
- * **Low hazard potential:** The fire chief may determine that a property is at low risk for fire and other emergencies, and therefore does not pose a significant risk to life or property.
- * **Simple and unblocked access:** The property's design or location may be simple enough that first responders can easily access the building in an emergency without a key.
- * **Limited size and scope:** Small, single-story retail spaces may not present the same access challenges as larger, multi-story, or complex commercial structures.

ie. example from City of

Section 3, Item b.

§ 152-1 Structures which require key lock box system.

The following structures shall be equipped with a key lock box at or near the main entrance or other location required by the Fire Chief.

- A. Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
- B. Multifamily residential structures comprised of four or more units in which access to the building or common areas or mechanical or electrical rooms within the building is denied through locked doors.
- C. Any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- D. Governmental structures.
- E. Nursing care facilities.
- F. Educational facilities