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Office of the City Clerk  
Taped and Televised

**COMMON COUNCIL**  
**Regular Meeting**  
**Tuesday, March 12, 2024 - 7:30 PM**  
**Christine Nuernberg Hall**

**Agenda**

**1) Call to Order**

**2) Pledge of Allegiance**

**3) Roll Call**

**4) Public Hearing:**

- a) **ORDINANCE 2024-1659** - An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board and Adopting Updates to the Board's Guidelines for Residential Structures. **Recommended by Planning Commission January 22, 2024; Recommendation Forthcoming by Public Welfare Committee February 13, 2024; First Reading at Common Council February 13, 2024.**

1) Public Hearing

2) Consideration of Ordinance

**5) Personal Appearances and Public Comment:**

Citizens wishing to address the Council on any matter **not** on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. Please speak into the microphone at the podium. The time limit is **FIVE** minutes. **To speak or to have your opinion recorded, please complete a registration slip found on the table in the lobby and return it to the bin in the Council Chambers.**

**6) Public Officials' Reports:**

a) Mayor

b) City Administrator

**7) Consent Agenda:**

a) Common Council meeting minutes of February 13, 2024

b) Architectural Board meeting minutes of January 8, 2024

- c) Economic Development Board meeting minutes of January 23, 2024
- d) Festivals Committee meeting minutes of January 17, 2024
- e) Finance-Personnel Committee meeting minutes of January 9, 2024
- f) Planning Commission meeting minutes of January 22, 2024
- g) Public Safety Committee meeting minutes of January 9, 2024
- h) Public Welfare Committee meeting minutes of January 9, 2024
- i) Public Works Committee meeting minutes of December 12, 2023
- j) Zoning Enforcement and Site Compliance Report Through March 1, 2024
- k) Ordinance First Readings

NOTE: First reading of Ordinances will not be acted upon unless a suspension of the rules is approved by a recorded vote of two-thirds majority of all aldermen.

- 1) **ORDINANCE 2024-1660** - An Ordinance Amending Chapter 14 of the Mequon Municipal Code, in Connection with Reporting Requirements for Auctions and Secondhand Stores. **Recommendation Forthcoming by Public Safety Committee March 12, 2024; First Reading.**

#### **8) Ordinance:**

- a) **ORDINANCE 2024-1658** - An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to the Regulation of Signs Within the City. **Recommendation Forthcoming by Public Welfare Committee January 9, 2024; First Reading at Common Council February 13, 2024.**

#### **9) Resolutions:**

- a) **RESOLUTION 4104** - A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022; **Recommendation Forthcoming by Finance-Personnel Committee March 12, 2024.**
- b) **RESOLUTION 4105** - A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710; **Recommended by Economic Development Board February 20, 2024; Recommendation Forthcoming by Finance-Personnel Committee March 12, 2024.**
- c) **RESOLUTION 4106** - A Resolution Amending the City's FY2024 Compensation Plan, in Connection with Establishment of a Full-Time Management Intern Position During 2024-2025; **Recommendation Forthcoming by Finance-Personnel Committee March 12, 2024.**

- d) **RESOLUTION 4107** - A Resolution Approving Award of the 2024 Road Improvements Contract to Payne & Dolan, of Jackson, Wisconsin, in the Amount of \$1,260,000; **Recommendation Forthcoming by Public Works Committee, March 12, 2024.**
- e) **RESOLUTION 4108** - A Resolution Awarding the 2024 Crack Sealing Contract to Fahrner Asphalt Sealers, Waunakee, Wisconsin in an Amount Not-to-Exceed \$252,000; **Recommendation Forthcoming by Public Works Committee, March 12, 2024.**

**10) Specified Unfinished Business From Prior Meetings:** None.

**11) Specified New Business:** None.

**12) Potential Closed Session:**

- a) Purchase of 2010 W. Ranch Road: The Common Council may convene into closed session pursuant to Wis. Stat.19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as deemed appropriate.

**13) Adjourn**

Dated: March 7, 2024

/s/ Andrew Nerbun, Mayor

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring accommodation for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM



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Office of Community Development

**TO: Common Council**  
**FROM: Jac Zader, Assistant Director Community Development**  
**DATE: February 13, 2024**  
**SUBJECT: ORDINANCE 2024-1659 An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board, and Adopting Updates to the Board's Guidelines for Residential Structures**

### **Background**

The Department of Community Development is advancing proposed changes to the City Code as it relates to the Architectural Board, including its Guidelines for Residential Structures. The attached language is a final draft of amendments that were approved by the Planning Commission at its January 22, 2024, meeting.

### **Analysis**

Changes to the guidelines were designed to give the Architectural Review Board and City staff the ability to be flexible when reviewing building applications. Language has been added that increases the size of what staff is allowed to review for detached structures from 150 to 300 square feet. The language also allows staff to review and approve minor alterations and additions to one- and two-family dwellings. The administrative approval process allows applicants to move forward with their project without waiting for an official Architectural Review Board meeting.

Other changes to the guidelines include the following:

- Allowing flexibility for materials on additions to existing buildings.
- Removing the requirement that picture windows and patio doors have window grids if they are proposed for other windows.
- Allowing flexibility of the material consistency requirement based on the proposed floor plan.
- Adding separate requirements for detached buildings.

Changes to other sections of the Code include modifications to Section 58-532 which gives staff the authority to review and approve agricultural structures less than 1,000 square feet.

The Planning Commission recommended one modification to the proposed amendments that would provide a path for applicants of accessory structures under 300 square feet that were denied at a staff level, to seek review by the Architectural Review Board.



Note that the version included here incorporates the recommendations of the Planning Commission but has been amended for consistency with the rest of the Code and also for clarification purposes by the City Attorney.

**Fiscal Impact**

The fiscal impact is neutral. The administrative approval requires an application fee equal to the Architectural Review Board fee.

**Recommendation**

The Planning Commission recommended approval by a vote of 8-0 at its meeting on January 22, 2024, meeting.

**Public Welfare Committee**

The Public Welfare approved a recommendation in favor of adopting the proposed amendments and updates on February 13, 2024, by a vote of 3-0.

Attachments:

EXHIBIT B - AB Guidelines 1.10.24 Clean\_CC (PDF)

EXHIBIT C - AB Guidelines 1.10.24 track changes (PDF)

EXHIBIT A - Arch Board Changes - Clean Text (City Attorney Revised) (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2024-1659

An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board, and Adopting Updates to the Board's Guidelines for Residential Structures

**RECITALS**

A. The Common Council of the City of Mequon previously adopted a Zoning Code that is presently codified in Chapter 58 of the Mequon Municipal Code.

B. The Common Council of the City of Mequon previously adopted a Building Code that is presently codified in Chapter 10 of the Mequon Municipal Code.

C. The Common Council finds that the architectural design of buildings and structures impacts the health, safety and welfare of the community and that appropriate guidelines and processes helps to ensure that the physical environment of the City be developed in a manner that provides the maximum degree of aesthetic satisfaction.

D. The Common Council desires to update and amend the guidelines and approval procedures for the architectural design of buildings and structures to accomplish this goal.

E. On January 22, 2004, the Planning Commission recommended approval of the proposed amendments to accomplish this goal.

F. On February 13, 2024, the Public Welfare Committee recommended approval of the proposed amendments.

G. Following a public hearing on the proposed amendments, the Common Council desires to adopt the same.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

**SECTION I**

Section 10-56 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bold underlined**):

**Sec. 10-56. - Architectural approvals.**

No permit shall be issued for the erection, remodeling or placement **of any building or**

structure within the City of Mequon of any building until any required architectural approval for such building or structure the approval of the architectural board has been obtained and such approved approval plans are received by the building inspector. The review and approval of the permit is architectural board shall be in lieu of the review and approval required by the planning commission in per Section 30.07(8)(7) of the Wisconsin Uniform Building Code and the Wisconsin Uniform Dwelling Code, Wis. Admin. Code §§ SPS 320-325. Architectural approval shall be provided as follows:

(a) The director of community development, or designee, shall assess and determine, in accordance with Section 58-40 (c), the appropriateness of any building or structure which does not exceed 300 square feet, and which has no exterior dimension that exceeds eighteen (18) feet, and of any agricultural building or structure which does not exceed 1,000 square feet. Where staff identifies design issues associated with any building or structure which cannot be reasonably mitigated with minor modifications, the structure shall not be granted approval unless approved by the architectural board.

(b) The architectural board shall assess and determine, in accordance with Section 58-40, the appropriateness of any residential building or structure (principal or accessory) exceeding 300 square feet and located in any zoning district authorizing such structure.

(c) The planning commission shall assess and determine the appropriateness of all other buildings or structures not otherwise reviewed under (a) or (b) above.

## **SECTION II**

Section 58-532(h) of the Mequon Municipal Code is amended to read as follows  
(NOTE: Deleted text is struck-through; Added text is bold underlined):

**Sec. 58-532. - Specific requirements - Animal-related uses, businesses and structures.**

*(h) Stables, barns, poultry houses, riding arenas and other similar structures for animals.*

(1) The standards described in this subsection only relate to such structures used in connection with allowed producing animals and not for structures used for other agricultural purposes or non-agricultural purposes. Structures used for such other purposes may not be used to keep animals unless they meet these standards.

(2) No building housing producing animals shall be closer than 50 feet to any lot line except for chicken enclosures on residentially zoned properties, which are governed by the specific standards for chickens set forth above.

(3) Except for exterior enclosures for equine animals, exterior enclosures and buildings in which producing animals are housed at a residentially zoned property

(other than animals kept in a primary residence) shall be located in the rear yard closer to the principle dwelling on the subject parcel than the neighboring lot lines.

(4) Additional requirements are set forth above for domestic animals kept at a residentially zoned property.

(5) For structures less than 1,000 square feet ~~If greater than 150 square feet but 1,000 square feet or less, the design is subject to staff architectural board approval.~~ If more than 1,000 square feet, the design is subject to planning commission approval. Other district standards, such as lot coverage ratio, apply.

(6) If in an A-1 or A-2 district or subject to an OA overlay, and if on a parcel of 40 acres or more (or two or more contiguous parcels with the same owner with an aggregate of 40 acres or more), the application processing fee will be waived. The common council has approved this waiver to minimize the burden to the city's farmers and to encourage agricultural pursuits.

(7) The standards in this subsection shall not apply to any structure lawfully used in connection with allowed producing animals as of the date of the enactment of the ordinance from which this subsection is derived.

### **SECTION III**

Section 58-566(c) of the Mequon Municipal Code is created to read as follows:

Sec. 58-566 – Architectural requirements and standards.

(c) Authority of the director of community development. Notwithstanding anything to the contrary in this section, the director of community development shall be responsible and have authority to hear, review and act upon proposed plans for structures which do not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet.

### **SECTION IV**

The Mequon Architectural Board Guidelines for Residential Structures in the form attached hereto, are adopted for use within the City.

### **SECTION V**

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

### **SECTION VI**

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

## **SECTION VII**

This Ordinance shall become effective immediately upon its approval and adoption, as provided by law.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved:        March 12, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk

Published: \_\_\_\_\_

## **CITY OF MEQUON, WISCONSIN ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES**

The goal of the City of Mequon and its Architectural Board is the protection and enhancement of the beauty, appeal and value of the City's housing. While aesthetics to some extent are a matter of personal preference, building exteriors are also part of the public realm and affect the overall ambience of the community. The Board has, out of its long experience in reviewing design proposals, identified a number of recurrent issues and themes for which it is felt that guidelines are appropriate. There are enduring principles and themes, which will help insure harmonious, balanced, compatible and neighborhood-enhancing residential development. In applying these guidelines, the Board exercises judgment and discretion in looking for excellence in design.

In an effort to assist the home designer/builder, the principles and standards by which the Architectural Board will review designs and plans are set forth below.

### ***Scope***

The Architectural Board shall be responsible for the review and final approval of the following:

- All new single and two-family residential structures.
- Additions to single and two-family structures.
- Exterior alterations to single and two-family structures.
- Detached structures more than 300 square feet

Alterations and additions that are deemed minor by the Director of Community Development, or their designee may be approved at a staff level.

### ***Zoning Requirements***

The Inspections Division will review plans for compliance with the dimensional and other technical requirements of the zoning and building codes. This includes critical dimensions of the proposed structure, i.e., building height, setbacks and offsets, lot coverage, and minimum square footage.

### ***General***

The several elevations of the residential structures shall be consistent with one another and compatible with existing homes in the neighborhood as well as the natural features of the lot and surroundings in order to avoid disharmony and the appearance of haphazard development. See City of Mequon Code of Ordinances Sec. 58-40(c)(1).

A proposed dwelling should not be so similar in design, materials, style or exterior appearance to existing neighboring homes that excessive monotony is created. See City of Mequon Code of Ordinances Sec. 58-40(c)(2).

The placement of a proposed residential structure on the lot should not impair the lot's natural beauty; it shall respect the physical attributes of the lot and of the neighborhood. One must attempt to eliminate or minimize loss of trees and vegetation, or alteration of natural topography. See City of Mequon Code of Ordinances Sec. 58-40(c)(4) and 58-641.

### ***Submission Requirements***

The following are required to be submitted to the City of Mequon Inspections Division prior to the design application being placed on the Architectural Board agenda:

1. Application form.
2. To scale and dimensioned drawings of the following:
  - a. For addition plans, the addition must be highlighted on the drawings to easily distinguish it from the existing structure.
  - b. All elevations must show accurate dimensions and a clear description of proposed materials.
  - c. Site plan, including driveway if applicable.
3. For additions, 3 sets of photographs of the existing structure which show the area of the home at which the addition is proposed.

### ***Roof Geometry***

Generally, all roof pitches on a principal dwelling should be the same.

All roof designs will be reviewed as they relate to the overall design of the home.

### ***Size, Proportions, and Scale***

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, it is conceivable that a proposed structure will conform to the technical dimensional provisions of the Zoning Code, and yet be objectionable from an aesthetic standpoint. The Architectural Board will evaluate the proposed residential structure's size, proportions, placement and orientation in relation to:

1. Neighboring structure's height, mass, scale and placement.
2. On-site structure's height, mass, scale and placement.
3. The lot, including its size, shape, sight lines, topography, specimen trees, grade and other natural features.
4. Equally important are the proportions and scale of the proposed structure.

### ***Consistency of Elevations***

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance. Additions and alterations to existing structures may deviate from this requirement based on the ability to match existing materials.

A design which incorporates an accent material such as stone, brick or stucco on the front elevation only, may be permitted if it is used sparingly and only to establish a focal point of interest to the design of the structure.

Houses which feature shutters or divided light windows as design elements should have them on

all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage. This requirement shall not apply to sliding patio doors and picture windows.

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure, but it may be a rationale to limit the proportion of materials on the aforementioned elevation.

Painted flues, vents, gutters, downspouts, flashing and the like are encouraged to match the color of the architectural component from which they project.

### ***Building Façade***

It is important that exterior details such as shutters, corner boards, quoins, cupolas, wing walls, cornice returns, gable vents, fanlights, wide trim boards, lintels, sills, cornices, etc., be designed into the plans together with the other design features.

The design should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas. If large blank surfaces are proposed, they should serve some compelling design purpose, and the design should incorporate mitigating features to enrich the appearance of the structure and provide a sense of scale at ground level that is inviting to the observer.

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent to the greatest extent possible on all elevations. Consideration shall be given to the interior floor plan when complying with this requirement. Compatible framing, sills, lintels and keystones should be employed. Alterations to existing dwellings may be exempt from this requirement in order to match the existing design.

The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms. Consideration shall be given to the interior floor plan when complying with this requirement.

### ***Materials***

All natural building materials are strongly encouraged. Synthetic siding/trim materials will be considered based upon quality and appearance.

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles
- Architectural metal roofs

Masonry chimneys will generally be required. Cedar chimneys may be considered if integral to the design of the structure, and compatible with surrounding homes.



## ***Detached Storage Structures***

### In General

1. Be subordinate in size, scale and bulk to the principal residence.
2. Complement the architectural character of the principal residence.
3. Be compatible with the neighborhood character.

### Orientation

Detached structures with an 8-foot-wide door or less may front the street. Large overheard doors shall face an interior driveway unless it is located completely to the rear of the dwelling.

Where the garage faces an internal driveway, the garage shall incorporate window(s) on the street front façade for walls greater than 10 feet in length unless it is screened from public view by natural vegetation. The window size and design must be compatible with the windows on habitable portions of the residence.

### Materials and Design

Detached structures shall be designed to be consistent with the principal dwelling. Consistency of design includes the use of similar roofing materials and pitch, windows, exterior cladding, trim, and color(s).

### Exceptions:

1. Materials including brick, stone, slate are not required on detached buildings and may be substituted with other approved materials.
2. Detached structures are not required to have a roof pitch greater than 8/12 regardless of the pitch on the primary dwelling.
3. Roof forms shall be similar to the form of the primary dwelling unless the detached structure is less than 150 square feet.
4. Roof eaves are not required to exceed 1 foot regardless of the eave width on the primary dwelling.

*Revised: March 2024*

## MEQUON ARCHITECTURAL BOARD GUIDELINES FOR RESIDENTIAL STRUCTURES

The goal of the City of Mequon and its Architectural Board is the protection and enhancement of the beauty, appeal and value of the City's housing. While aesthetics to some extent are a matter of personal preference, building exteriors are also part of the public realm and affect the overall ambience of the community. The Board has, out of its long experience in reviewing design proposals, identified a number of recurrent issues and themes for which it is felt that guidelines are appropriate. There are enduring principles and themes, which will help insure harmonious, balanced, compatible and neighborhood-enhancing residential development. In applying these guidelines, the Board exercises judgment and discretion in looking for excellence in design.

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- Exterior alterations to single and two-family structures.
- Detached structures more than 300 square feet

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Alterations and additions that are deemed minor by the Director of Community Development, or their designee may be approved at a staff level.

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### **Zoning Requirements**

The Inspection Division will review plans for compliance with the dimensional and other technical requirements of the zoning and building codes. This includes critical dimensions of the proposed structure, i.e., building height, setbacks and offsets; lot coverage, and minimum square footage.

### **General**

The several elevations of the residential structures shall be consistent with one another and compatible with existing homes in the neighborhood as well as the natural features of the lot and surroundings in order to avoid disharmony and the appearance of haphazard development. See City of Mequon Code of Ordinances Sec. 58-40(c)(1).

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The placement of a proposed residential structure on the lot should not impair the lot's natural beauty; it shall respect the physical attributes of the lot and of the neighborhood. One must attempt to eliminate or minimize loss of trees and vegetation, or alteration of natural topography. See City of Mequon Code of Ordinances Sec. 58-40(c)(4) and 58-641.

### Submission Requirements

The following are required to be submitted to the City of Mequon Inspections Division prior to the design application being placed on the Architectural Board agenda:

1. Application form;
2. To scale and dimensioned drawings of the following:
  - For addition plans, the addition must be highlighted on the drawings to easily distinguish it from the existing structure;
  - All elevations must show accurate dimensions and a clear description of proposed materials;
  - Site plan, including driveway if applicable;
3. For additions, 3 sets of photographs of the existing structure which show the area of the home at which the addition is proposed.

### Roof Geometry

~~The minimum acceptable roof pitch for new construction of single family and two family structures buildings will be 6/12; however, it is recommended that roofs be pitched more steeply, at 8/12.~~  
Generally, all roof pitches on a principal dwelling should be the same.

All roof designs will be reviewed as they relate to the overall design of the home.

### Size, Proportions, and Scale

Certain zoning code standards, relating to minimum square footage and maximum lot coverage, regulate the size of a proposed structure. However, it is conceivable that a proposed structure will conform to the technical dimensional provisions of the zoning code, and yet be objectionable from an aesthetic standpoint. The Architectural Board will evaluate the proposed residential structure's size, proportions, placement and orientation in relation to:

- Neighboring structure's height, mass, scale and placement.
- On-site structure's height, mass, scale and placement.
- The lot, including its size, shape, sight lines, topography, specimen trees, grade and other natural features.
- Equally important are the proportions and scale of the proposed structure.

### Consistency of Elevations

All sides of the structure should exhibit design continuity. Where brick, stone or stucco is used together with cedar on the front elevation, and the brick, stone or stucco is the predominant material, roughly the same proportion of veneer and cedar should be designed into the other elevations affecting an architecturally correct balance. ~~Additions and alterations to existing structures may deviate from this requirement based on the ability to match existing materials.~~

A design which incorporates an accent material such as stone, brick or stucco on the front elevation only, may be permitted if it is used sparingly and only to establish a focal point of interest to the design of the structure.

Houses which feature shutters or divided lite windows as design elements should have them on all four elevations. When a specific style or design of window or trim is presented on one elevation, it should be repeated on all elevations, including the garage. ~~This requirement shall not apply to sliding patio doors and picture windows.~~

The fact that there are no adjacent neighbors or that the property is or will be bordered by trees or berm does not diminish the need for continuity on all elevations of the structure, ~~but it may be a rationale to~~

Rev. 5.20.22

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limit the proportion of materials on the aforementioned elevation.

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Painted flues, vents, gutters, downspouts, flashing and the like are encouraged to match the color of the architectural component from which they project.

### ***Building Façade***

It is important that exterior details such as shutters, corner boards, quoins, cupolas, wing walls, cornice returns, gable vents, fanlights, wide trim boards, lintels, sills, cornices, etc., be designed into the plans together with the other design features.

The design should incorporate the use of strong vertical and/or horizontal reveals, offsets, and three-dimensional detail between surface planes to create shadow lines and break up flat surface areas. If large blank surfaces are proposed, they should serve some compelling design purpose, and the design should incorporate mitigating features to enrich the appearance of the structure and provide a sense of scale at ground level that is inviting to the observer.

Enhancements such as masonry treatments must not terminate at an outside corner. Window and other trim treatments should be consistent to the greatest extent possible on all elevations. Consideration shall be given to the interior floor plan when complying with this requirement. Compatible framing, sills, lintels and keystones should be employed. Alterations to existing dwellings may be exempt from this requirement in order to match the existing design.

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The size and location of windows and doors should be balanced and consistent on each elevation, and this should be borne in mind when placing windows in rooms. Consideration shall be given to the interior floor plan when complying with this requirement.

### ***Materials***

All natural building materials are strongly encouraged. Synthetic siding/trim materials will be considered based upon quality and appearance.

Acceptable roofing materials include:

- Cedar shake
- Slate
- Fiberglass shingles
- Concrete shingles
- Tile
- Dimensional asphalt shingles
- Architectural metal roofs

Masonry chimneys will generally be required. Cedar chimneys may be considered if integral to the design of the structure, and compatible with surrounding homes.

### ***Additions***

The design, scale, architectural features, and materials for an addition must be closely tied to and reflective of the existing structure. As with new construction, addition designs require submission of scale drawings with dimensions and materials conspicuously noted. One set of photos of the existing house must be submitted with the working drawings of the addition. (See Submission Requirements above.)

Rev. 5.20.22

~~Storage Sheds and Detached Accessory Structures~~  
Detached Storage Structures

~~The size of storage sheds must reflect residential usage, not that of a commercial application~~

In General:

1. Be subordinate in size, scale and bulk to the principal residence.
2. Complement the architectural character of the principal residence.
3. Be compatible with the neighborhood character.

Orientation

Detached structures with an 8-foot-wide door or less may front the street. Large overhead doors shall face an interior driveway unless it is located completely to the rear of the dwelling.

Where the garage faces an internal driveway, the garage shall incorporate window(s) on the street front façade for walls greater than 10 feet in length unless it is screened from public view by natural vegetation. The window size and design must be compatible with the windows on habitable portions of the residence.

Materials and Design

Detached structures shall be designed to be consistent with the principal dwelling. Consistency of design includes the use of similar roofing materials and pitch, windows, exterior cladding, trim, and color(s).

Exceptions:

- Materials including brick, stone, slate are not required on detached buildings and may be substituted with other approved materials.
- Detached structures are not required to have a roof pitch greater than 8/12 regardless of the pitch on the primary dwelling.
- Roof forms shall be similar to the form of the primary dwelling unless the detached structure is less than 150 square feet.
- Roof eaves are not required to exceed 1 foot regardless of the eave width on the primary dwelling.

~~Materials must be compatible with those of the principal dwelling. Generally, metal sheds are strongly discouraged.~~

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**CLEAN TEXT:****Sec. 10-56. - Architectural approvals.**

No permit shall be issued for the erection, remodeling or placement of any building or structure within the City of Mequon until any required architectural approval for such building or structure has been obtained and such approved plans are received by the building inspector. The review and approval of the permit is required per Section 30.07(7) of the Wisconsin Uniform Building Code and the Wisconsin Uniform Dwelling Code, Wis. Admin. Code §§ SPS 320-325. Architectural approval shall be provided as follows:

- (a) The director of community development, or designee, shall assess and determine, in accordance with Section 58-40 (c), the appropriateness of any building or structure which does not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet, and of any agricultural building or structure which does not exceed 1,000 square feet. Where staff identifies design issues associated with any building or structure which cannot be reasonably mitigated with minor modifications, the structure shall not be granted approval unless approved by the architectural board.
- (b) The architectural board shall assess and determine, in accordance with Section 58-40, the appropriateness of any residential building or structure (principal or accessory) exceeding 300 square feet and located in any zoning district authorizing such structure.
- (c) The planning commission shall assess and determine the appropriateness of all other buildings or structures not otherwise reviewed under (a) or (b) above.

**Sec. 58-532. - Specific requirements—Animal-related uses, businesses and structures.**

- (h) Stables, barns, poultry houses, riding arenas and other similar structures for animals.
  - (1) The standards described in this subsection only relate to such structures used in connection with allowed producing animals and not for structures used for other agricultural purposes or non-agricultural purposes. Structures used for such other purposes may not be used to keep animals unless they meet these standards.
  - (2) No building housing producing animals shall be closer than 50 feet to any lot line except for chicken enclosures on residentially zoned properties, which are governed by the specific standards for chickens set forth above.

(3) Except for exterior enclosures for equine animals, exterior enclosures and buildings in which producing animals are housed at a residentially zoned property (other than animals kept in a primary residence) shall be located in the rear yard closer to the principle dwelling on the subject parcel than the neighboring lot lines.

(4) Additional requirements are set forth above for domestic animals kept at a residentially zoned property.

(5) For structures less than 1,000 square feet or less, the design is subject to staff approval. If more than 1,000 square feet, the design is subject to planning commission approval. Other district standards, such as lot coverage ratio, apply.

(6) If in an A-1 or A-2 district or subject to an OA overlay, and if on a parcel of 40 acres or more (or two or more contiguous parcels with the same owner with an aggregate of 40 acres or more), the application processing fee will be waived. The common council has approved this waiver to minimize the burden to the city's farmers and to encourage agricultural pursuits.

(7) The standards in this subsection shall not apply to any structure lawfully used in connection with allowed producing animals as of the date of the enactment of the ordinance from which this subsection is derived.

#### **Sec. 58-566 – Architectural requirements and standards.**

(c) *Authority of the director of community development.* Notwithstanding anything to the contrary in this section, the director of community development shall be responsible and have authority to hear, review and act upon proposed plans for structures which do not exceed 300 square feet and which has no exterior dimension that exceeds eighteen (18) feet.



**draft**

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Office of the City Clerk  
Taped and Televised

**COMMON COUNCIL  
Regular Meeting  
Tuesday, February 13, 2024 - 7:30 PM  
Christine Nuernberg Hall**

**Minutes**

**1) Call to Order**

Mayor Nerbun called the meeting to order at 8:20 PM.

**2) Pledge of Allegiance**

**3) Roll Call**

**Present:**

Mayor Andrew Nerbun  
Alderman Robert Strzelczyk  
Alderman Kelly Tolocko  
Alderman Dale Mayr  
Alderman Jeffrey Hansher  
Alderman Gregg Bach  
Alderman Brian Parrish  
Alderman Kathleen Schneider  
Alderman William Gebhardt

Also present: City Administrator Jones, City Attorney Sajdak, City Clerk Fochs, Assistant City Administrator/HR Director Schoenemann, City Engineer/Public Works Director Lundeen, SOFD Chief Bialk, Battalion Chief Lemke, Assistant City Engineer McCraw, Executive Assistant-Communications Enea, press and interested public.

**4) Personal Appearances and Public Comment: None.**

The Public Officials' Reports were heard after the Consent Agenda.

**5) Public Officials' Reports:**

a) Mayor

b) City Administrator

1) Alli Delano, Director of External Affairs - MKE 2024 Host Committee

Attachment: 02-13-24\_CC draft minutes (9147 : Common Council meeting minutes of February 13, 2024)



Alli Delano, Director of External Affairs for the MKE 2024 Host Committee, gave a presentation to the Council including a short video on Milwaukee and the region. She stated that the Republican National Committee (RNC) is expecting about 50,000 people, including delegates and media. The economic impact should be \$200 million + to the region. The Host Committee has many responsibilities, such as raising funds, engaging local and regional businesses, and volunteer recruitment, to name a few. A Vendor Connection Portal and Vendor Directory are being utilized to connect the convention delegation, media, and attendees with local and regional businesses, restaurants, etc. Over 6,000 volunteers will be needed to help the non-partisan Host Committee before and during the convention. Currently they have 1,000 volunteers. Those interested in signing up should go to the website [MKE2024host.org/volunteers](https://MKE2024host.org/volunteers).

## 6) Consent Agenda:

- a) Common Council meeting minutes of January 9, 2024.
- b) Architectural Board meeting minutes of December 11, 2023.
- c) Board of Appeals meeting minutes of November 2, 2023.
- d) Economic Development Board meeting minutes of November 28, 2023.
- e) Festivals Committee meeting minutes of November 15, 2023.
- f) Finance-Personnel Committee meeting minutes of December 12, 2023.
- g) Joint Mequon-Thiensville Bike and Pedestrian Way Commission meeting minutes of December 14, 2023.
- h) Planning Commission meeting minutes of December 4, 2023.
- i) Public Safety Committee meeting minutes of December 14, 2023.
- j) Public Welfare Committee meeting minutes of November 14, 2023.
- k) Zoning Enforcement and Site Compliance Report Through February 1, 2024.
- l) Ordinance First Readings

NOTE: First reading of Ordinances will not be acted upon unless a suspension of the rules is approved by a recorded vote of two-thirds majority of all aldermen.

- 1) **ORDINANCE 2024-1658** - An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to the Regulation of Signs Within the City.

**RESULT: First Reading**

- 2) **ORDINANCE 2024-1659** - An Ordinance Amending Chapters 10 and 58 of the Mequon Municipal Code in Connection with Approvals by the City's Architectural Review Board and Adopting Updates to the Board's Guidelines for Residential Structures.

**RESULT: First Reading**

Motion to approve the Consent Agenda, Items A-K.

**RESULT: Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Gebhardt

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

7) **Ordinances:** None.

8) **Resolutions:**

- a) **RESOLUTION 4099** - A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennie Field.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Parrish

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

- b) **RESOLUTION 4100** - A Resolution Awarding a Design Contract for Replacement of Various HVAC Units and Other Upgrades to the Council Chambers at City Hall to Strang, Waukesha, Wisconsin, in the Amount of \$90,000.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Alderman Schneider  
**SECONDED BY:** Alderman Hansher

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

- c) **RESOLUTION 4101** - A Resolution Approving the Purchase of Two Stertil-Koni Mobile Column Lifts from Midwest Equipment Specialists, Inc., of McFarland, Wisconsin in the Amount of \$30,994.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Alderman Schneider  
**SECONDED BY:** Alderman Hansher

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

- d) **RESOLUTION 4102** - A Resolution Authorizing Supplemental Inspection Services in Excess of \$25,000 During the 2024 Construction Season with the Following Engineering Firms: GRAEF, Kapur & Associates, M-Squared, North Shore Engineering, raSmith and Ruekert-Mielke, Inc.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Alderman Schneider  
**SECONDED BY:** Alderman Hansher

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

- e) **RESOLUTION 4103** - A Resolution Approving a Second Amendment to an Intergovernmental Agreement Between the City of Mequon and the Village of Thiensville, Establishing the Southern Ozaukee Fire and Emergency Medical Services Department.

Mayor Nerbun explained that the original Southern Ozaukee Fire & EMS Department (SOFD) agreement stated that the Mequon and Thiensville fleets were to be consolidated, with the remaining equipment being purchased by SOFD and paid for over a 10-year period. The recent SOFD Board suggested an expedited process would be more efficient. This second amendment basically achieves the fleet consolidation and capital accounts merge done all in one action without extending these tasks over 10 years. The previously agreed-upon allocation of expenses (84.43% Mequon and 15.57% Thiensville funding split) has not changed. Council discussion ensued on the expected payment of \$4,028 to Thiensville after all the calculations, the cost-sharing agreement ratios, interest-savings perk for the SOFD over the next 10 years, and the desire for the payment to make its way back to SOFD.

**RESULT:** Approved by Roll Call Vote [Unanimous]  
**MOVED BY:** Alderman Bach  
**SECONDED BY:** Alderman Schneider

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

9) **Specified Unfinished Business From Prior Meetings:** None.

10) **Specified New Business:** None.

11) **Potential Closed Session:**

- a) Filings of Katie Hobbins: The Common Council may convene into closed session pursuant to Wis. Stat. §19.85(1)(g) for the purpose of 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 and then may reconvene into open session to take such action as deemed appropriate.

Motion to go into Closed Session at 8:49 PM to discuss the Katie Hobbins filings.

**RESULT:** Approved by Roll Call Vote [Unanimous]  
**MOVED BY:** Alderman Mayr  
**SECONDED BY:** Alderman Hansher

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt, Nerbun

**12) Adjourn**

Motion to adjourn at 8:57 PM.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Bach

**SECONDED BY:** Alderman Hansher

**AYES:** Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

Respectfully Submitted,  
*Kathy Andrykowski*  
*Deputy Clerk*



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**INSPECTION DIVISION**

**ARCHITECTURAL BOARD MINUTES**  
**Monday, January 8, 2024**  
**6:00 PM**  
**Lower-Level Conference Room**

**Minutes**

**1. Call to Order, Roll Call:**

**Present:** Chairman Scott Reed

Members at Large: Paul Apfelbach, John Mikkelson, Michael Wade,  
 Janet Ehn, Anthony LaGalbo

Building Inspector: Greg Golden

**2. Meeting Minutes**

Minutes from the December 11, 2023, meeting were approved by District Representative Janet Ehn and seconded by Vice-Chairman Paul Apfelbach.

Minutes were approved unanimously.

## 3. Application Submittals:

| No.                                                                                                                                                                                                                                                                                                              | Alder.<br>District<br>/Time | Type of App                                      | Owner(s) /<br>Project Address                                            | Contractor                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1)                                                                                                                                                                                                                                                                                                               | Dist. 3<br>6:00 pm          | <b>Addition:<br/>1<sup>st</sup> Floor Master</b> | Patrick Hodgins<br>11427 N. Meadowbrook Drive<br><br>Subd: Solar Heights | Contractor: KL Construction<br><br>Architect: KL Construction       |
| <p>Moved to Approve: <u>Apfelbach</u></p> <p>Seconded by: <u>Wade</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted.</p>                                                                                                                              |                             |                                                  |                                                                          |                                                                     |
| 2)                                                                                                                                                                                                                                                                                                               | Dist. 5<br>6:10 pm          | <b>Exterior Remodel</b>                          | Brandon & Erika Strand<br>2111 W. Rael Drive<br><br>Subd: N/A            | Contractor: Coach House Homes<br><br>Architect: Lady with a Toolbox |
| <p>Moved to Approve: <u>Apfelbach</u></p> <p>Seconded by: <u>LaGalbo</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted.<br/>Note: Existing window on the east elevation was omitted from the plans by mistake, the window will remain.</p>            |                             |                                                  |                                                                          |                                                                     |
| 3)                                                                                                                                                                                                                                                                                                               | Dist. 5<br>6:20 pm          | <b>Addition:<br/>Breezeway</b>                   | Chad Hoke<br>12066 N. Lake Shore Drive<br><br>Subd: N/A                  | Contractor: Belair Carpentry<br><br>Architect: Bill Faldmen         |
| <p>Moved to Approve: <u>Mikkelson</u></p> <p>Seconded by: <u>Apfelbach</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted with the addition of four windows cut into the brick on the north elevation as notated by the dotted lines on page D2.2.</p> |                             |                                                  |                                                                          |                                                                     |

Attachment: Arch Brd minutes\_01-08-24 (9154 : Architectural Board meeting minutes of January 8, 2024)

4. **Action:**

Vice-Chairman Paul Apfelbach made a motion to adjourn the meeting.  
Chairman Scott Reed seconded the motion.

A vote was taken; vote passed unanimously.

Meeting adjourned at 6:18 p.m.



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## ECONOMIC DEVELOPMENT BOARD

Tuesday, January 23, 2024

8:00 AM

North Conference Room

### Minutes

#### 1) Call to Order, Roll Call

##### **Present:**

Chair Timothy Carr  
Vice Chair Jeff McLean  
Alderman William Gebhardt  
Board Member Dennis Engel  
Board Member Daniel Gannon  
Board Member Tracy Johnson  
Board Member Michael Kramer  
Alt. Board Member Colin Boyd -- **Absent**  
Board Member Inge Plautz -- **Absent**  
Board Member Bruce Sipiora -- **Absent**

Chairman Carr called the meeting to order at 8:04 a.m.

#### 2) Approval of Meeting Minutes from November 28, 2023

##### **Action**

Board Member Gannon made a motion to approve the meeting minutes from November 28, 2023.

Board Member Kramer seconded the motion.

*A voice vote was taken; vote passed (7-0)*

#### 3) Port Washington Road RFP for real estate market analysis

Assistant Director Jac Zader stated that the RFP was issued out in early December and submittals were due January 15<sup>th</sup>. One submittal was received. Staff met with two other groups that expressed interest but did not submit a proposal, so the deadline submittal deadline was extended to January 22<sup>nd</sup> in an effort to allow for additional time for proposals to be submitted. Staff contacted the two companies as well as modified the scope of the RFP, but no additional submittals were received. A new proposal from the one applicant was submitted given the modifications.



He explained that there are some deadlines that need to be met so this can be approved at the February Common Council meeting. He stated that some sample questions were provided in the packet.

The feedback from the Board is that it would have been preferable to receive more than one proposal. There was discussion that the firm is known and respected in the economic development realm. It was also discussed that there would most likely not be more submittals if another extension was allowed. The price was discussed, and although it may be a little high, it was acknowledged that other proposals would most likely be similar and that this fee will be paid for by TIF.

Ald. Gebhardt expressed concern about the price, that the approach seems canned and that there is a lot of leaning on staff and city of Mequon for conclusions. He feels that it is important to clearly communicate the intent and exact scope of the market analysis.

There was mutual agreement that being proactive rather than reactive is much more conducive to a positive outcome for the city, including a more transparent and efficient approval process for applicants.

Overall, there is consensus from the Board to move forward with the applicant, to slightly modify the scope of the project and to interview the applicant. Staff will work with the committee to secure an interview date.

The Board discussed the intent behind the interview questions that should be asked, including:

- It is important to state the objective and the reason for doing the analysis.
- Staff to tweak the scope of the project to narrow the intent and to keep the cost down.
- Community feedback can be tied into the upcoming community survey.
- Unbiased information is requested from the consultant; staff will not provide land use decisions or zoning.

Staff will coordinate a meeting date with the consultant and the interview panel.

#### 4) Staff Updates

##### a. RLF Update

Director Kim Tollefson stated that she will give an RLF program status update at the February meeting. The Finance Department can provide year-end numbers and EDB should anticipate an annual update every February.

##### b. TID Reimbursement Schedule

She explained that she included a chart in the packet with an update of the TIF districts and which districts have executed development agreements, incentives granted and the remaining

balances as well as the likely payoff year.

She reminded the Board that the loans are pay-as-you-go and staff is annually reviewing the value, the assessed value of the property, that the equalized value is at least what the development agreement authorized or more, and ensuring that the taxes have been paid. So far, all the developments have performed in accordance with their development agreement, they are paying their taxes and getting reimbursement.

Dir. Tollefson further commented that other than TID #3 (Town Center TIF district), 100% of the tax payment is received back. TID #3 has a negotiated sharing of the tax revenue because the city had already borrowed funds for public improvement projects.

Asst. Dir. Zader gave a quick update on Placer.ai and reported that he had reached out to all the EDB representatives in the county, and no one is currently using this service. Several were interested in the data, and some will do additional research about this service. He offered that Place.ai should do a presentation for the county EDB at an upcoming meeting.

Staff gave updates on ongoing developments and projects in the city.

#### 5) Announcements

A special meeting for the interview panel may be held on February 6, 2024.

The next monthly meeting is Tuesday, February 20, 2024, at 8:00 a.m.

#### 6) Adjourn

##### Action

Board Member Kramer made a motion to adjourn the meeting.

Board Member McLean seconded the motion.

*A voice vote was taken; vote passed (7-0)*

The meeting was adjourned at 9:00 a.m.

Respectfully Submitted,

*Kim Tollefson*

*Director of Community Development*



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**FESTIVALS COMMITTEE**  
**Wednesday, January 17, 2024**  
**6:30 PM**  
**North Conference Room**

**Minutes**

1) Call to Order, Roll Call

**Present:**

Chair Miranda White  
Vice Chair Deanna Conaty  
Committee Member Brett Benson  
Committee Member Lisa Liljegren  
Committee Member Moshe Luchins  
Vanessa Nerbun  
Committee Member Jenne Hohn -- **Absent**  
Committee Member Tracy Johnson -- **Absent**  
Committee Member Laeh McHenry -- **Absent**  
Committee Member Christine McLean -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. November Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Committee Member Liljegren

**SECONDED BY:** Member Conaty

**AYES:** White, Conaty, Benson, Liljegren, Luchins

**ABSENT:** Hohn, Johnson, McHenry, McLean

**NOT PRESENT:** Nerbun

3) Winter Wonderland Recap

The Menorah lighting was a great addition to the festival, but next year Hanukkah is 12/25-1/2. Maybe the Rabbi could speak about the upcoming Chanukkah events? The tree lighting occurred too late, needs to be moved up. Also, it was so cold, tents needed weights to stay closed. Maybe a tent with heaters could be rented or the singing could take place in the Council

Attachment: Festivals Mins 01-17-24 (9185 : Festivals Committee meeting minutes of January 17, 2024)

Chamber next year. Paying Shully's to staff the hot chocolate station was discussed. Also, having a grocery store sponsor marshmallows to roast at the fire pits was mentioned. The Committee agreed to adjust next year's time frame to 3:30-5:30pm. Executive Assistant Enea will proceed with rebooking Santa Brian and the carriage.

4) Brainstorm for Third Event for Spring

The Committee discussed how the City always envisioned a third event to take place. It would need to take place in the Spring due to the timing of the other two events. Several ideas were discussed including: wine walk with Thiensville, art event with Foxtown, Redbud art festival, beer gardens at the Parks. Committee Member Nerbun suggested revisiting the statement of why the Committee was formed. It is a tremendous undertaking to start a new event and maybe the Committee could do it in partnership with someone.

5) Taste of Mequon Planning for 9/7

Committee Chair White discussed the work plan for Taste of Mequon and the hope is to distribute the workload so that the Committee can be more involved and organized leading up to the event. If a Committee Member is assigned a task, they will need to communicate with the Chair or Vice Chair if they are unable to complete the task. The Committee suggested adding trailer verbiage to the food truck size on the vendor application. The Committee approved the Sponsor letter and agreed that fireworks would be a nice addition moving forward because then attendees know the festival is over at the conclusion. After sending the letters, Committee Members may be asked to follow-up with sponsors that we don't hear back from. The Committee also discussed having Elite Fitness provide and manage the inflatables.

1. Approve Music

Hire Failure to Launch for \$3,500, The Panoptics for \$1,000, and the Vee Three for \$600.

**RESULT:** Approved by Voice Acclamation [Unanimous]

**MOVED BY:** Committee Member White

**SECONDED BY:** Nerbun

**AYES:** White, Conaty, Benson, Liljegren, Luchins, Nerbun

**ABSENT:** Hohn, Johnson, McHenry, McLean

6) Next Meeting Date and Time

A. Feb. 21 at 6:30pm

7) Adjourn

Committee Chair White moved to adjourn at 7:14 P.M. and Committee Vice Chair Conaty seconded.

Respectfully Submitted,

*Carrie Enea*  
Executive Assistant



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Office of the City Administrator

## FINANCE-PERSONNEL COMMITTEE

Tuesday, January 9, 2024

6:30 PM

North Conference Room

### Minutes

#### 1) Call to Order, Roll Call

##### **Present:**

Mayor Andrew Nerbun  
Alderman William Gebhardt  
Alderman Brian Parrish  
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Caroline Fochs, City Clerk, Patrick Pryor, Police Chief, Brian Sajdak, City Attorney and Fred Wahlen, Sybaris.

#### 2) Approve Meeting Minutes

a. December 12, 2023 Finance-Personnel Meeting Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**Moved BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Gebhardt

|              |                               |
|--------------|-------------------------------|
| <b>AYES:</b> | Gebhardt, Parrish, Strzelczyk |
|--------------|-------------------------------|

#### 3) Action Item

a. Request by Sybaris Clubs for a Revision to the Current Liquor License Agreement

Clerk Fochs explained the background of the current Liquor License Agreement with Sybaris Clubs. The revision was enacted in 2017 and includes several stipulations. The current ownership is requesting to remove or revise stipulation #3 (same day booking of any afternoon getaway suite) as they feel it has restricted bookings.

Chief Pryor voiced his concern regarding amending the current agreement. All Aldermen spoke at the meeting asking questions of Mr. Whalen or giving their opinions on the situation at hand.

The request was ultimately denied.

**RESULT:** Denied [Unanimous]  
**MOVED BY:** Alderman Parrish  
**SECONDED BY:** Alderman Gebhardt

**AYES:** Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. December 2023 Vouchers Paid List

Staff answered Committee members questions regarding the Betterment of Service payment to Thiensville for the Water Utility and the County Line Traffic Signal payment to Wisconsin Department of Transportation.

**RESULT:** Approved by Voice Acclamation [Unanimous]  
**MOVED BY:** Alderman Gebhardt  
**SECONDED BY:** Alderman Strzelczyk

**AYES:** Gebhardt, Parrish, Strzelczyk

5) Information Items

a. Review of City Financial Policies

Administrator Jones briefed the Committee about reviewing the comprehensive Financial Policy over the next several months. The last time all the policy statements were reviewed was 2018.

Committee members were in agreement with the approach.

b. Finance & Personnel Work Plan

6) Adjourn

A motion to adjourn was made by Alderman Parrish at 7:07PM, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*  
*Assistant Finance Director*



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Department of Community Development  
Taped and Televised

**PLANNING COMMISSION**  
**Regular Meeting**  
**Monday, January 22, 2024**  
**6:00 PM**  
**Christine Nuernberg Hall**

**Minutes**

**1) Call to Order, Roll Call**

**Present:**

Commissioner Nancy Urbani  
Chair Andrew Nerbun  
Alderman Robert Strzelczyk  
Commissioner Bruce Barnes  
Commissioner Martin Choren  
Commissioner Dan Gentges  
Commissioner Stephanie Hawley  
Commissioner Rebecca Schaefer  
Commissioner John Stoker

Mayor Nerbun called the meeting to order at 6:00 p.m.

a) Approval of Minutes from December 4, 2023.

**Action**

Ald. Strzelczyk made a motion to approve the December 4, 2023, meeting minutes.  
Commissioner Stoker seconded the motion.  
*A voice vote was taken; vote passed (8-0)*

|                  |                                                                       |
|------------------|-----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [8 TO 0]</b>                                              |
| <b>MOVER:</b>    | Robert Strzelczyk, Alderman                                           |
| <b>SECONDER:</b> | John Stoker, Commissioner                                             |
| <b>AYES:</b>     | Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker |

## 2) Consent

- a) Mastec Network Solutions for AT&T Mobility. The applicant is seeking minor request approval to allow for a backup generator with block wall expansion for the property located at 10448 N. Port Washington Road.

The Commission requested that the two items be removed from the consent agenda to be discussed and voted on separately.

The Commission asked Planner Evan Hoier to explain the reasoning for the condition requiring the enclosure gate to be wood, and he explained that the materials should match and be consistent. The wood provides better screening and is more aesthetically pleasing.

### Action

Commissioner Stoker made a motion to approve the minor request.

Ald. Strzelczyk seconded the motion.

*A voice vote was taken; vote passed (8-0)*

|                  |                                                                       |
|------------------|-----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [8 TO 0]</b>                                              |
| <b>MOVER:</b>    | John Stoker, Commissioner                                             |
| <b>SECONDER:</b> | Robert Strzelczyk, Alderman                                           |
| <b>AYES:</b>     | Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker |

- b) Plunkett Rayisch Architects for Lumen Christi Parish. The applicant is seeking building and site plan amendment approval to allow for an addition and renovation to the school for the property located at 11300 N. St. James Lane.

Commissioner Choren recused himself from this item.

Assistant City Engineer Cole McCraw stated that the project requires about 1,300 sq. ft. of impervious surface and they are required to meet the criteria from previous stricter approvals. They are losing two islands in the parking lot.

### Action

Commissioner Stoker made a motion to approve the building and site plan amendment.

Ald. Strzelczyk seconded the motion.

*A voice vote was taken; vote passed (8-0)*



|                  |                                                                        |
|------------------|------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [6 TO 0]</b>                                               |
| <b>MOVER:</b>    | John Stoker, Commissioner                                              |
| <b>SECONDER:</b> | Robert Strzelczyk, Alderman                                            |
| <b>AYES:</b>     | Nerbun, Strzelczyk, Gentges, Hawley, Schaefer, Stoker, Urbani, Barnes, |
| <b>RECUSED:</b>  | Choren                                                                 |

### 3) Regular Business

- a) Brookfield 16, LLC. The applicant is seeking certified survey map approval to allow for a 2-lot land division for the property located at 3319 W. Mequon Road.

Planner Hoier explained that this is 2-acre, R-3 zoning lot, which will be divided into two 1-acre lots. There is a 30-foot access easement on the west side of Lot 1 going into Lot 2. All standards for lot size and setbacks are met. He added that there are multiple specimen trees on the property that were evaluated by the City Forester, Mike Gies. The applicant has indicated that the intent is to preserve the existing trees. There is a condition of approval that the City Forester will need to review and approve all building permits associated with the two new lots created.

#### Action

Ald. Strzelczyk made a motion to approve the certifies survey map per staff conditions.

Commissioner Schaefer seconded the motion.

*A voice vote was taken; vote passed (8-0)*

|                  |                                                                       |
|------------------|-----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [8 TO 0]</b>                                              |
| <b>MOVER:</b>    | Robert Strzelczyk, Alderman                                           |
| <b>SECONDER:</b> | Rebecca Schaefer, Commissioner                                        |
| <b>AYES:</b>     | Nerbun, Strzelczyk, Barnes, Choren, Gentges, Hawley, Schaefer, Stoker |

- b) Concord Development Company for Concord 37. The applicant is seeking minor request approval for a master sign plan amendment for the properties located at 1300-1412 W. Mequon Road.

Assistant Director Jac Zader stated that the applicant is requesting three amendments to the master sign plan:

1. An additional sign on the east elevation for the back of the mall. This was also requested and denied by the Commission in 2013. Staff recommends denial of the request.
2. Each tenant space is allowed to have one sign regardless of the number of tenants, per the code. The applicant is requesting a larger sign for the middle sign and another sign to the right with different language on it, for a tenant that occupies three tenant spaces (Anytime Fitness).
3. Regarding the signs that overhang under the canopy; the request is that the signs be allowed to be different colors based on the ownership of the various tenants. Staff supports this request with the condition that the background color of the signs remain the

same (currently yellow in color). Staff approval required to change the background color of all the signs.

Regarding the second request, Asst. Dir. Zader explained there is a change to the staff report based on a missed stipulation of the code. Staff requested the applicant submit a sign that meets the 30-ft code requirement. Neither sign proposed is code compliant as submitted. Staff recommends that the master sign plan be followed without allowances for larger signage.

In conclusion, the only portion of the request that staff recommends approval is the change to the blade signs, staff recommends denial of all other requested changes.

The applicant, Colleen Jordan from Concord Development Company, stated that the larger size sign is requested due to the lettering and design of the tenant's corporate branding.

There was discussion about the size of the channel lettering and how to make it best work for the applicant to achieve their requested signage and to also be in compliance. They are very close, and the sign only needs a little modification. The Commission commented about not setting precedent for master sign plans going forward.

Amendment #1

**Action**

Ald. Strzelczyk made a motion to deny the request for an east elevation wall sign.

Commissioner Choren seconded the motion.

*A voice vote was taken; vote passed (8-0)*

Amendment #2

**Action**

Commissioner Choren made a motion to table the requested larger sign than allowed per the code.

Commissioner Schaefer seconded the motion.

*A voice vote was taken; vote passed (8-0)*

Amendment #3

**Action**

Ald. Strzelczyk made a motion to approve the request to allow additional font colors on the blade signs per staff recommendations.

Commissioner Schaefer seconded the motion.

*A voice vote was taken; vote passed (8-0)*

- c) Sign Effectz, Inc. for Landmark Credit Union. The applicant is seeking minor request approval for a sign waiver allowing an electronic menu board for the property located at 10865 N. Port Washington Road.

Planner Hoier stated that the request is for a sign waiver for an electronic sign board at Landmark Credit Union. This would replace some of the plastic inserts currently being used to advertise interest rates and other products available. The signs would be located in the drive-thru lanes at the rear of the building. The applicant submitted a letter of hardship stating that they are

unable to offer a consistent experience for customers. Staff suggested window decals or window signs as an alternate option that would offer a consistent experience.

The electronic signs violate a few different ordinances; having more than one wall sign per façade, they are not allowed in the B-2 zoning district and they are not allowed for the use of financial institutions. For these reasons, staff recommends denial of the sign waiver request.

The applicant representing the Landmark Credit Union, stated that in their opinion this is not an electronic message center but more of an electronic poster board stating various programs and services available. The signs will be stagnate and not moving screens and they are not visible to the general public and that can be controlled from the corporate level and not the on-site staff. He compared them to a menu board at a fast food restaurant for the customers in the drive-thru.

The Commission concluded that some additional research needs to be done in the city to review what businesses are currently using electronic sign boards and some distinctions may need to be made to the zoning code to address this issue from a policy standpoint. The Commission is reluctant to approve this as it will set a precedent for many other uses in the city to come forward for approval.

#### Action

Ald. Strzelczyk made a motion to table the request until further policy review can be done.

Commissioner Gentges seconded the motion.

*A voice vote was taken; vote passed (8-0)*

|                  |                                                                       |
|------------------|-----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>TABLED [7 TO 0]</b>                                                |
| <b>MOVER:</b>    | Robert Strzelczyk, Alderman                                           |
| <b>SECONDER:</b> | Dan Gentges, Commissioner                                             |
| <b>AYES:</b>     | Nerbun, Strzelczyk, Choren, Gentges, Hawley, Schaefer, Stoker, Barnes |

#### 4) Policy

- 1) Changes to Chapter 58 and Chapter 10 as it relates to responsibilities of the Architectural Review Board and the Guidelines for residential structures.

Asst. Dir. Zader stated that these policy changes are a result of the study done by Managing Partners report to streamline the processes in the department. There has been some cumbersome and unclear information that has now been modified and cleared up. These are in Chapter 58 and require Planning Commission approval.

A few issues addressed include:

1. One of the main issues changes is what staff can review and approve at the staff level regarding detached structures. Currently staff reviews structures that are 150 sq. ft or less in area. The change would increase the staff review of structures up to 300 sq. ft. in area, provided than no one length is longer than 18 feet (staff to be able to review shed).

2. There were changes made to the detached structure requirements.
3. Flexibility on materials on additions (sometimes materials are no longer available).
4. Picture windows and patio doors do not have to have grids to match the rest of the house.
5. Removed the requirement that the Architectural Board review agricultural buildings less than 1,000 sq. ft.

These changes will be beneficial to staff and residents as it allows for some more flexibility. It was suggested that language be added so that staff has discretion to send an applicant to Architectural Board if a decision is questionable.

#### **Action**

Ald. Strzelczyk made a recommendation of approval to the Common Council with the suggestion that the additional language be added to allow Architectural Board review if staff demies the application.

Commissioner Stoker seconded the recommendation.

*A voice vote was taken; vote passed (8-0)*

#### **5) Announcements**

The next meeting is Monday, February 19, 2024, at 6:00 p.m.

#### **6) Adjourn**

##### **Action**

Commissioner Schafer made a motion to adjourn the meeting.

Commissioner Stoker seconded the motion.

*A voice vote was taken; vote passed (8-0)*

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

*Jac Zader*



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Police and Fire Departments

**PUBLIC SAFETY COMMITTEE**  
**Tuesday, January 9, 2024**  
**6:00 PM**  
**Lower Conference Room**

**Minutes**

1) Call to Order and Roll Call

**Present:**

Chair Gregg Bach

Alderman Dale Mayr

Alderman Kelly Tolocko

Also Present: Police Chief Pryor, Director Kirsten Lundeen, Administrative Coordinator Bowen.

2) Approve Meeting Minutes

- a. Public Safety Committee - Regular Meeting - Nov 14, 2023 5:15 PM

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Tolocko

**SECONDED BY:** Alderman Bach

**AYES:** Bach, Mayr, Tolocko

3) Discussion

- a. A Discussion on Policy Guidelines for the Implementation of Radar Speed Signs to assist with Citizen Complaints of Speeding Vehicles.

The Committee discussed the draft policy, the 30 day deployment of solar radar signs, and the Police Department's purchase of two in squad radar units and two solar radar signs. No significant changes to the policy were suggested and the Department is to move forward with implementation.

4) Adjourn

- a. Motion to adjourn

A motion to adjourn the meeting was made at 6:25 PM.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Tolocko

**SECONDED BY:** Alderman Mayr

**AYES:** Bach, Mayr, Tolocko

Respectfully Submitted,  
 Melina Bowen

Attachment: Public Safety minutes\_01-09-24 (9155 : Public Safety Committee meeting minutes of January 9, 2024)



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Office of the City Administrator

## PUBLIC WELFARE COMMITTEE

Tuesday, January 9, 2024

6:30 PM

Lower Conference Room

### Minutes

#### 1) Call to Order, Roll Call

##### **Present:**

Chair Dale Mayr  
 Alderman Gregg Bach  
 Alderman Kathleen Schneider

Also Present: Assistant City Administrator Schoenemann, City Attorney Sajdak, and Executive Assistant Enea

#### 2) Approval of Meeting Minutes

##### a. November Meeting Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Bach

**SECONDED BY:** Alderman Schneider

**AYES:** Mayr, Bach, Schneider

#### 3) Ordinances

##### **Action requested: review and recommend approval**

##### a. An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to the Regulation of Signs Within the City

City Attorney Sajdak provided the Committee with an overview of the Sign Code changes. The few comments that were given after his presentation to the Committee of the Whole in September were incorporated, but nothing significant. The changes were then sent to the Planning Commission for approval. Attorney Sajdak shared there are no set standards for Sign Codes and the standards that do exist are hard to incorporate into the City's code to make it easy to use. Alderman Mayr questioned the language on page 9, Section 1 under Findings & Purpose and for (a) (2) to match (a) (3) when talking about individuals, groups of people, and businesses. The Committee agreed with Alderman Mayr's amendment.

Lastly, the Committee had a short discussion regarding staff provisions, electronic signs, and right of way setback requirements before proceeding to a vote.

**RESULT:** **Approved with Amendments [Unanimous]**

**MOVED BY:** Alderman Schneider

**SECONDED BY:** Alderman Bach

|              |                       |
|--------------|-----------------------|
| <b>AYES:</b> | Mayr, Bach, Schneider |
|--------------|-----------------------|

4) Work Calendar

Architectural Board Changes will return to the Committee for discussion in February.

5) Adjourn

Alderwoman Schneider moved to adjourn at 6:56 P.M. and Alderman Bach seconded.

Respectfully Submitted,

*Carrie Enea*  
Executive Assistant



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Public Works Department

**PUBLIC WORKS COMMITTEE**  
**Tuesday, December 12, 2023**  
**6:00 PM**  
**South Conference Room**

**Minutes**

1) Call to Order, Roll Call

The meeting was called to order at 6:00 PM.

**Present:**

Chair Kathleen Schneider

Alderman Jeffrey Hansher

Alderman Kelly Tolocko -- **Absent**

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Parks and Forestry Superintendent Gies, City Attorney Sajdak and Administrative Assistant Schlereth.

2) Approval of Minutes

a. November 14, 2023, Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Hansher

**SECONDED BY:** Alderman Schneider

**AYES:** Schneider, Hansher

**ABSENT:** Tolocko

3) Resolutions

**Action requested: review and recommend approval**

- a. **RESOLUTION 4098** A Resolution Approving Award of a Contract for Construction of the Combined Concession and Restroom Facility at Lemke Park to Altius Building Company of Milwaukee, Wisconsin in an Amount Not-to-Exceed \$984,500



Committee members stated Lemke Park currently has no running water and only offers seasonal portable toilets to visitors.

The accepted bid from Altius included Item 1: Base Bid, Item 2: Green Infrastructure, Alternate 1: Monument Sign and Alternate 3: Camera Units and Wiring totaling \$894,705. Adding contingency amount of \$89,795 to the total brings the award amount to \$944,919.

Staff clarified that Alternate 3: Camera Units and Wiring refers to the installation of exterior cameras a wireless entry installation.

Alternative 2: New Roof Existing Pavilion was not recommended by staff to be added due to the existing pavilion roof having 10 or more years of life left to it and not being a cost effective option to replace at this time.

Alderman Hansher asked if fundraising will continue for the building and park sustainability. Staff stated that fundraising brick sales are expected to continue, and the user fee schedule will be reviewed.

Clarification was made that City staff maintains the walking path at Lemke Park.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**

**MOVED BY:** Alderman Hansher

**SECONDED BY:** Alderman Schneider

**AYES:** Schneider, Hansher

**ABSENT:** Tolocko

#### 4) Discussion and Possible Action Items

##### **Discussion and Possible Action**

- a. Authorizing City staff to permit the Village of Germantown to reconstruct portions of Donges Bay Road and Wasaukee Road within the City of Mequon

Committee members supported staff's recommendation.

- b. Public Works Work Plan (12.12.23)

## 5) Adjourn

- a. Motion to Adjourn at 6:19 PM

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Schneider  
**SECONDED BY:** Alderman Hansher

|                |                    |
|----------------|--------------------|
| <b>AYES:</b>   | Schneider, Hansher |
| <b>ABSENT:</b> | Tolocko            |

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*

|    | A     | B            | C                            | D                                           | E                                    | F          | G                | I          | J                          | K             |
|----|-------|--------------|------------------------------|---------------------------------------------|--------------------------------------|------------|------------------|------------|----------------------------|---------------|
| 1  |       |              |                              | CODE ENFORCEMENT SUMMARY MARCH 1, 2024      |                                      |            |                  |            |                            |               |
| 2  |       |              |                              |                                             |                                      |            |                  |            |                            |               |
| 3  | 0     |              |                              |                                             |                                      |            |                  |            |                            |               |
| 4  | DIST. | PARCEL #     | ADDRESS                      | OWNER                                       | VIOLATION TYPE/COMPLAINT             | OTC ISSUED | REQUIREMENT DATE | COURT DATE | COMMENTS (See Key Column)  | ACTIVE YES/NO |
| 5  | 8     | 151050904000 | 10843 N PEBBLE LANE          | ABBAS OR FATIMA ALI                         | YARD WASTE LEAVES AND BRANCHES       | 1/21/2022  | 6/1/2022         |            | 1                          | NO            |
| 6  | 4     | 140341500100 | 6110-6112 W COUNTY LINE ROAD | JEFFERY KRETZ                               | PARKING                              | 12/1/2021  | 12/15/2021       |            | #5 CITATION 1,2            | NO            |
| 7  | 1     | 140300600500 | 12323 W MEQUON ROAD          | JONATHON SCHOTTE                            | PARKING                              | 10/21/2021 | 11/4/2021        |            | 1                          | NO            |
| 8  | 3     | 140221000600 | 11512 N WAUWATOSA ROAD       | RICK OR PATRICIA FREYMUTH                   | TEMPORARY STRUCTURE                  | 10/22/2021 | 11/5/2021        |            | 1                          | NO            |
| 9  | 4     | EXEMPT       | 110010 N BUNTROCK AVENUE     | WILSON SCHOOL                               | ELECTRONIC MESSAGE SIGN ILLUMINATION | 12/8/2021  | 12/17/2021       |            | 1                          | NO            |
| 10 | 1     | 141550010000 | 13760 N BONNIWELL COURT      | GALINA OR MISHA SHEPSHELEVICH               | PARKING                              | ONGOING    | ONGOING          | NOT SET    | #5, CIRCUIT COURT          | YES           |
| 11 | 3     | RENTAL       | 6200 W MEQUON ROAD           | ST PAULS FISH                               | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 12 | 2     | 140820648000 | 2916 W SHOLES DRIVE          | DAVID OR ELIZABETH SANDE                    | HOME BUSINESS                        | 11/22/2021 | 12/5/2021        |            | 1                          | NO            |
| 13 | 1     | 141550011000 | 13702 N BONNIWELL COURT      | MICHAEL OR SHELLEY OLSON                    | PARKING                              | 11/22/2021 | 11/5/2021        |            | 1                          | NO            |
| 14 | 4     | 140270101200 | 10910 INDUSTRIAL DRIVE       | SUPER STEEL LLC                             | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 15 | 8     | RENTAL       | 10042 N PORT WASHINGTON ROAD | NEARLY NEW CONSIGNMENT SHOP                 | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 16 | 4     | RENTAL       | 11035 INDUSTRIAL DRIVE       | CENTRAL BARK                                | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 17 | 5     | EXEMPT       | 13460 N PORT WASHINGTON ROAD | CHRIST CHURCH                               | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 18 | 4     | 140340500100 | 6809 W DONGES BAY ROAD       | MEQUON LAWN AND GARDEN                      | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 19 | 6     | 150191301600 | 11357 N PORT WASHINGTON ROAD | KOHLER CREDIT UNION                         | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 20 | 8     | RENTAL       | 11018 N PORT WASHINGTON ROAD | MATHNASIUM                                  | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 21 | 5     | 150201001800 | 11522 N PORT WASHINGTON ROAD | SHELL GAS STATION                           | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 22 | 6     | RENTAL       | 10945 N PORT WASHINGTON ROAD | SPINE PAIN DIAGNOSTICS ASSOCIATES SUITE 101 | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 23 | 8     | RENTAL       | 10930 N PORT WASHINGTON ROAD | SENDIK'S                                    | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 24 | 6     | RENTAL       | 10945 N PORT WASHINGTON ROAD | WISCONSIN RADIOLOGY SPECIALISTS             | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 25 | 8     | RENTAL       | 10984 N PORT WASHINGTON ROAD | MARSHALLS                                   | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 26 | 8     | RENTAL       | 10526 N PORT WASHINGTON ROAD | DERIAH BOUTIQUE                             | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 27 | 5     | RENTAL       | 10501 N PORT WASHINGTON ROAD | ALLSTATE INSURANCE                          | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 28 | 8     | RENTAL       | 10916 N PORT WASHINGTON ROAD | ELITE NUTRITION                             | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 29 | 6     | RENTAL       | 11649 N PORT WASHINGTON ROAD | MEQUON SMILE DESIGN                         | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 30 | 6     | RENTAL       | 11042 N PORT WASHINGTON ROAD | X GOLF MEQUON                               | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 31 | 8     | 150290600200 | 11150 N PORT WASHINGTON ROAD | CULVER'S                                    | BANNER/SIGN                          | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 32 | 4     | 140270201000 | 11130 N BUNTROCK AVENUE      | ARTESA APARTMENTS                           | BANNER/SIGN                          | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 33 | 8     | RENTAL       | 10992 N PORT WASHINGTON ROAD | GREAT CLIPS                                 | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 34 | 3     | RENTAL       | 6330 W SPUR ROAD             | SPUR 16                                     | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 35 | 4     | RENTAL       | 10503 N CEDARBURG ROAD       | THE COLOUR BOWL SALON AND WELLNESS          | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 36 | 4     | 140500612000 | 5616 W DONGES BAY ROAD       | LIBBY MONTANA                               | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 37 | 6     | 150300600500 | 2635 W MEQUON ROAD           | THE RANGE LINE INN                          | BANNER/SIGN                          | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 38 | 6     | 151530001000 | 1505 W MEQUON ROAD           | EAST TOWNE SQUARE MALL                      | FLAG                                 | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 39 | 6     | RENTAL       | 1339 W MEQUON ROAD           | SOVEREIGN SELECT LLC                        | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 40 | 3     | RENTAL       | 7602 W MEQUON ROAD           | IN BALANCE YOGA                             | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 41 | 6     | RENTAL       | 1340 W MEQUON ROAD           | AC ZUKERMAN JEWELERS                        | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 42 | 6     | RENTAL       | 1300 W MEQUON ROAD           | PANERA BREAD                                | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 43 | 6     | RENTAL       | 1424 W MEQUON ROAD           | NORTH SHORE COMPUTER                        | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 44 | 6     | RENTAL       | 1402 W MEQUON ROAD           | KUMON MATH AND READING                      | BANNER                               | 11/17/2021 | 11/20/2021       |            | 1                          | NO            |
| 45 | 8     | RENTAL       | 10530 N PORT WASHINGTON ROAD | FIDDLEHEADS COFFEE                          | BANNER/SIGNS                         | 11/17/2021 | 11/20/2021       | 4/6/2022   | #5, CITATION 1             | NO            |
| 46 | 6     | RENTAL       | 11525 N PORT WASHINGTON ROAD | JIMMY JOHNS                                 | BANNER/FLAGS                         | 11/17/2021 | 11/20/2021       | 3/2/2022   | #5, CITATION 1             | NO            |
| 47 | 6     | RENTAL       | 11511 N PORT WASHINGTON ROAD | TACO BELL                                   | BANNER                               | 11/17/2021 | 11/20/2021       | 4/6/2022   | #5, CITATION 1,2           | NO            |
| 48 | 4     | 140500903002 | 10360 N CEDARBURG ROAD       | KWIK TRIP                                   | TRASH/LITTER                         | 12/23/2021 | 12/27/2021       | 4/6/2022   | #5, CITATIONS 1,2,3        | NO            |
| 49 | 4     | 140500903002 | 10360 N CEDARBURG ROAD       | KWIK TRIP                                   | BANNER/FLAGS                         | 11/17/2021 | 11/20/2021       | 3/2/2022   | #5, CITATION 1,2           | NO            |
| 50 | 8     | 150291100500 | 10500 N PORT WASHINGTON ROAD | HOLD HOLDINGS                               | PUBLIC NUISANCE                      | 4/14/2021  | 4/23/2021        | 4/6/2022   | #5, CITATIONS 1,2,3        | NO            |
| 51 | 4     | 140840107000 | 9712 N MEQUON PLACE          | TOUA YANG                                   | PARKING                              | 10/25/2021 | 11/5/2021        | 4/6/2022   | #5 CITATIONS 1, 2,3,4, 5,6 | YES           |
| 52 | 7     | 140250600600 | 11050 N RIVER ROAD           | ROBERT STERN                                | OUTSIDE STORAGE                      | 11/17/2021 | 11/24/2021       |            | #5 CITATION 1              | NO            |
| 53 | 4     | 140501204000 | 10056 N CEDARBURG ROAD       | WILLIAM WISTH                               | OUTSIDE STORAGE                      | ONGOING    | ONGOING          | NOT SET    | #5 CIRCUIT COURT           | YES           |
| 54 | 3     | 140870805000 | 11715 N SILVER AVENUE        | LUJESS                                      | PARKING                              | ONGOING    | ONGOING          | NOT SET    | #5 CIRCUIT COURT           | YES           |
| 55 | 6     | 151000203000 | 12539 N ISLAND DRIVE         | WILLIAM WISTH                               | OUTSIDE STORAGE                      | ONGOING    | ONGOING          | NOT SET    | #5 CIRCUIT COURT           | YES           |
| 56 | 8     | 151070412000 | 819 W SIERRA LANE            | VANN FAMILY TRUST                           | OUTSIDE STORAGE                      | 2/25/2022  | 3/11/2022        |            | 1                          | NO            |
| 57 | 8     | 151070412000 | 819 W SIERRA LANE            | VANN FAMILY TRUST                           | PARKING                              | 2/25/2022  | 3/11/2022        |            | 1                          | NO            |
| 58 | 2     | 140241201000 | 11249 N RIVERLAND ROAD       | PAUL FREDERICK                              | OUTSIDE STORAGE                      | 2/25/2022  | 3/11/2022        |            | 1                          | NO            |
| 59 | 2     | 140241201000 | 11249 N RIVERLAND ROAD       | PAUL FREDERICK                              | PARKING                              | 2/25/2022  | 3/11/2022        |            | #5 CITATION 1              | NO            |
| 60 | 1     | 140121200300 | 3500 W HIGHLAND ROAD         | THOMAS LEMENS                               | OUTSIDE STORAGE                      | 2/25/2022  | 3/11/2022        |            | 1                          | NO            |
| 61 | 1     | 140121200300 | 3500 W HIGHLAND ROAD         | THOMAS LEMENS                               | PARKING                              | 2/25/2022  | 3/11/2022        |            | 1                          | NO            |

|     | A | B            | C                                         | D                                   | E                         | F         | G         | I               | J | K   |
|-----|---|--------------|-------------------------------------------|-------------------------------------|---------------------------|-----------|-----------|-----------------|---|-----|
| 62  | 1 | 140191500200 | 11206-11210 W MEQUON ROAD                 | JORDON OR KRISTY LARSON             | PARKING                   | 2/25/2022 | 3/11/2022 |                 | 1 | NO  |
| 63  | 1 | 140191500200 | 11206- 11210 W MEQUON ROAD                | JORDON OR KRISTY LARSON             | OUTSIDE STORAGE           | 2/25/2022 | 3/11/2022 |                 | 1 | NO  |
| 64  | 1 | 140191500200 | 11206-11210 W MEQUON ROAD                 | JORDON OR KRISTY LARSON             | OUTSIDE MAINTANCE         | 2/25/2022 | 5/30/2022 |                 | 1 | NO  |
| 65  | 2 | 140950607000 | 3033 W RENEE COURT                        | IGOR OR MARGARITA LETKIN            | PARKING                   | 3/8/2022  | 3/22/2022 |                 | 1 | NO  |
| 66  | 6 | 150900800400 | 10841 N ORIOLE LANE                       | NICHOLAS OR LAURA MEYER             | OUTSIDE STORAGE           | 3/14/2022 | 3/31/2022 |                 | 1 | NO  |
| 67  | 6 | 150300800400 | 10841 N ORIOLE LANE                       | NICHOLAS OR LAURA MEYER             | GENERAL MAINTENANCE       | 3/14/2022 | 5/30/2022 |                 | 1 | NO  |
| 68  | 6 | 140950607000 | 2030 W SUNNYDALE LANE                     | DIANNE MCCLELLAN                    | PARKING                   | 3/14/2022 | 3/31/2022 |                 | 1 | NO  |
| 69  | 6 | 140950607000 | 2030 W SUNNYDALE LANE                     | DIANNE MCCLELLAN                    | OUTSIDE STORAGE           | 3/14/2022 | 3/31/2022 |                 | 1 | NO  |
| 70  | 4 | 140271200400 | 6926 W DONGES BAY ROAD                    | GO RITEWAY                          | PARKING                   | 3/17/2022 | 3/21/2022 |                 | 1 | NO  |
| 71  | 4 | 140271200400 | 6926 W DONGES BAY ROAD                    | GO RITEWAY                          | ADVERTISING FLAG          | 3/17/2022 | 3/21/2022 |                 | 1 | NO  |
| 72  | 4 | 140840205000 | 9612 W MEQUON PLACE                       | LEWIS OR JEAN BIRKEL                | OUTSIDE MAINTENANCE       | 3/23/2022 | 6/1/2022  |                 | 1 | NO  |
| 73  | 7 | 150850000002 | 3100 W COUNTRY CLUB DRIVE                 | NORTH SHORE COUNTRY CLUB            | LANDSCAPING               | 3/23/2022 | 6/1/2022  |                 | 1 | NO  |
| 74  | 4 | 140500709001 | 1863/461 N 1/2 LOT 9 BLK 7 CEDARBURG ROAD | WILLIAM CONLEY                      | MAINTENANCE               | 3/24/2022 | 7/1/2022  |                 | 1 | NO  |
| 75  | 4 | 140270901200 | 10541-10601 N COMMERCE STREET             | MEGAL DEVELOPMENT CORPORATION       | BUSINESS OCCUPANCY PERMIT | 3/31/2022 | 4/8/2022  |                 | 1 | NO  |
| 76  | 2 | 140240701200 | 11610 N RIVER ROAD                        | MARILYN MANKE                       | OUTSIDE STORAGE           | 3/31/2022 | 4/7/2022  |                 | 1 | NO  |
| 77  | 5 | RENTAL       | 11700 N PORT WASHINGTON ROAD              | MARCUS NORTH SHORE CINEMA           | LITTER                    | 4/6/2022  | 4/13/2022 |                 | 1 | NO  |
| 78  | 5 | 150200701100 | 11616 N PORT WASHINGTON ROAD              | ELITE HIGHLANDER MEQUON INC         | LITTER                    | 4/6/2022  | 4/13/2022 |                 | 1 | NO  |
| 79  | 5 | RENTAL       | 11558 N PORT WASHINGTON ROAD              | METRO MARKET                        | LITTER                    | 4/6/2022  | 4/13/2022 |                 | 1 | NO  |
| 80  | 3 | 140860207000 | 11345 N SOLAR AVE                         | JEFFREY MCCLONE                     | PARKING                   | 4/21/2022 | 4/28/2022 | #5 CITATION 1,2 | 1 | NO  |
| 81  | 3 | 140892402000 | 11425 N VEGA AVE                          | DENNIS HERRERA                      | PARKING                   | 4/21/2022 | 4/28/2022 |                 | 1 | NO  |
| 82  | 3 | 140210101000 | 11932 N VEGA AVE                          | JOHN OR STACEY MURRAY               | PARKING                   | 4/21/2022 | 4/28/2022 |                 | 1 | NO  |
| 83  | 3 | 141220004000 | 11912 N SOLAR AVE                         | JAMES MCNICHOL                      | PARKING                   | 4/21/2022 | 4/28/2022 | #5 CITATION 1,2 | 1 | NO  |
| 84  | 3 | 140870708000 | 11625 N VEGA AVE                          | ROBERT MACKIEWICZ                   | PARKING                   | 4/21/2022 | 4/28/2022 |                 | 1 | NO  |
| 85  | 3 | 140881402000 | 8509 W POPLAR DR                          | WILLIAM BLATZ                       | PARKING                   | 4/21/2022 | 4/28/2022 |                 | 1 | NO  |
| 86  | 4 | 140840509000 | 4808 W HIAWATHA DR                        | PAUL SCHUMACHER                     | HOOP HOUSE                | 4/21/2022 | 5/5/2022  |                 | 1 | NO  |
| 87  | 2 | 141160010000 | 12335 N WOODFIELD CT                      | JEFFREY OR SUSAN POMERANTZ          | OUTSIDE STORAGE           | 4/22/2022 | 4/29/2022 |                 | 1 | NO  |
| 88  | 3 | 140500102002 | 6714 W MEQUON ROAD                        | MICHAEL OR TRACY LALONDE            | OUTSIDE STORAGE           | 4/28/2022 | 5/13/2022 | #5 CITATION 1,2 | 1 | NO  |
| 89  | 7 | 150560205000 | 1425 W ZEDLER LANE                        | BRADFORD HIGG                       | GARBAGE                   | 5/10/2022 | 5/13/2022 | #5 CITATION 1   | 1 | NO  |
| 90  | 2 | 141160010000 | 12335 N WOODFIELD COURT                   | JEFFERY OR SUSAN POMERANTZ          | PARKING                   | 5/17/2022 | 5/24/2022 |                 | 1 | NO  |
| 91  | 5 | RENTAL       | 11740 N PORT WASHINGTON ROAD              | BANK FIRST                          | BANNER                    | 5/17/2022 | 5/21/2022 |                 | 1 | NO  |
| 92  | 5 | EXEMPT       | 13800 N PORT WASHINGTON ROAD              | UNITARIAN CHURCH                    | BANNER/FLAG               | 5/17/2022 | 5/21/2022 |                 | 1 | NO  |
| 93  | 3 | RENTAL       | 6006 W MEQUON ROAD                        | SPUR 16                             | BANNER/FLAG               | 5/17/2022 | 5/21/2022 |                 | 1 | NO  |
| 94  | 8 | RENTAL       | 10900 N PORT WASHINGTON ROAD              | THE FEED BAG                        | BANNER                    | 5/17/2022 | 5/21/1955 |                 | 1 | NO  |
| 95  | 2 | EXEMPT       | 3906 W MEQUON ROAD                        | ST BONIFACE CHURCH                  | BANNER                    | 5/17/2022 | 5/21/2022 |                 | 1 | NO  |
| 96  | 5 | 151001214000 | 1630 W DOROTHY PLACE                      | DAVID OR SHELLY HAUGH               | OUTSIDE MAINTENANCE       | 5/25/2022 | 6/18/2022 |                 | 1 | NO  |
| 97  | 5 | 151001214000 | 1630 W DOROTHY PLACE                      | DAVID OR SHELLY HAUGH               | OUTSIDE STORAGE           | 5/25/2022 | 7/1/2022  |                 | 1 | NO  |
| 98  | 3 | 140870504001 | 11733 N WAUWATOSA ROAD                    | DELORES FILLAFER                    | OUTSIDE STORAGE           | 5/25/2022 | 6/15/2022 |                 | 1 | NO  |
| 99  | 3 | 140870504001 | 11733 N WAUWATOSA ROAD                    | DELORES FILLAFER                    | OUTSIDE MAINTENANCE       | 6/7/2022  | 7/5/2022  |                 | 1 | NO  |
| 100 | 4 | 140341600200 | BAEHR AND COUNTY LINE/ NO ADDRESS         | BILL FINE/COUNTY LINE HOLDINGS      | PARKING                   | 6/13/2022 | 6/29/2022 | #5 CITATION 1,2 | 1 | NO  |
| 101 | 6 | 150570602000 | 1424 W ZEDLER LANE                        | ROSEMARY KOLLER                     | GRASS                     | 6/15/2022 | 6/22/2022 |                 | 1 | NO  |
| 102 | 8 | 151070412000 | 819 SIERRA LANE                           | VANN FAMILY TRUST                   | GRASS                     | 6/15/2022 | 6/22/2022 |                 | 1 | NO  |
| 103 | 7 | 141510000500 | 9853 N RANGE LINE ROAD                    | CYNTHIS COAKLEY                     | OUTSIDE STORAGE           | 6/15/2022 | 6/29/2022 |                 | 1 | NO  |
| 104 | 5 | 151030214001 | 12707 N EAST SHORELAND DRIVE              | GARMAN LIVING TRUST                 | PARKING                   | 6/15/2022 | 6/29/2022 |                 | 1 | NO  |
| 105 | 5 | 151030211000 | 12731 N EAST SHORELAND DRIVE              | TED RUEHL                           | OUTSIDE STORAGE           | 6/15/2022 | 6/29/2022 |                 | 1 | NO  |
| 106 | 4 | 140640202000 | 10811 N SHERWOOD DRIVE                    | CHARLES CONRAD                      | YARD WASTE BRANCHES       | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 107 | 8 | 151070412000 | 819 W SIERRA LANE                         | VANN FAMILY TRUST                   | TRASH/LITTER              | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 108 | 6 | 150710411000 | 11604 N HILLSIDE LANE                     | MICHAEL GMIREK OR SUZANNE PEPLINSKI | TURF GRASS                | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 109 | 6 | 150710405000 | 11433 N COUNTRY LANE                      | WILLIAM GENSRIK                     | TEMPORARY STRUCTURE       | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 110 | 6 | 150710405000 | 11433 N COUNTRY LANE                      | WILLIAM GENSRIK                     | PARKING                   | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 111 | 6 | 150630108000 | 11320 N VALLEY DRIVE                      | JONATHAN SCHULTZ                    | PARKING                   | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 112 | 7 | 140700083000 | 3927 BURGANDY COURT                       | LYNN VORBECK                        | PARKING                   | 6/21/2022 | 6/28/2022 |                 | 1 | NO  |
| 113 | 6 | 150990701000 | 12345 N EAST SHORELAND DRIVE              | ANDREW OR WENDY PETZOLD             | OUTSIDE MAINTENANCE       | 6/23/2022 | 7/29/2022 |                 | 1 | NO  |
| 114 | 6 | 150990701000 | 12345 N EAST SHORELAND DRIVE              | ANDREW OR WENDY PETZOLD             | TURF GRASS                | 6/23/2022 | 7/14/2022 |                 | 1 | NO  |
| 115 | 5 | 150060901900 | 13804 N MARTIN WAY SUITE 2400             | 13804 N MARTIN WAY LLC              | POOL FENCE                | 7/7/2022  | 7/29/2022 | #5 CITATION 1   | 1 | YES |
| 116 | 5 | 150061500900 | 1908 W BONNIWELL ROAD                     | RAVI NARAYAN OR SOWMYA SUBRAMANIAN  | POOL FENCE                | 8/11/2021 | 8/26/2022 |                 | 1 | NO  |
| 117 | 2 | 150911001000 | 2517 W CHESTNUT ROAD                      | TADFIKI OR KERRY ALABI              | PARKING                   | 7/15/2022 | 7/22/2022 |                 | 1 | NO  |
| 118 | 4 | 140501305007 | 9807 N CEDARBURG ROAD                     | RYAN OR KATHERINE KAUTZER           | TURF GRASS                | 7/15/2022 | 7/22/2022 |                 | 1 | NO  |
| 119 | 6 | XXXXXXX      | NORTH SHORE ESTATES                       | DEBRA NEWELL PRESIDENT              | OUTSIDE STORAGE           | 7/14/2022 | 8/5/2022  |                 | 1 | NO  |
| 120 | 3 | 142010051000 | 10879 N WILDCAT WAY                       | AMBER SCHROEDER                     | FENCE                     | 5/16/2022 | 5/27/2022 | #5 CITATION 1,2 | 1 | YES |
| 121 | 3 | 140860205000 | 11413 N SOLAR AVENUE                      | DUANE OR JULIE WAGNER               | PARKING                   | 7/21/2022 | 8/4/2022  |                 | 1 | NO  |
| 122 | 8 | RENTAL       | 10930 N PORT WASHINGTON ROAD              | SENDIKS                             | BANNERS                   | 7/21/2022 | 7/28/2022 |                 | 1 | NO  |

|     | A | B            | C                                       | D                                      | E                                | F          | G          | I | J                 | K   |
|-----|---|--------------|-----------------------------------------|----------------------------------------|----------------------------------|------------|------------|---|-------------------|-----|
| 123 | 1 | XXXXXXXXXX   | HIGHLANDS LOT 8                         | KINGS WAY HOMES                        | OUTSIDE MAINTENANCE              | 7/22/2022  | 7/29/2022  |   | 1                 | NO  |
| 124 | 4 | 140270201500 | 6835 W MEQUON ROAD                      | RESERVE FRONT LOT                      | LANDSCAPING                      | 7/22/2022  | 8/16/2022  |   | 1                 | NO  |
| 125 | 4 | 140270200200 | 6729 W MEQUON ROAD                      | STORYPOINT SENIOR LIVING               | SIGNS                            | 7/22/2022  | 8/19/2022  |   | 1                 | NO  |
| 126 | 7 | 150850000002 | 3100 W COUNTRY CLUB DRIVE               | NORTH SHORE COUNTRY CLUB               | LANDSCAPING                      | 7/22/2022  | 10/5/2022  |   | 1                 | NO  |
| 127 | 8 | XXXXXXXXXX   | 10930 N PORT WASHINGTON ROAD            | MEQUON PAVILIONS                       | FLAGS                            | 7/22/2022  | 7/29/2022  |   | 1                 | NO  |
| 128 | 2 | 140820210001 | 3015 W SHOLES DRIVE                     | THOMAS OR CAPTOLA BACHER               | 2 SHEDS                          | 8/11/2022  | 9/11/2022  |   | 1                 | NO  |
| 129 | 5 | 151120203000 | 13837 N LAKE SHORE DRIVE                | GREGORY OR NICOLE PATERSON             | OUTDOOR STORAGE                  | 8/11/2022  | 8/26/2022  |   | 1                 | NO  |
| 130 | 6 | 150900802300 | 2212 W SUNNYDALE LANE                   | AARON OR PETER KINNEY                  | POOL FENCE                       | 8/11/2022  | 8/26/2022  |   | 1                 | NO  |
| 131 | 8 | RENTAL       | 10806 N PORT WASHINGTON ROAD            | NORTH SHORE BANK                       | BANNER                           | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 132 | 6 | RENTAL       | 1505 W MEQUON ROAD                      | EAST TOWNE SQUARE MALL                 | FLAGS                            | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 133 | 6 | RENTAL       | 1505 W MEQUON ROAD                      | FAYE'S MEQUON                          | FLAGS                            | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 134 | 6 | RENTAL       | 1505 W MEQUON ROAD                      | THE LEMON TREE                         | FLAGS                            | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 135 | 6 | RENTAL       | 1615 W MEQUON ROAD                      | ZARLETTI MEQUON                        | FLAGS                            | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 136 | 6 | RENTAL       | 1330 W MEQUON ROAD                      | COCOA TREE CONFECTIONARY               | BANNER                           | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 137 | 6 | RENTAL       | 1402 W MEQUON ROAD                      | KUMON MATH AND READING                 | BANNER                           | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 138 | 6 | RENTAL       | 1550 W MEQUON ROAD                      | FIFTH MAIN                             | A FRAME                          | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 139 | 6 | RENTAL       | 11036 N PORT WASHINGTON ROAD            | PICARDY SHOE PARLOUR                   | BANNER                           | 8/19/2022  | 8/25/2022  |   | 1                 | NO  |
| 140 | 4 | 140271601200 | 10433 N BAEHR ROAD                      | NORTH SHORE DANCE                      | SIGNS                            | 7/7/2022   | 7/29/2022  |   | #5 CITATION 1     | NO  |
| 141 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE                    | YOUSSEF BERRADA                        | PLUMBING PERMIT                  | 8/24/2022  | 9/7/2022   |   | EXTENSION         | YES |
| 142 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE                    | YOUSSEF BERRADA                        | ELECTRIC PERMIT                  | 8/24/2022  | 9/7/2022   |   | EXTENSION         | YES |
| 143 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE                    | YOUSSEF BERRADA                        | BUILDING PERMIT                  | 8/24/2022  | 9/7/2022   |   | EXTENSION         | YES |
| 144 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE                    | YOUSSEF BERRADA                        | FILL PERMIT                      | 8/24/2022  | 9/7/2022   |   | EXTENSION         | YES |
| 145 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE                    | YOUSSEF BERRADA                        | SURVEY                           | 8/24/2022  | 9/7/2022   |   | EXTENSION         | YES |
| 146 | 7 | 150500116000 | 1828 W FIESTA LANE                      | CHARLES MAYER                          | GRASS                            | 8/31/2022  | 9/8/2022   |   | 1                 | NO  |
| 147 | 7 | 140700145000 | 3531 W LEGRANDE BLVD                    | WILLIAM GRUBER                         | HOME BUSINESS                    | 9/6/2022   | 9/16/2022  |   | 1                 | NO  |
| 148 | 4 | RENTAL       | 10601 N COMMERCE STREET                 | GOOD LAND PREMIUM FOODS PROVISIONS INC | BUILDING AND SITE PLAN AMENDMENT | 9/6/2022   | 9/19/2022  |   | 1                 | NO  |
| 149 | 6 | RENTAL       | 1339 W MEQUON ROAD                      | REMAX LAKESIDE                         | WALL SIGN                        | 9/8/2022   | 10/28/2022 |   | 1                 | NO  |
| 150 | 5 | 151010106001 | 12656 N SHORELAND PARKWAY               | NANCY TOLOCKO                          | DECK                             | 9/13/2022  | 12/14/2022 |   | 1                 | NO  |
| 151 | 5 | 150970019000 | 12648 N RIVER FOREST CIRCLE             | JOHN OR JULIE HENNINGS                 | PARKING                          | 9/13/2022  | 9/23/2022  |   | 1                 | NO  |
| 152 | 5 | 150970019000 | 12648 N RIVER FOREST CIRCLE             | JOHN OR JULIE HENNINGS                 | OUTSIDE MAINTENANCE              | 9/13/2022  | 9/27/2022  |   | 1                 | NO  |
| 153 | 8 | EXEMPT       | 10370 N WILDWOOD COURT                  | OZAUKEE WASHINGTON COUNTY LAND TRUST   | OUTSIDE MAINTENANCE              | 9/14/2022  | 10/14/2022 |   | 1                 | NO  |
| 154 | 3 | RENTAL       | 7160 W DONGES BAY ROAD                  | WARREN BARNETT INTERIORS               | CONDITIONAL USE GRANT            | 9/20/2022  | 10/4/2022  |   | #5 CITATION 1     | NO  |
| 155 | 6 | 150190400400 | 11743 N PORT WASHINGTON ROAD LOT 1      | SHELY 2012 IRREVOCABLE TRUST           | GRASS                            | 9/22/2022  | 10/7/2022  |   | 1                 | NO  |
| 156 | 6 | 150190400500 | 11743 N PORT WASHINGTON ROAD LOT 2      | SHELY 2012 IRREVOCABLE TRUST           | GRASS                            | 9/22/2022  | 10/7/2022  |   | 1                 | NO  |
| 157 | 6 | 150190400600 | 11743 N PORT WASHINGTON ROAD LOT 3      | SHELY 2012 IRREVOCABLE TRUST           | GRASS                            | 9/22/2022  | 10/7/2022  |   | 1                 | NO  |
| 158 | 6 | RENTAL       | 1550 W MEQUON ROAD                      | FIFTH MAIN                             | MONUMENT SIGN                    | 9/29/2022  | 10/13/2022 |   | #5 CITATION 1,2,3 | NO  |
| 159 | 8 | 150740120000 | 317 E CIRCLE ROAD                       | JEFFREY OR JENNIFER PARULSKI           | PARKING                          | 9/29/2022  | 10/13/2022 |   | #5 CITATION 1     | NO  |
| 160 | 4 | 140840306000 | 4904 W COUNTY LINE ROAD                 | SHAWN OR RUTH RUBINSTEIN               | SUMP PUMP                        | 9/29/2022  | 10/7/2022  |   | 1                 | NO  |
| 161 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 207  | DAYALUV COSMETICS                      | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 162 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 135  | EMBRACE YOUR FACE                      | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 163 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 101E | CEDAR CREEK MASSAGE                    | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 164 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 106A | JANET HALONEN-ACUESTICS                | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 165 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 108  | DRAGON FLY MEDITATION AND WELLNESS     | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 166 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 101  | THERPUTIC MASSAGE AND WELLNESS CENTER  | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 167 | 6 | RENTAL       | 11431 N PORT WASHINGTON ROAD SUITE 212  | WYNTER CO. BEAUTY                      | CONDITIONAL USE GRANT            | 10/5/2022  | 11/14/2022 |   | 1                 | NO  |
| 168 | 6 | 150300600900 | 2505 W MEQUON ROAD                      | NORTH SHORE DENTAL                     | BANNER                           | 10/6/2022  | 10/13/2022 |   | 1                 | NO  |
| 169 | 3 | RENTAL       | 7606 W MEQUON ROAD                      | HOMESTEAD FAMILY DENTISTRY             | BANNER                           | 10/6/2022  | 10/13/2022 |   | 1                 | NO  |
| 170 | 6 | 150710405000 | 11433 N COUNTRY LANE                    | WILLIAM OR CAROL GENSRIK               | OUTSIDE STORAGE                  | 10/6/2022  | 10/27/2022 |   | 1                 | NO  |
| 171 | 6 | 150710405000 | 11433 N COUNTRY LANE                    | WILLIAM OR CAROL GENSRIK               | OUTSIDE MAINTENANCE              | 10/6/2022  | 11/10/2022 |   | 1                 | NO  |
| 172 | 6 | 150310101100 | 10355 N PORT WASHINGTON ROAD            | CLARK GAS STATION                      | OUTSIDE MAINTENANCE              | 10/12/2022 | 11/12/2022 |   | #5 CITATION 1     | NO  |
| 173 | 1 | 140200600700 | 10505 W FREISTADT ROAD                  | HERMAN OR SANDRA STERN                 | PARKING                          | 10/19/2022 | 11/11/2022 |   | 1                 | NO  |
| 174 | 1 | 140171101100 | 10516 W FREISTADT ROAD                  | JENNIFER JOHNSON OR JOSHUA COMFORT     | PARKING                          | 10/19/2022 | 11/11/2022 |   | 1                 | NO  |
| 175 | 4 | 140500404000 | 11155 N CEDARBURG ROAD                  | MEQUON AUTO TECH                       | WATER TO FACILITY                | 10/19/2022 | 11/25/2022 |   | #5 CITATION 1     | YES |
| 176 | 5 | 150170800500 | 12531 N LAKESHORE DRIVE                 | STEVEN OR KIMBERLY BROWN               | SHED PERMIT                      | 10/19/2022 | 11/4/2022  |   | 1                 | NO  |
| 177 | 4 | 140271601200 | 10433 N BAEHR ROAD                      | NORTH SHORE DANCE STUDIO               | MONUMENT SIGN                    | 10/21/2022 | 11/30/2022 |   | 1                 | NO  |
| 178 | 4 | RENTAL       | 11120 N BUNTROCK AVENUE                 | PRESTIGE AUTO SERVICE                  | PARKING COMMERCIAL               | 10/26/2022 | 11/2/2022  |   | EXTENSION         | YES |
| 179 | 5 | 150920201000 | 11404 N PINEHURST CIRCLE                | US BANK                                | GRASS                            | 10/27/2022 | 11/4/2022  |   | 1                 | NO  |
| 180 | 5 | 150920201000 | 11404 N PINEHURST CIRCLE                | US BANK                                | OUTSIDE MAINTENANCE              | 10/27/2022 | 11/27/2022 |   | 1                 | NO  |
| 181 | 8 | 151070112002 | 1027 W DONGES BAY                       | MARY JOHNSON                           | OUTSIDE MAINTENANCE              | 10/27/2022 | 11/27/2022 |   | 1                 | NO  |
| 182 | 6 | 151260105000 | 10451 N STRATFORD PLACE                 | STEFAN OR SARAH GENDELMAN              | BUILDING PERMIT                  | 10/28/2022 | 11/21/2022 |   | 1                 | NO  |
| 183 | 5 | 151200017000 | 11633 N LAKE SHORE DRIVE                | BARBARA PFAFF                          | OUTSIDE MAINTENANCE              | 1/19/2022  | 5/30/2022  |   | # 5 CITATION 1    | YES |



|     | A | B            | C                            | D                                 | E                         | F          | G          | I | J                   | K   |
|-----|---|--------------|------------------------------|-----------------------------------|---------------------------|------------|------------|---|---------------------|-----|
| 184 | 5 | 151200017000 | 11633 N LAKE SHORE DRIVE     | BARBARA PFAFF                     | OUTSIDE STORAGE           | 1/19/2022  | 2/9/2022   |   | #5 CITATION 1       | YES |
| 185 | 1 | 140030300200 | 14015 N CEDARBURG ROAD       | WHITE RABBIT RESTAURANT           | MONUMENT SIGNS            | 11/9/2022  | 11/23/2022 |   | 1                   | NO  |
| 186 | 6 | 150191602200 | 1400 W MEQUON ROAD           | CONCORD 37 LLC                    | OUTSIDE MAINTENANCE       | 11/30/2022 | 12/2/2022  |   | 1                   | NO  |
| 187 | 6 | 150191602300 | 1350 W MEQUON ROAD           | CONCORD 37 LLC                    | OUTSIDE MAINTENANCE       | 11/30/2022 | 12/2/2022  |   | 1                   | NO  |
| 188 | 8 | 150320700200 | 10000 N PORT WASHINGTON ROAD | PARK AVENUE PLAZA OF MEQUON       | OUTSIDE MAINTENANCE       | 11/30/2022 | 12/2/2022  |   | 1                   | NO  |
| 189 | 6 | 151850001000 | 1511 MARKET STREET           | LAKESIDE DEVELOPMENT COMPANY      | OUTSIDE MAINTENANCE       | 11/30/2022 | 12/2/2022  |   | 1                   | NO  |
| 190 | 5 | 150201101000 | 11300 N PORT WASHINGTON ROAD | (PNS) SCHMIDT MEQUON LLC          | OUTSIDE MAINTENANCE       | 11/15/2022 | 12/16/2022 |   | EXTENSION NEW OWNER | YES |
| 191 | 7 | 140501403003 | 10015 N RIVER ROAD           | JEFF OR BETH ASTEMBORSKI          | OUTSIDE STORAGE           | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 192 | 4 | 140341100400 | 9716 N WAUWATOSA ROAD        | ANDREW BERGMAN                    | PARKING                   | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 193 | 4 | 140341100400 | 9716 N WAUWATOSA ROAD        | ANDREW BERGMAN                    | OUTSIDE STORAGE           | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 194 | 4 | 140340500800 | 10146 N WAUWATOSA ROAD       | ROBERT PETZOLD JR                 | PARKING                   | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 195 | 4 | 140340500800 | 10146 N WAUWATOSA ROAD       | ROBERT PETZOLD JR                 | OUTSIDE STORAGE           | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 196 | 1 | 140181300800 | 12031 N GRANVILLE ROAD       | LINDENWOOD FARMS                  | PARKING                   | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 197 | 1 | 140181300800 | 12031 N GRANVILLE ROAD       | LINDENWOOD FARMS                  | OUTSIDE STORAGE           | 11/17/2022 | 12/2/2022  |   | 1                   | NO  |
| 198 | 8 | RENTAL       | 10840 N PORT WASHINGTON ROAD | TOBIN JEWELERS                    | BANNER                    | 11/30/2022 | 12/8/2022  |   | 1                   | NO  |
| 199 | 6 | 151590001000 | 1505 W MEQUON ROAD           | EAST TOWNE SQUARE MALL            | BANNER/FLAGS              | 11/30/2022 | 12/8/2022  |   | 1                   | NO  |
| 200 | 3 | 140860219000 | 11428 N VEGA AVENUE          | MARK KRUEGER                      | OUTSIDE STORAGE           | 12/6/2022  | 12/20/2022 |   | 1                   | NO  |
| 201 | 3 | 140860219000 | 11428 N VEGA AVENUE          | MARK KRUEGER                      | PARKING                   | 12/6/2022  | 12/20/2022 |   | 1                   | NO  |
| 202 | 3 | 140860220000 | 7907 W WILLOWBROOK DRIVE     | BENJAMIN AHANGER                  | OUTSIDE STORAGE           | 12/6/2022  | 12/20/2022 |   | 1                   | NO  |
| 203 | 6 | 150191500300 | 1836 W MEQUON ROAD           | REGINALD FLETCHER                 | OUTSIDE STORAGE           | 12/6/2022  | 12/20/2022 |   | 1                   | NO  |
| 204 | 3 | 140881604000 | 11329 N MEADOWBROOK DRIVE    | JEREMY GONZALES                   | PARKING                   | 12/7/2022  | 12/14/2022 |   | 1                   | NO  |
| 205 | 9 | 140881602000 | 11309 N MEADOWBROOK DRIVE    | KIMBERLY SCIDMORE OR KERRY HANSEN | PARKING                   | 12/7/2022  | 12/14/2022 |   | 1                   | NO  |
| 206 | 3 | 140870807000 | 11730 N RIDGEWAY AVENUE      | DAVID WOZNIAK                     | PARKING                   | 12/7/2022  | 12/14/2022 |   | 1                   | NO  |
| 207 | 3 | 140881708000 | 11310 N MEADOWBROOK DRIVE    | GREEN HILL PROPERTIES             | PARKING                   | 12/7/2022  | 12/14/2022 |   | #5 CITATION 1,2     | YES |
| 208 | 3 | 140871001000 | 11932 N SILVER AVENUE        | DANIEL MUELLER                    | PARKING                   | 12/7/2022  | 12/14/2022 |   | 1                   | NO  |
| 209 | 4 | 140270201200 | 11030 N BUNTROCK AVENUE      | SANG WOO NAM                      | PARKING                   | 12/9/2022  | 12/16/2022 |   | 1                   | NO  |
| 210 | 5 | 150830013001 | 13560 N LAKESHORE DRIVE      | MICHAEL COLE                      | PARKING                   | 12/13/2022 | 12/27/2022 |   | 1                   | NO  |
| 211 | 2 | 150180600500 | 12750 N SHORELAND PARKWAY    | GRANTIT REMODELS LLC              | PARKING                   | 12/14/2022 | 12/29/2022 |   | 1                   | NO  |
| 212 | 8 | RENTAL       | 10038 N PORT WASHINGTON ROAD | MOMS ALTERATIONS                  | BANNER                    | 12/22/2022 | 12/30/2022 |   | #5 CITATION 1,      | NO  |
| 213 | 2 | 140140400100 | 12435 N RIVER ROAD           | JOSEPH OR MELANIE DEVORKIN        | BUILDING PERMIT           | 12/22/2022 | 1/6/2023   |   | #5 CITATION 1       | YES |
| 214 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE         | YOUSSEF BERRADA                   | ACCESSORY STRUCTURE (2)   | 12/29/2022 | 1/27/2023  |   | #5 CITATION 1       | YES |
| 215 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE         | YOUSSEF BERRADA                   | SURVEY                    | 12/29/2022 | 1/12/2023  |   | 1                   | NO  |
| 216 | 6 | 150600216000 | 10212 SUNNYCREST DRIVE       | HPA III ACQUISITIONS 1 LLC        | PARKING                   | 1/6/2023   | 1/19/2023  |   | 1                   | NO  |
| 217 | 4 | 140340600900 | 7227 W DONGES BAY ROAD       | ANTOINETTE JACKSON                | PARKING                   | 1/11/2023  | 1/27/2023  |   | 1                   | NO  |
| 218 | 4 | 140340600900 | 7227 W DONGES BAY ROAD       | ANTOINETTE JACKSON                | OUTSIDE STORAGE           | 1/11/2023  | 1/27/2023  |   | 1                   | NO  |
| 219 | 3 | 140510104000 | 11201 N SOLAR AVENUE         | CHRISTOPHER BESLER                | OUTSIDE MAINTENANCE       | 1/12/2023  | 1/19/2023  |   | #5 CITATION #1      | NO  |
| 220 | 8 | 151790001000 | 10526 N PORT WASHINGTON ROAD | CONCORD 34 LLC                    | ELECTRIC                  | 1/19/2023  | 2/17/2023  |   | 1                   | NO  |
| 221 | 8 | 151790001000 | 10526 N PORT WASHINGTON ROAD | CONCORD 34 LLC                    | DUMPSTER DOORS            | 1/19/2023  | 4/15/2023  |   | 1                   | NO  |
| 222 | 8 | 151790001000 | 10526 N PORT WASHINGTON ROAD | CONCORD 34 LLC                    | STORAGE CONTAINER         | 1/19/2023  | 2/17/2023  |   | 1                   | NO  |
| 223 | 4 | 140500506000 | 11100 N GREEN BAY ROAD       | EW DEVELOPMENT CORP               | REFUSE                    | 1/20/2023  | 2/9/2023   |   | 5 CITATION 1        | YES |
| 224 | 4 | 140500506000 | 11100 N GREEN BAY ROAD       | EW DEVELOPMENT CORP               | OUTSIDE MAINTENANCE       | 1/20/2023  | 5/1/2023   |   | 1                   | NO  |
| 225 | 6 | 150190400400 | 11743 N PORT WASHINGTON ROAD | SHELY 2012 IRREVOCABLE TRUST      | OUTSIDE MAINTENANCE       | 1/26/2023  | 2/7/2023   |   | #5 CITATION 1,2     | YES |
| 226 | 3 | 140510104000 | 11201 N SOLAR AVENUE         | CHRISTOPHER BESLER                | PARKING                   | 2/2/2023   | 2/9/2023   |   | 1                   | NO  |
| 227 | 6 | 151290001000 | 11001 N PORT WASHINGTON ROAD | ACE HARDWARE                      | COMMUNITY SPIRIT LETTER   | 2/9/2023   |            |   | 1                   | NO  |
| 228 | 6 | 150300100700 | 1425 W MEQUON ROAD           | BMO HARRIS BANK                   | COMMUNITY SPIRIT LETTER   | 2/9/2023   | OPEN       |   | 1                   | NO  |
| 229 | 6 | 151290017000 | 1317 W TOWNE SQUARE ROAD     | MEQUON UNIT 17 LLC                | COMMUNITY SPIRIT LETTER   | 2/9/2023   | OPEN       |   | 1                   | NO  |
| 230 | 8 | 151750010144 | 10144 N PORT WASHINGTON ROAD | SSRF LLC                          | COMMUNITY SPIRIT LETTER   | 2/9/2023   | OPEN       |   | 1                   | NO  |
| 231 | 6 | 151710002000 | 10602 N PORT WASHINGTON ROAD | PJL 10335 LLC                     | COMMUNITY SPIRIT LETTER   | 2/9/2023   | OPEN       |   | 1                   | NO  |
| 232 | 5 | 150200600100 | 1025 W GLEN OAKS LANE        | GLEN OAKS OFFICE PARK LLC         | COMMUNITY SPIRIT LETTER   | 2/9/2023   | OPEN       |   | 1                   | NO  |
| 233 | 3 | 140500202001 | 6200 W MEQUON ROAD           | ST PAULS FISH COMPANY             | OUTSIDE STORAGE           | 2/14/2023  | 2/28/2023  |   | 1                   | NO  |
| 234 | 4 | 140271600500 | 6130 W DONGES BAY ROAD       | JWI LLC                           | OUTSIDE STORAGE           | 2/16/2023  | 3/10/2023  |   | 1                   | NO  |
| 235 | 4 | 140261100700 | 10412 N BAEHR ROAD           | MEHTA PROPERTIES LLC              | COMMUNITY SPIRIT LETTER   | 2/16/2023  | OPEN       |   | 1                   | NO  |
| 236 | 4 | RENTAL       | 5900 W MEQUON ROAD           | CAFÉ HOLLANDER                    | BANNER                    | 2/21/2023  | 2/28/2023  |   | 1                   | NO  |
| 237 | 6 | 151001310000 | 12510 N PILOT DRIVE          | JEAN GORSKI                       | OUTSIDE MAINTENANCE       | 2/22/2023  | 5/31/2023  |   | 1                   | NO  |
| 238 | 1 | 141440022001 | 7421 RIDGEVIEW DRIVE         | YOUSSEF BERRADA                   | BUILDING PERMIT           | 2/27/2023  | 3/14/2023  |   | EXTENSION           | YES |
| 239 | 3 | 140892302000 | 11433 N TOWER LANE           | JULIS OR ALICE HOLDEN             | SUMP PUMP                 | 2/28/2023  | 3/8/2023   |   | 1                   | NO  |
| 240 | 1 | 140171101200 | 10545 W HEATHER DRIVE        | STEPHANIE WELDON                  | BUILDING PERMIT           | 3/1/2023   | 3/14/2023  |   | EXTENSION           | YES |
| 241 | 6 | 150291100700 | 10510 N PORT WASHINGTON ROAD | PETU                              | HVAC AND ELECTRIC PERMITS | 3/7/2023   | 4/7/2023   |   | EXTENSION           | YES |
| 242 | 2 | 140130600800 | 12602 N RIVER ROAD           | GARY OR JUNE GEIGER               | BASKETBALL COURT          | 3/9/2023   | 5/31/2023  |   | EXTENSION           | NO  |
| 243 | 8 | 150291100200 | 10404 N PORT WASHINGTON ROAD | FERRANTES PIZZA                   | OUTSIDE MAINTENANCE       | 3/16/2023  | 7/28/2023  |   | 1                   | NO  |
| 244 | 8 | RENTAL       | 10972 N PORT WASHINGTON ROAD | THE JOINT CHIROPRACTIC            | SIGN                      | 3/16/2023  | 3/23/2023  |   | 1                   | NO  |

|     | A | B            | C                               | D                                          | E                        | F          | G         | I | J                   | K   |
|-----|---|--------------|---------------------------------|--------------------------------------------|--------------------------|------------|-----------|---|---------------------|-----|
| 245 | 8 | RENTAL       | 10916 N PORT WASHINGTON ROAD    | ELITE NUTRITION                            | SIGN                     | 3/16/2023  | 3/23/2023 |   | 1                   | NO  |
| 246 | 8 | RENTAL       | 10902 N PORT WASHINGTON ROAD    | NEROLI SALON                               | SIGN                     | 3/16/2023  | 3/23/2023 |   | 1                   | NO  |
| 247 | 8 | 151060024000 | 429 W THORNAPPLE LANE           | FRANK TRUST                                | PARKING                  | 4/4/2023   | 4/11/2023 |   | 1                   | NO  |
| 248 | 8 | RENTAL       | 10984 N PORT WASHINGTON ROAD    | MARSHALLS MEQUON                           | COMMUNITY SPIRIT LETTER  | 4/10/2023  | OPEN      |   | 1                   | NO  |
| 249 | 8 | RENTAL       | 10964 N PORT WASHINGTON ROAD    | PET SUPPLIES PLUS MEQUON                   | COMMUNITY SPIRIT LETTER  | 4/10/2023  | OPEN      |   | 1                   | NO  |
| 250 | 8 | RENTAL       | 10930 N PORT WASHINGTON ROAD    | SENDIKS MARKET MEQUON                      | COMMUNITY SPIRIT LETTER  | 4/10/2023  | OPEN      |   | 1                   | NO  |
| 251 | 8 | RENTAL       | 10930 N PORT WASHINGTON ROAD    | BRIMMOR MEQUON                             | COMMUNITY SPIRIT LETTER  | 4/10/2023  | OPEN      | 1 |                     | NO  |
| 252 | 4 | 140710027000 | 4807 W ELMDALE ROAD             | OLEG KONOVCHKO                             | PARKING                  | 4/18/2023  | 5/31/2023 |   | #5 CITATION 1,2     | YES |
| 253 | 6 | 151230502000 | 12010 N RIVER GLENN LANE        | KENNETH R NASON OR LESLEY A SCHWARTZ-NASON | OUTSIDE STORAGE          | 4/18/2023  | 4/26/2023 |   | 1                   | 1   |
| 254 | 4 | 140500905004 | 10240 N CEDARBURG ROAD          | SYBARIS                                    | OUTSIDE MAINTENANCE      | 4/26/2023  | 5/15/2023 |   | 1                   | NO  |
| 255 | 4 | 140501001000 | 10365 N CEDARBURG ROAD          | TAYLOR AND DUNNS                           | OUTSIDE MAINTENANCE      | 4/26/2023  | 6/1/2023  |   | 1                   | NO  |
| 256 | 2 | 140950404000 | 3403 W COLETTE COURT            | PAWEL WYDRA                                | OUTSIDE STORAGE          | 5/1/2023   | 5/15/2023 |   | #5 CITATION 1       | YES |
| 257 | 8 | 150291100500 | 10500 N PORT WASHINGTON ROAD    | LISA HOLDEN                                | PARKING                  | 5/10/2023  | OPEN      |   | #5 CITATION 1       | YES |
| 258 | 1 | 140900600500 | 12323 W MEQUON ROAD             | JONATHAN SCHOTTE                           | PARKING                  | 5/12/2023  | 5/19/2023 |   | 1                   | NO  |
| 259 | 8 | 150320600200 | 10353 N PORT WASHINGTON ROAD    | SOBELMANS 10352 LLC                        | OUTSIDE MAINTENANCE      | 5/12/2023  | EXTENSION |   | EXTENSION NEW OWNER | YES |
| 260 | 7 | 140250600800 | 11152 N RIVER ROAD              | STROLI REAL ESTATE LLC                     | OUTSIDE MAINTENANCE      | 5/12/2023  | 5/22/2023 |   | 1                   | NO  |
| 261 | 1 | 140900500400 | 11805-11807 W MEQUON ROAD       | MAE BRIELMAIER                             | PARKING                  | 5/16/2023  | 5/26/2023 |   | 1                   | NO  |
| 262 | 1 | 140900500400 | 11805-11807 W MEQUON ROAD       | MAE BRIELMAIER                             | OUTSIDE STORAGE          | 5/16/2023  | 5/26/2023 |   | 1                   | NO  |
| 263 | 2 | 140230400100 | 11761 N RIVER ROAD              | EVAN OR SANDRA MORGAN                      | OUTSIDE LIGHTING         | 5/23/2023  | 6/2/2023  |   | #5 CITATION         | YES |
| 264 | 5 | 150170800500 | 12531 N LAKE SHORE DRIVE        | STEVEN OR KIMBERLY BROWN                   | GARBAGE                  | 5/23/2023  | 5/30/2023 |   | 1                   | NO  |
| 265 | 5 | 150170200200 | 12730 N LAKE SHORE DRIVE        | FREDRICK REED                              | GARBAGE                  | 5/23/2023  | 5/30/2023 |   | 1                   | NO  |
| 266 | 7 | 140250700700 | 109062 N RIVER ROAD             | JEFFREY OR JAMY LEVESQUE                   | SUMP PUMP                | 5/24/2023  | 6/2/2023  |   | 1                   | NO  |
| 267 | 2 | 140240200500 | 11808 N RIVERLAND ROAD          | BORIS PERMITIN                             | OUTSIDE STORAGE          | 6/8/2023   | 7/7/2023  |   | 1                   | NO  |
| 268 | 4 | 140501304006 | 9839 N ARROWWOOD ROAD           | THOMAS OR MARY CONNOLLY                    | PARKING                  | 6/8/2023   | 6/23/2023 |   | 1                   | NO  |
| 269 | 2 | 140820648000 | 2916 W SHOLES DRIVE             | DAVID OR ELIZABETH SANDE                   | PARKING                  | 6/8/2023   | 6/16/2023 |   | 1                   | NO  |
| 270 | 2 | 140820214000 | 2911 W SHOLES DRIVE             | JOHN OR BARBARA MULGREW                    | PARKING                  | 6/8/2023   | 6/16/2023 |   | 1                   | NO  |
| 271 | 2 | 140820101000 | 11855 N AUER LANE               | JAMES OR JOANNE GUTHRIE PETERSON           | PARKING                  | 6/8/2023   | 6/16/2023 |   | 1                   | NO  |
| 272 | 3 | 141220007000 | 11909 N SOLAR AVENUE            | BRANDON OR SARAH ZELAZOSKI                 | PARKING                  | 6/8/2023   | 6/16/2023 |   | 1                   | NO  |
| 273 | 2 | 141160018000 | 3134 W WOODFIELD DRIVE          | SCOTT EDISON                               | GRASS                    | 6/8/2023   | 6/16/2023 |   | 1                   | NO  |
| 274 | 7 | 140700145000 | 3531 W LE GRANDE BLVD           | LAC DU GRUBER LLC                          | OUTSIDE MAINTENANCE      | 6/8/2023   | 6/29/2023 |   | 1                   | NO  |
| 275 | 7 | 150560205000 | 1425 W ZEDLER LANE              | BRADFORD FIGG                              | GRASS                    | 6/19/2023  | 6/26/2023 |   | 1                   | YES |
| 276 | 5 | 150051400200 | 13920 N LAKE SHORE DRIVE        | RAPHAEL OR IRENE BRUNETTE                  | OUTSIDE STORAGE          | 6/21/2023  | 7/12/2023 |   | 1                   | NO  |
| 277 | 1 | RENTAL       | 14015 N CEDARBURG ROAD          | THE WHITE RABBIT                           | CONDITIONAL USE GRANT    | 6/21/2023  | 6/29/2023 |   | EXTENSION           | YES |
| 278 | 6 | RENTAL       | 1402 W MEQUON ROAD              | KUMON MATH AND READING                     | BANNER                   | 6/28/2023  | 7/1/2023  |   | 1                   | NO  |
| 279 | 6 | RENTAL       | 1340 W MEQUON ROAD              | NORTH SHORE JEWELERS                       | BANNER                   | 6/28/2023  | 7/1/2023  |   | 1                   | NO  |
| 280 | 6 | RENTAL       | 1406 W MEQUON ROAD              | LITTLE SPROUTS PLAY CAFE                   | BANNER                   | 6/28/2023  | 7/1/2023  |   | 1                   | NO  |
| 281 | 6 | RENTAL       | 1330 W MEQUON ROAD              | COCOA TREE CONFECTIONARY                   | BANNER                   | 6/28/2023  | 7/1/2023  |   | 1                   | NO  |
| 282 | 6 | RENTAL       | 1300 W MEQUON ROAD              | PANERA BREAD                               | BANNER                   | 6/28/2023  | 7/1/2023  |   | 1                   | NO  |
| 283 | 4 | 140560305000 | 5103 W WESTFIELD ROAD           | DAVID KRIEGL                               | OUTSIDE STORAGE          | 6/29/2023  | 7/6/2023  |   | 1                   | NO  |
| 284 | 4 | 140560305000 | 5103 W WESTFIELD ROAD           | DAVID KRIEGL                               | PARKING                  | 6/29/2023  | 7/13/2023 |   | 1                   | NO  |
| 285 | 4 | 140840205000 | 9612 N MEQUON PLACE             | JUSTIN BIRKEL                              | OUTSIDE STORAGE          | 6/29/2023  | 7/6/2023  |   | 1                   | NO  |
| 286 | 4 | 140840205000 | 9612 N MEQUON PLACE             | JUSTIN BIRKEL                              | GRASS                    | 6/29/2023  | 7/6/2023  |   | 1                   | NO  |
| 287 | 6 | 150900603000 | 11541 N LAGUNA DRIVE            | INA PETROVICI                              | PARKING                  | 7/6/2023   | 7/20/2023 |   | 1                   | NO  |
| 288 | 6 | 140771401000 | 2716 W CHESTNUT ROAD            | HOWARD DUBOFF                              | PERMITS                  | 7/19/2023  | 8/20/2023 |   | EXTENSION           | YES |
| 289 | 6 | 150830002000 | 13418 LAKEWOOD DRIVE            | SAMUAL OR NINA KIRK                        | OUTSIDE MAINTENANCE      | 8/4/2023   | 9/4/2023  |   | 1                   | NO  |
| 290 | 6 | 150200200700 | 326 SEACROFT COURT              | DANIEL DOMAGALA                            | PARKING                  | 8/4/2023   | 8/11/2023 |   | #5 CITATION 1       | YES |
| 291 | 8 | 150540506000 | 10903 N SAN MARINO DRIVE        | KARSTEN OR KELLY HUTTELMAIER               | OUTSIDE MAINTENANCE      | 8/4/2023   | 8/18/2023 |   | 1                   | NO  |
| 292 | 4 | 140710007000 | 4707 W ELMDALE ROAD             | MALACHY TOAL                               | OUTSIDE MAINTENANCE      | 8/4/2023   | 8/18/2023 |   | 1                   | NO  |
| 293 | 5 | 150180600500 | 12750 N SHORELAND PARKWAY       | GRANTIT REMODELS LLC                       | GRASS                    | 8/9/2023   | 8/19/2023 |   | 1                   | NO  |
| 294 | 8 | 151060024000 | 429 W THORNAPPLE LANE           | FRANK TRUST                                | OUTSIDE STORAGE          | 8/9/2023   | 8/19/2023 |   | 1                   | NO  |
| 295 | 7 | 140250601000 | 11006 N RIVER ROAD              | JUAN OR DANA OZOZCO                        | PARKING                  | 8/23/2023  | 9/1/2023  |   | 1                   | NO  |
| 296 | 1 | 140300100700 | 11031 N GRANVILLE ROAD          | MIROSLAW OR IWONA PAWELEC                  | HOME OCCUPATION BUSINESS | 8/23/2023  | 9/1/2023  |   | 1                   | NO  |
| 297 | 8 | 150320600200 | 10352 N PORT WASHINGTON ROAD    | GUZAM PROPERTIES LLC                       | COMMUNITY SPIRIT LETTER  | 8/31/2023  | 10/1/2023 |   | 1                   | NO  |
| 298 | 4 | 140501305007 | 9807 N CEDARBURG ROAD           | RYAN OR KATHERINE KAUTZER                  | GRASS                    | 9/1/2023   | 9/14/2023 |   | 1                   | NO  |
| 299 | 4 | 140501001000 | 10365 N CEDARBURG ROAD          | 10365 LLC                                  | OUTSIDE STORAGE          | 9/1/2023   | 9/14/2023 |   | 1                   | NO  |
| 300 | 7 | 140850103000 | 4429 W TARRYTOWN LANE           | THOMAS OR RUBY AHMANN                      | PARKING                  | 9/1/2023   | 9/14/2023 |   | 1                   | NO  |
| 301 | 6 | 150300200600 | 11122 N ORIOLE LANE             | NICOLAS ERDMANN                            | SHED PERMIT              | 9/1/2023   | 9/14/2023 |   | 1                   | NO  |
| 302 | 4 | 140501305006 | 9809 N CEDARBURG ROAD           | BONNIWELL 9807 LLC                         | GRASS                    | 9/6/2023   | 9/20/2023 |   | 1                   | NO  |
| 303 | 6 | CONDO ASSN   | IVY COURT GREENBRIER CONDO ASSN | HUNT MANAGEMENT                            | COMMUNITY SPIRIT LETTER  | 10/5/2023  | OPEN      |   | 1                   | YES |
| 304 | 2 | 140230400100 | 11761 N RIVER ROAD              | SANDRA MORGAN                              | LIGHTING                 | 10/25/2023 | 11/1/2023 |   | #5 CITATION 1,2,3   | YES |
| 305 | 3 | 140500108001 | 6614 W MEQUON ROAD              | ERIKA JANIK                                | LIGHTING                 | 10/25/2023 | 11/1/2023 |   | 1                   | NO  |

|     | A | B            | C                            | D                              | E                       | F          | G          | I | J                   | K   |
|-----|---|--------------|------------------------------|--------------------------------|-------------------------|------------|------------|---|---------------------|-----|
| 306 | 7 | 15085000002  | 3100 W COUNTRY CLUB DRIVE    | NORTH SHORE COUNTRY CLUB       | COMMUNITY SPIRIT LETTER | 10/25/2024 | OPEN       |   | 1                   | NO  |
| 307 | 6 | 150300101500 | 11147 N PORT WASHINGTON ROAD | BP GAS STATION                 | COMMUNITY SPIRIT LETTER | 11/2/2023  | OPEN       |   | EXTENSION           | YES |
| 308 | 6 | 150201101200 | 11210 N PORT WASHINGTON ROAD | MOBIL GAS STATION              | COMMUNITY SPIRIT LETTER | 11/2/2023  | OPEN       |   | EXTENSION           | YES |
| 309 | 5 | 150310101100 | 10355 N PORT WASHINGTON ROAD | CLARK GAS STATION              | COMMUNITY SPIRIT LETTER | 11/2/2023  | OPEN       |   | EXTENSION           | YES |
| 310 | 3 | RENTAL       | 6000 W MEQUON ROAD           | RUBY TAP                       | LETTER WINE TASTING     | 11/15/2023 | OPEN       |   | 1                   | NO  |
| 311 | 1 |              | 5320 W BONNIWELL ROAD        | PETER OR KRISTA BEAUDOIN       | LETTER WINE TASTING     | 11/15/2023 | OPEN       |   | 1                   | NO  |
| 312 | 3 | 140881618000 | 11344 N GLENWOOD DRIVE       | DEXTER OR CYNTHIA JONES        | OUTDOOR LIGHTING        | 11/16/2023 | 11/23/2016 |   | 1                   | NO  |
| 313 | 6 | RENTAL       | 1400 W MEQUON ROAD           | GF SMOOTHIES ALAN MC FADYEN    | BANNER                  | 5/1/2023   | 11/26/2023 |   | #5 CITATION 1,2,3   | YES |
| 314 | 6 | 1.60192E+11  | 1550 W MEQUON ROAD           | FIFTH-MAIN                     | BANNER                  | 11/29/2023 | 12/7/2023  |   | 1                   | NO  |
| 315 | 5 | 150920201000 | 11404 N PINEHURST CIRCLE     | EMMA LASKOWSKI                 | OUTSIDE MAINTENANCE     | 11/29/2023 | 4/1/2024   |   | EXTENSION NEW OWNER | YES |
| 316 | 2 | 140740110000 | 5310 W HILLCREST DRIVE       | PATRICK OHARE                  | GRASS                   | 11/29/2023 | 5/1/2024   |   | 1                   | NO  |
| 317 | 2 | 140740110000 | 5310 W HILLCREST DRIVE       | PATRICK OHARE                  | OUTSIDE STORAGE         | 11/29/2023 | 12/10/2023 |   | 1                   | NO  |
| 318 | 4 | 140270201600 | 6751 W MEQUON ROAD           | STORYPOINT SENIOR LIVING       | FLAGS                   | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 319 | 6 | 150300101500 | 11147 N PORT WASHINGTON ROAD | BP GAS STATION                 | FLAG                    | 12/7/2023  | 12/14/2023 |   | #5 CITATION 1       | YES |
| 320 | 3 | RENTAL       | 6200 W MEQUON ROAD           | ST PAULS FISH COMPANY          | FLAG                    | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 321 | 6 | 150300402000 | 10911 N PORT WASHINGTON ROAD | ARBYS                          | FLAG                    | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 322 | 8 | RENTAL       | 10930 N PORT WASHINGTON ROAD | JERSEY MIKE'S SUBS             | FLAG/BANNER             | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 323 | 6 | 151530002000 | 1505 W MEQUON ROAD           | MIDLAND MANAGEMENT             | FLAGS/BANNER            | 12/7/2023  | 12/14/2023 |   | #5 CITATION 1       | YES |
| 324 | 3 | RENTAL       | 5900 W MEQUON ROAD           | CAFÉ HOLLANDER                 | BANNER                  | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 325 | 3 | 140201500300 | 11246 N FARMDALE ROAD        | DENNIS OR MARIE MYLER          | PARKING                 | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 326 | 1 | 140170901500 | 12243 N FARMDALE ROAD        | GREGORY OR SUSAN ERNST         | PARKING                 | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 327 | 1 | 140200700300 | 11713 N FARMDALE ROAD        | PAUL OR MARY BRISKI            | PARKING                 | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 328 | 6 | 150191200100 | 2110 W MEQUON ROAD           | DOUGLAS KOLLER                 | PARKING                 | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 329 | 3 | 140221000600 | 11512 N WAUWATOSA ROAD       | RICK OR PATRICIA FREYMUTH      | PARKING                 | 12/7/2023  | 12/14/2023 |   | #5 CITATION 1       | YES |
| 330 | 6 | 150900113000 | 11336 N ARBOR LANE           | JOSHUA BRUCKNER                | PARKING                 | 12/7/2023  | 12/14/2023 |   | 1                   | NO  |
| 331 | 8 | 150320600200 | 10352 N PORT WASHINGTON ROAD | GUZAM PROPERTIES LLC           | OUTSIDE MAINTENANCE     | 12/11/2023 | 2/29/2024  |   |                     | YES |
| 332 | 8 | 150760105000 | 221 E MEQUON ROAD            | CHARLES MITCH                  | BUILDING PERMIT         | 12/21/2023 | 1/15/2024  |   |                     | YES |
| 333 | 8 | 150760107000 | 11115 N LAKESHORE DRIVE      | NICOLAS PASCHKE                | BUILDING PERMIT         | 12/21/2023 | 1/15/2024  |   |                     | YES |
| 334 | 8 | 150200201400 | 428 W SEACROFT COURT         | JOHN LINSKOTT                  | POD                     | 12/26/2023 | 1/10/2024  |   | EXTENSION           | YES |
| 335 | 6 | 150190500600 | 1714 W MEQUON ROAD           | JOE WALTER PROPERTIES LLC      | LANDSCAPING TREE        | 1/3/2024   | 1/31/2024  |   | EXTENSION           | YES |
| 336 | 4 | 140840107000 | 9712 N MEQUON PLACE          | TOUA YANG                      | OUTSIDE STORAGE         | 1/5/2024   | 1/12/2024  |   | 1                   | NO  |
| 337 | 4 | 141030328000 | 9939 N CONCORD DRIVE         | PAUL DOMAZ                     | PARKING                 | 1/5/2024   | 1/19/2024  |   | 1                   | NO  |
| 338 | 2 | 140730010000 | 11339 N PARKVIEW DRIVE       | PLANTINUM POINT PROPERTIES LLC | OUTSIDE LIGHTING        | 1/11/2024  | 1/25/2024  |   | 1                   | NO  |
| 339 | 2 | 140740310000 | 5520 W PLEASANT DRIVE        | PHILIP NUELK                   | OUTSIDE LIGHTING        | 1/11/2024  | 1/25/2024  |   | 1                   | NO  |
| 340 | 1 | 141640001000 | 14195 N TWIN OAKS LANE       | ENID TROTMAN ANYANWU           | BUILDING PERMIT         | 10/6/2023  | 10/23/2023 |   | #5 CITATION 1       | YES |
| 341 | 2 | 140940215000 | 3217 W FLEUR DE LIS DRIVE    | ADEEB OR SIBA RAHMAN           | STRUCTURE               | 1/31/2024  | 2/7/2024   |   | 1                   | NO  |
| 342 | 2 | 140940215000 | 3217 W FLEUR DE LIS DRIVE    | ADEEB OR SIBA RAHMAN           | PARKING                 | 1/31/2024  | 2/7/2024   |   | 1                   | NO  |
| 343 | 7 | 140250700700 | 10952 N RIVER ROAD           | JEFFREY OR JAMY LEVESQUE       | PARKING                 | 2/13/2024  | 27-Feb     |   | 1                   | NO  |
| 344 | 6 | RENTAL       | 1402 W MEQUON ROAD           | KUMON MATH AND READING         | BANNER                  | 2/20/2024  | 2/27/2024  |   | 1                   | NO  |
| 345 | 6 | 150191600300 | 1550 W MEQUON ROAD           | FIFTH-MAIN                     | BANNER                  | 2/20/2024  | 2/27/2024  |   |                     | YES |
| 346 | 8 | 151340025000 | 211 W TRILLIUM ROAD          | SCOTT OR SANDRA STERN          | OUTSIDE STORAGE         | 2/22/2024  | 3/1/2024   |   | 1                   | NO  |
| 347 | 3 | 140870805000 | 11750 N SILVER AVENUE        | LUJESS LLC - JESSE HYCHE       | OUTSIDE MAINTENANCE     | 2/27/2024  | 3/14/2024  |   |                     | YES |
| 348 |   |              |                              |                                |                         |            |            |   |                     |     |
| 349 |   |              |                              |                                |                         |            |            |   |                     |     |
| 350 |   |              |                              |                                |                         |            |            |   |                     |     |
| 351 |   |              |                              |                                |                         |            |            |   |                     |     |
| 352 |   |              |                              |                                |                         |            |            |   |                     |     |
| 353 |   |              |                              |                                |                         |            |            |   |                     |     |
| 354 |   |              |                              |                                |                         |            |            |   |                     |     |
| 355 |   |              |                              |                                |                         |            |            |   |                     |     |
| 356 |   |              |                              |                                |                         |            |            |   |                     |     |
| 357 |   |              |                              |                                |                         |            |            |   |                     |     |
| 358 |   |              |                              |                                |                         |            |            |   |                     |     |
| 359 |   |              |                              |                                |                         |            |            |   |                     |     |
| 360 |   |              |                              |                                |                         |            |            |   |                     |     |
| 361 |   |              |                              |                                |                         |            |            |   |                     |     |
| 362 |   |              |                              |                                |                         |            |            |   |                     |     |
| 363 |   |              |                              |                                |                         |            |            |   |                     |     |
| 364 |   |              |                              |                                |                         |            |            |   |                     |     |
| 365 |   |              |                              |                                |                         |            |            |   |                     |     |
| 366 |   |              |                              |                                |                         |            |            |   |                     |     |





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**Office of Police**

**TO: Common Council**  
**FROM: Patrick Pryor, Chief of Police**  
**DATE: March 12, 2024**  
**SUBJECT: ORDINANCE 2024-1660 An Ordinance Amending Chapter 14 of the Mequon Municipal Code, in Connection with Reporting Requirements for Auctions and Secondhand Stores**

### **Background**

The City Code requires stores that sell certain second-hand property to log their transactions in order to assist in tracking stolen goods with the goal of returning stolen property, and as a deterrent to the original theft. Presently, the City utilizes the Northeast Wisconsin Property Recording System ("NEWPRS") for this tracking. NEWPRS was developed by the Green Bay Police Department who has been hosting the service on their servers at no cost to other departments. The City has been informed that Green Bay will no longer be operating NEWPRS and that Green Bay will be transitioning their data to the Mid-States Organized Crime Information Center ("MOCIC"), which utilizes the Regional Information Sharing Systems ("RISS") property information site. It has been recommended that all participating members of NEWPRS should transition to the MOCIC RISS property site.

### **Analysis**

The MOCIC RISS property site is comparable to NEWPRS except that it expands the existing network beyond Wisconsin. Operationally, there will be little to no impact on the Mequon Police Department. Covered businesses will need to register with the new system, but from a reporting perspective, the process is largely the same. However, this change necessitates a text amendment to the Municipal Code.

Currently, the Code expressly identifies NEWPRS as the required system to use for logging transactions. The proposed ordinance removes that express reference and replaces it with a general reference to a system "designated by the Police Department." This change will allow the Department to change services in the future if it becomes necessary, without having to further amend the Code.

### **Fiscal Impact**

Generally, law enforcement organizations are charged to use the MOCIC RISS property site. However, organizations that are already members of MOCIC receive the RISS access as part of their annual membership. Because Mequon is already a member of MOCIC, there is no additional fiscal impact associated with this change.

**Recommendation**

A recommendation is forthcoming from the Public Safety Committee on March 12, 2024.

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2024-1660

An Ordinance Amending Chapter 14 of the Mequon Municipal Code, in Connection with  
Reporting Requirements for Auctions and Secondhand Stores

**RECITALS**

1. The Common Council previously adopted Section 14-54, which pertains to certain recordkeeping requirements imposed upon secondhand article and secondhand jewelry dealers within the City.

2. Section 14-54(d) requires these dealers to log their transactions in the Northeast Wisconsin Property Recording System (“NEWPRS”), which is a system that was designed and operated by the Green Bay Police Department.

3. The Green Bay Police Department has advised that they will be terminating NEWPRS and transitioning their data to the Mid-States Organized Crime Information Center (“MOCIC”), which utilizes the Regional Information Sharing Systems (“RISS”) property information site. It has been recommended that all participating members of NEWPRS should transition to the MOCIC RISS property site.

4. The Common Council, upon recommendation of the Chief of Police, desires to continue the reporting requirements of the Code and desires to update the same to reflect the change in systems.

5. The regulation of secondhand article and jewelry dealers promotes the health, safety and welfare of the community.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

**SECTION I**

Section 14-54(d) of the Mequon Municipal Code is amended to read as follows (NOTE: added text is underlined; deleted text is ~~struck through~~):

(d) *Electronic reporting.*

(1) *Daily reports to police department.* A licensee must submit every reportable transaction to the police department within 24 hours of the transaction. A licensee must provide to the police department all reportable

transaction information by transferring it from licensee's computer to the reporting software system designated by the Chief of Police ~~Northeastern Wisconsin Property Reporting System ("NEWPRS")~~. All required records must be transmitted completely and accurately in accordance with standards and procedures established by the issuing authority.

- a. If a licensee is unable to successfully transfer the required reports to ~~NEWPRS~~ the designated reporting software system within 24 hours of the transaction, the licensee must provide the police department, upon request, printed copies of all reportable transactions, along with the video recording(s) for that date, no later than noon the next business day after the failure occurred.
- b. If the problem is determined to be in the licensee's system or with the licensee's Internet connection, and is not corrected by the close of the first business day following the failure, the licensee must continue to provide the required reports as detailed in this section and shall be charged a reporting failure penalty of \$100.00 daily, until the error is corrected.
- c. If the problem is determined to be outside the licensee's system, the licensee must continue to provide the required reports in this section and resubmit all such transactions via the Internet when the error is corrected.
- d. If a licensee is unable to capture, digitize or transmit the photographs required under this section, the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the police department upon request.
- e. Regardless of the cause or origin of the technical problems that prevented the licensee from uploading the licensee's reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.
- f. The police department may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.

## **SECTION II**

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

## **SECTION III**

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

**SECTION IV**

This Ordinance shall become effective the day after its publication as provided by law.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved:        March 12, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk

Published: \_\_\_\_\_



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Office of City Attorney

**TO: Common Council**  
**FROM: Brian Sajdak, City Attorney**  
**DATE: January 4, 2024**  
**SUBJECT: ORDINANCE 2024-1658 An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to the Regulation of Signs Within the City**

### **Background**

A quick review of the history of this item is in order. Historically, First Amendment law has provided communities with reasonably broad authority to regulate speech, provided that such regulations are content neutral. In other words, as long as a regulation did not regulate the content of the sign, the regulation would be upheld if it was aimed at a substantial governmental interest. If the regulation is not content neutral (that is, it regulates the content of a sign), then in order to be upheld the government must show a compelling interest and that the regulation is the least restrictive means of addressing that compelling interest. Most regulations do not meet this standard of review, which is commonly called strict scrutiny.

Under the historical approach, a regulation was considered content neutral as long as it did not address the specific wording on a sign. Thus, you could regulate specific types of signs (e.g., a real estate sign, a construction sign, a directional sign, etc.), but the regulation could not go so far as to specify what was on the sign (e.g., a real estate sign must state "x," a construction sign cannot say "y"). The most common example of this type of consideration is campaign signs. Historically you could regulate campaign signs by specifying the time, place, materials, and similar dimensional aspects of the sign, but the regulation could not be based upon the specific language on the sign. For example, you could not allow signs that are pro-referendum while prohibiting signs that are anti-referendum.

This historical approach was upended by Reed v. Town of Gilbert. In Reed the U.S. Supreme Court struck down a local sign code that classified signs in various ways including construction signs, directional signs, temporary directional signs relating to a qualifying event, political signs, garage sale signs, and signs owned or required by a governmental agency. The Court held that the code in that case regulated signs based on their "communicative content," and that such regulations are not content neutral. Thus, those distinctions related to the type of sign which were previously acceptable are no longer permissible. If a sign code makes these types of distinctions, it now must meet the higher strict scrutiny standard.

This new approach raised significant concerns for governments. Prior, commonly accepted, regulations that addressed signs based on their classification such as campaign signs,

construction signs, directional signs, real estate signs, etc., all became potentially invalid. More importantly, many sign codes regulated commercial signs generally (another classification) but also specifically based on aspects which are related to the type of sign. For example, under Reed an off-premises billboard is a content-based restriction because you need to read the sign to determine whether it is for something on the sign's premises or for something that is not on the same premises as the sign.

The implications of the Reed case are significant. Indeed, in 2021, the City was even threatened with a lawsuit over its regulation of signs on public property and within the right-of-way. This threat resulted in the City committing to reviewing its sign code - a process which commenced with the adoption of section 62-21 relating to the regulation of signs on public property and within the right of way. During this process, multiple court cases proceeded to the point that appellate courts were prepared to issue decisions - the most important of which centered around the regulation of commercial signage. It probably goes without saying that if these cases followed Reed's approach, commercial sign regulations would become effectively impossible. Accordingly, the City's review process was put on hold to allow these decisions to be made.

Thankfully, both the federal 7<sup>th</sup> Circuit Court of Appeals (Adams Outdoor Advert. Ltd. P'ship v. City of Madison) and the U.S. Supreme Court (City of Austin v. Reagan Nat'l Advert. of Austin, LLC) both upheld the traditional approach to regulating commercial signage established by the Supreme Court in Central Hudson Gas & Electric v Public Service Commission. Under this approach, regulations affecting commercial speech do not violate the First Amendment if: (1) the regulated speech concerns an illegal activity; (2) the speech is misleading; or (3) the government's interest in restricting the speech is substantial, the regulation in question directly advances the government's interest, and the regulation is narrowly tailored to serve the government's interest.

The sign code has been the subject of numerous meetings over the past few years. Most recently, the "final" draft was presented to the Committee of the Whole in September, the Planning Commission in early December, and the Public Welfare Committee in January.

### **Discussion**

Within the packet is the final proposed version of the ordinance as approved by the Planning Commission and Public Welfare Committee. At the Committee of the Whole meeting, there was a request for a blacklined version to help illustrate the changes to the current code. Unfortunately, given the number of changes, Public Welfare Committee members found it difficult to follow, so it is not included here. Anyone wishing to review the blackline version can find the version presented to the Public Welfare Committee here:

<http://mequoncitywi.iqm2.com/Citizens/FileOpen.aspx??Type=4&ID=13647&MeetingID=4645>

(Note, there is one small change recommended by the Committee in Section 62-1(a)(2) to make it match Section 62-1(a)(3)'s "groups of people, and businesses" language, which is not reflected in this blackline version). Similarly, for anyone wishing to review the current version of the code, it can be found here:

[https://library.municode.com/wi/mequon/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH6\\_2SI](https://library.municode.com/wi/mequon/codes/code_of_ordinances?nodeId=PTIICOOR_CH6_2SI)

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With that in mind, I present the following to assist your review.

First, note that this version is not significantly different than the version reviewed by the Committee of the Whole in September. As indicated at that time, the proposed ordinance would be considered by the Planning Commission, which was accomplished at the Commission's December meeting. The primary recommendation from the Planning Commission was to address the legibility provisions of § 62.12(c)(1)c. The Planning Commission's recommendation was to ensure that there was an objective standard by which legibility was determined (as opposed to leaving it a completely subjective determination by staff). After reviewing numerous codes from other communities, and various design guides, I determined that the best way to approach this issue was through the following language:

Signs shall serve a function of way finding and site identification. The department of community development may deny a sign permit based upon the legibility of the sign. Legibility shall be determined by reference to the Federal Highway Administration's Manual on Uniform Traffic Control Devices, United States Sign Council's On-Premise Sign Standards, and similarly recognized design guides and manuals.

There were two reasons for this. First, none of the other codes that I reviewed appropriately addressed legibility in any objectively meaningful manner. Nearly all were vague, aspirational standards. The few that had more specific standards were nonetheless somewhat general. For example, one code included a standard that read: "Avoid hard-to-read, intricate typefaces. Typefaces that are difficult to read reduce the sign's ability to communicate" and "Avoid large areas of blank space. Large areas (50 percent or more) of blank sign area should be avoided. If the total allowed sign area is not required to convey the message effectively, it is best to reduce the overall size of the sign." These still leave a considerable amount of discretion to staff in reviewing legibility. The second reason for this language is that the available design guides/manuals are extremely lengthy. For example, the USSC's manual (which can be viewed here: <https://usscfoundation.org/wp-content/uploads/2018/03/USSC-Guideline-Standards-for-On-Premise-Signs-2018.pdf>) is over 60 pages in length. The MUTCD is hundreds of pages long (located here: [https://mutcd.fhwa.dot.gov/kno\\_11th\\_Edition.htm](https://mutcd.fhwa.dot.gov/kno_11th_Edition.htm)). Further, the specific legibility standard may be determined by the type or location of the sign. To include all of the various permutations within our code would be difficult at best. Plus, by referencing standards, we can be sure that the current best practices are included, rather than having to update the code every time a best practice changes.

Beyond that, the following is a recap of the prior highlights that were presented to the Committee of the Whole to further guide your review:

The first significant change is that the code now commences with a findings and purpose section. This is designed to give the reader (and potentially a reviewing Court if there was ever a



challenge) a background to understanding how the sign code should be interpreted. Much of what is in this section carried over from the existing code. However, some of the concepts are expanded upon to better clarify intent. Similarly, the definition section largely carries over from the prior code except that it now incorporates all definitions within the same section and eliminates or modifies definitions which are problematic under the cases discussed above.

The second noticeable change is found in the exemption section (62-8 of the new code). Under the old version, a significant number of the exemptions were impermissible under Reed based on their classification. For example, a “temporary real estate sign” is likely an impermissible classification and was deleted. However, some of the exemptions were not deleted, but rather moved to the appropriate section of the code. For example, the seasonal banner signs were moved to the section on non-residential signs.

As an example, the challenge that the caselaw presents can be found if the City wanted to regulate temporary signs on residential properties specifically or differently than others (e.g., Realtor signs vs. Graduation Signs), the mere classification to do so makes the regulation not content-neutral, and therefore invalid. As such, in order to maintain content-neutrality, we have to look at ways to regulate that do not rely on the communicative content of the sign. To do that, the code regulates signs solely based on the location - in this case, the location being on a property within a residential zoning district. Other communities have undertaken a broader examination wherein they look to additional factors to effectively create a zoned approach for signs where, for example, all properties along an interstate highway (whether commercial or residential) have certain regulations that might be different for a property within a platted subdivision that does not abut an interstate. There are obvious advantages and disadvantages to both approaches. The nature of development within Mequon suggested that the zoning of the property is the better approach. Under the City of Austin decision, this classification between effectively non-commercial and commercial signage likely passes constitutional muster.

Based on this, the next significant change in the code is the classification of signs based on location - residential signs, signs on public property/right-of-way, and non-residential signs. Each of these areas now has their own section. The residential section is largely permissive in that it allows any signage but limits it to temporary signs and places a limit on the total square footage of signs that would be allowed. Traditionally, these temporary signs would be things like campaign signs, real estate signs, graduations signs, etc. This approach to regulating these non-commercial signs complies with Reed but also results in a slightly more permissive code than existed before. There are also provisions for commercial signs within these areas such as home-based occupations and subdivision signs.

The public property/right-of-way section incorporates the prior revisions on this topic into the sign code as a whole. However, it has been modified to clarify some language which resulted in difficulty in understanding and enforcement. Specifically, the change clarifies that signs are not allowed in any areas which are currently right-of-way. In areas where the right-of-way has not been formally dedicated, the street reserved area applies to keep signs away from being immediately adjacent to the road surface which also has the impact of making the “setback” a little more consistent in areas where there is a mix of dedicated and non-dedicated right-of-way.

The non-residential section contains largely the same regulations for commercial speech that existed under the current code. In some areas, duplicative language was combined into one section. In other areas, problematic distinctions like “religious signs” were removed in favor of the more general regulation of signs on properties zoned IPS (institutional). With that said, there are a couple of distinctions which are based solely on a specific use: theatres, concert halls, gas stations, and restaurants. Given that these distinctions are based on the commercial nature of the related signs, and that address specific concerns related to these commercial uses, they may be acceptable under the City of Austin analysis.

**Recommendation**

The proposed ordinance was recommended for adoption by the Planning Commission on December 4, 2023, and the Public Welfare Committee on January 9, 2024.

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2024-1658

An Ordinance Repealing and Recreating Chapter 62 of the Mequon Municipal Code Relating to  
the Regulation of Signs Within the City

**RECITALS**

A. The Common Council previously adopted Chapter 62 of the Mequon Municipal Code which regulates signs within the City.

B. Recent case law has substantially changed nature of the allowed regulations related to signs under the First Amendment.

C. The Common Council finds that the regulation of the placement of signs so as to ensure the safety of pedestrians, traffic, and occupants of buildings remains a critical and necessary component of preserving the health, safety, and welfare of the community.

D. The Common Council wishes to update Chapter 62 to reflect current trends and demands for signs while also ensuring that the regulation of signs within the City remains narrowly tailored to the public's compelling interest in such regulation in a manner which is the least restrictive method of reaching those interests.

BASED UPON THE FOREGOING RECITALS, THE COMMON COUNCIL OF THE  
CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS  
FOLLOWS:

**SECTION I**

Chapter 62 of the Mequon Municipal Code is repealed and recreated to read as follows:

**62-1. Findings and Purpose.**

- (a) *Findings.* The common council makes the following legislative findings relating to signs:
- (1) Exterior signs have a substantial impact on community appearance and quality of the environment.
  - (2) Signs provide an important medium through which individuals, groups of people, and businesses may convey a variety of messages.
  - (3) In addition to signage allowed by this chapter, individuals, groups of people, and businesses have numerous means to communicate different types of speech, including print media, broadcast media, direct mailings to households, and dissemination of information on the Internet.

- (4) Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
  - (5) Sign regulations in this chapter (i) promote the public welfare, health, and safety of people using the public roads and other public travel ways; (ii) advance the aesthetic goals of the city while allowing creative and effective signage; and (iii) reduce the visual clutter caused by advertising signage which is a significant cause of unsafe traffic and visibility conditions.
  - (6) The limitations placed on signs by this chapter are deemed to be the minimum necessary to accomplish the purposes of this chapter.
  - (7) The common council, by enacting this ordinance, recognizes the city has a significant and substantial governmental interest in promoting public safety and aesthetic values through the regulation of signs displayed within the City of Mequon.
- (b) *Purpose.* The purpose of this ordinance is to create the legal framework for a comprehensive but balanced system of signs, and thereby to facilitate an easy and pleasant communication between people and their environment. Sign regulations, including but not limited to those which control the type, design, size, location and maintenance of signs, are hereby established to further the goals of safety and aesthetics and achieve more specifically, the following purposes:
- (1) To promote the public health, safety, welfare and comfort of the general public by:
    - a. Reducing distractions and obstructions from signs which would adversely affect traffic safety, and alleviate hazards caused by signs projecting over or encroaching upon the public right-of-way;
    - b. Discouraging excessive visual competition in signage and ensuring legibility and that signs aid orientation and adequately identify uses and activities to the public; and
    - c. Preserving or enhancing the natural beauty and unique physical characteristics of the City of Mequon as a community in which to live and work by requiring new and replacement signage which is:
      - 1. Creative and distinctive;
      - 2. Harmonious with the building, surrounding neighborhood aesthetics and other signs in the area;
      - 3. Appropriate to the type of activity to which it pertains;
      - 4. Expressive of the city's identity in a manner which will not diminish property values; and
      - 5. Complementary to the city's suburban architectural character and unobtrusive commercial developments;
  - (2) To promote the development of attractive and harmonious residential

areas, viable commercial areas and to identify industrial and other areas.

- (3) To protect property values, public investment and overall neighborhood character by promoting an attractive, harmonious and aesthetically-pleasing environment and preventing conditions which have undesirable impacts on surrounding properties.
- (4) To protect scenic views and the visual environment along all city streets, highways and rights-of-way and to promote overall aesthetics, avoid clutter and avoid inappropriate scale.
- (5) Promote the desired community and neighborhood character and aesthetics described in the City's comprehensive plan.
- (6) It is not the purpose or intent of this chapter to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign that cannot be viewed from outside a building.

## **62-2. 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:

*Address sign* means a sign containing only the physical street address of a premises (e.g. "11333 N. Cedarburg Road") or only the number of the street address (e.g. "11333") which is traditionally used for wayfinding purposes.

*Approved combustible materials.* Wood, combustible plastics, or other rigid material impervious to water.

*Approved combustible plastics.* Only those combustible plastic materials which when tested in accordance with the Standard Method of Testing for Flammability of Plastics (A.S.T.M.) over 0.050 inch in thickness, D635 (latest revision), burn no faster than 2.5 inches per minute in sheets of 0.060 inch thickness.

*Area.* Measurement of sign area shall be calculated as the sum of the area within the smallest regular polygon that will encompass all elements of the actual sign face including any writing, representation, emblem or any figure or similar character together with any material forming an integral part of the display or forming the backing surface or background on which the message or symbols are displayed.

- (a) For a sign painted on or applied to a building or to a freestanding wall, the area shall be considered to include all lettering, wording and accompanying designs or symbols, together with any background of a different color than the natural color, or finish material of the building or city approved free-standing architectural wall. The architectural wall shall be subject to city approval of a building, site and landscaping plan application.
- (b) The main supporting sign structure (i.e., brackets, posts, foundation, etc.) shall not be included in the area measurement if such framework is

incidental to the display.

- (c) When a sign has two or more faces, the area of all faces shall be included in determining the area, except where two faces are placed back-to-back and are at no point more than two feet from each other. In this case, the sign area shall be taken as the area of either face, and if the faces are unequal, the larger shall determine the area.

*Awning and awning sign.* An awning is a temporary or permanent frame with a fabric covering which projects from the building wall and is intended to provide shelter over a window, door or pedestrian space. An awning sign is any sign applied to an awning.

*Banner.* A sign, including a feather flag sign, intended to be hung either with or without a frame, and which possesses characters, letters, illustrations, or ornamentations applied to paper, plastic, or fabric of any kind.

*Base setback line.* The edge of the established ultimate street right-of-way.

*Beacon.* A stationary or revolving light which flashes or projects illumination, single color or multicolored, in any manner which is intended to attract or divert attention.

*Canopy sign.* Any sign that is attached to or part of an awning, canopy or other fabric, plastic or structural protective cover over a door, entrance, window or outdoor service area.

*Construction site.* shall have the same meaning given the term in Wis. Stat. § 66.1102(1)(ae).

*Development sign.* A temporary sign identifying individuals or companies involved in design, construction, wrecking, financing, or development of a building or lot and/or identifying the future use of a building.

*Directional sign.* A sign for the purpose of directing patrons or attendants to an entity or enterprise off the main traveled highway. Also, signs solely identifying ingress and egress placed at driveway locations, containing no advertising material.

*Directory sign.* A sign which indicates the name of the occupants or tenants located on the premises.

*Display surface.* The surface made available on the sign, either for the direct mounting of letters and decorations, or for the mounting of facing material intended to carry the entire advertising message.

*Edge of the street.* The back side of any curb, if installed along a street, or if not, the edge of the pavement of a street.

*Electronic message sign.* A sign whose informational content can be changed or altered on a fixed display screen composed of electronically illuminated parts. Electronic message signs use changing lights to form a message in text form wherein the sequence of the text and rate of change is electronically programmed and can be modified by electronic processes.

*External illumination.* Illumination of a sign with an exterior light source.

*Facing.* The surface of the sign or billboard upon, against, or through which the message of the sign or billboard is displayed.

*Flashing sign.* A sign whose illumination is not kept constant in intensity at all times when in use and/or which exhibits changes in light, color, direction, animation and word/text changes. Illuminated signs, which indicate the date, time, and temperature, will not be considered flashing signs.

*Freestanding/ground sign.* A sign which is attached to or part of a completely self-supporting structure other than a building. The supporting structure shall be set firmly in, upon, or below the ground surface and shall not be attached to any building.

*Height.* The height of all freestanding signs shall be the distance between the existing preconstruction grade at the base of the sign and the highest point on the sign or supporting structure.

*Hold.* To grasp or carry by a person, or to display on clothing being worn by a person.

*Illuminated sign.* A sign in which an artificial source of light is used in connection with the display of such sign.

*Install.* To cause to be or stay in a particular place, either temporarily or permanently, and includes to erect, embed, attach, fasten, place, display, paint, draw, or otherwise illustrate, but does not include to hold.

*Internal illumination.* Illumination of a sign in which the source of light is contained within the sign itself.

*Letters and decorations.* The letters, illustrations, symbols, figures, insignia, logo and other media employed to express and/or illustrate the sign message.

*Lot.* A designated parcel, tract or area of land established by plat, subdivision, or as otherwise permitted by law.

*Lot lines.* A line of record bounding a lot which divides one lot from another lot or from a public or private street or any other public space.

*Major tenant.* A tenant within a multi-tenant building that occupies the greatest linear frontage or square footage of that building.

*Manual changeable letter sign.* A sign whose information content can be changed or altered manually on a fixed display. Manual changeable letter signs use individual letters to form a message in text form.

*Marquee and marquee sign.* A marquee is a permanent roof-like structure extending from part of the building wall but not supported by the ground, and constructed of durable materials. A marquee sign is a sign attached to, applied on, or supported by a marquee.

*Master sign plan.* A master sign plan is a unified signage package that applies to a single development in a manner that will enhance the development through a coordinated and comprehensive design approach. The master sign plan can allow for flexibility to the

standards when benefits of the design flexibility are derived by both the applicant and the community. The master sign plan shall specify the standards which are requested to be waived or modified and comply with section 62-15.

*Neon or other gas tube illumination.* Illumination from a light source consisting of a neon or other gas tube which forms letters, symbols or other shapes.

*Nonconforming sign.* A sign existing at the effective date of the adoption of this chapter which does not conform to the terms of this chapter.

*Off-premises signs.* Any sign that advertises, calls attention to or identifies an entity, enterprise or property situated on a different lot than the sign.

*Offset.* The regulated minimum distance of a structure from a side or rear lot line.

*On-premises signs.* Any sign that advertises, calls attention to or identifies an entity, enterprise or property situated on the same lot as the sign.

*Outdoor advertising.* Any outdoor structure or device that is used as an announcement, declaration, demonstration, display, illustration, indication, symbol, insignia, logo, emblem or advertisement.

*Portable sign.* A sign not permanently affixed to the ground, building, or other structure and which may be easily moved from place to place.

*Premises.* The lot on which a sign is located.

*Projecting sign.* A sign affixed or attached directly to the exterior wall of a building or structure and extending more than ten inches from the exterior wall of the building or structure.

*Roadside ditch.* A long, narrow open channel that is dug into the ground along the side of a street used for the collection of storm water.

*Roof sign.* A sign or billboard which is located or projects above the lowest point of the eaves or the top of the parapet wall of any building, or which is painted on or fastened to a roof.

*Setback.* The regulated minimum horizontal distance between the base setback line and any structure on a lot.

*Shopping center.* A planned/coordinated grouping of architecturally unified commercial establishments built on the same site and managed as one operating unit offering for sale goods such as food, drugs, hardware and personal services.

*Sign.* Any display of lettering, logos, colors, lights, or illuminated neon tubes visible to the public from outside of a building or from a traveled way, which either conveys a message to the public, or intends to advertise, direct, invite, announce or draw attention to goods, products, services, facilities, persons, property interest or business either on the lot or on any other premises.

*Sign code administrator (SCA).* The City of Mequon employee(s) responsible for administering this chapter.

*Street.* A public or private right-of-way for pedestrian or vehicular traffic.



*Street reserved area.* The entire width of the physical surface intended for vehicular traffic of any public street plus any medians and/or islands within lanes of traffic, together with the following:

- (a) If there is a sidewalk or multi-use path located in whole or in part within 15 feet from the edge of the street, the area from the edge of the street up to, and including, the full width of the sidewalk or multi-use path; or
- (b) In an area along a street where (a) does not apply, 15 feet from the edge of the street.

*Temporary sign.* A sign intended to be used for a period of no more than 30 days unless otherwise specified herein.

*Trim.* The moldings, battens, capping, nailing strips, latticing and platforms attached to any sign or billboard structure.

*Wall sign.* A sign or billboard affixed or attached directly to the exterior wall of a building and extending ten or less inches from the exterior wall of the building or structure.

*Warning sign.* A sign, containing no advertising material, warning the public of the existence of danger.

*Window sign.* A sign attached to, placed upon, or painted on the interior of a window or door of a building which is intended for viewing from the exterior of such building.

### **62-3. Scope of regulations.**

Except as otherwise noted herein, the regulations of this chapter shall govern all outdoor signs, advertising structures or devices with respect to location, safety, size, construction standards, erection, attachment, support, lighting, anchorage, maintenance, appearance, and aesthetics. To the extent that these provisions conflict with other code provisions and/or with specific design guidelines adopted by the common council (e.g., Town Center Plan and Design Guidelines), the more restrictive or specific requirement will apply.

### **62-4. Permits.**

- (a) *Authority.* Where this chapter requires a permit, it shall be unlawful for any person to erect, repair, alter, relocate or possess any sign or other advertising structure as defined in this chapter without first obtaining a sign permit from the Department of Community Development and making payment of established fees. All illuminated signs shall, in addition, be subject to the provisions of the electrical code and the permit fees required thereunder.
- (b) *Application for permit.* Sign permit applications shall be filed with the sign code administrator, who shall review the application for its completeness and accuracy and approve or deny, in writing, the application within 60 days of receipt from the applicant. A sign permit shall become null and void if work authorized under the permit has not been completed within 12 months of the date of issuance. The application for a sign permit shall contain or have attached thereto the following

information:

- (1) Name, address, and telephone number of the applicant. Location of building, structure, or lot to which or upon which the sign is to be attached or erected.
  - (2) Name of person, firm, corporation, or association erecting the sign.
  - (3) Written consent of the owner of the building, structure, or land to which or upon which the sign is to be affixed.
  - (4) A scale drawing of such sign indicating the dimensions, materials to be used, color scheme, type of illumination, if any, and the method of construction and attachment.
  - (5) A scale drawing indicating the location and position of such sign in relation to nearby buildings or structures.
  - (6) Copies of any other permit required and issued for said sign, including the written approval by the city planning commission where required by the zoning code and/or by the electrical inspector, in the case of illuminated signs, who shall examine the plans and specifications, re-inspecting all wiring and connections to determine if the sign complies with the city electrical code.
  - (7) Additional information as may be required by the Department of Community Development.
- (c) *Issuance of permits.* Upon the filing of an application for a sign permit, the sign code administrator will examine such plans and specifications and other data to determine whether the proposed sign is in compliance with the requirements of this section and all other regulations of the city. Following such examination:
- (1) If the proposed sign is not in compliance with the requirements of this section and all other regulations of the city, the sign code administrator shall deny such permit and state the specific lack of compliance with the ordinance requirements in the SCA denial.
  - (2) If the proposed sign complies with all dimensional ordinance requirements, the sign code administrator shall consider the purpose, appearance, location, lighting, height, size, and impact of the sign relative to the scenic beauty of the vicinity and to the values identified in section 62-1 of this chapter (i.e., purpose). If the sign code administrator determines, on the basis of the above noted considerations, that there is a question as to whether or not the proposed sign is in accordance with the intent of this section, the SCA shall refer the sign permit application to the planning commission stating the reasons for such referral. Following its review, the planning commission shall approve, approve with modifications, or deny the sign permit application.
  - (3) If the sign code administrator determines that the sign is in compliance with the intent of this section and all other regulations of the city, the SCA shall issue the sign permit.

- (4) Any approval given by the sign code administrator or planning commission shall be valid for 12 months. If the approved sign is not constructed within this 12-month period, the sign permit shall be declared null and void.
- (5) Upon any denial of a sign permit, no application for the same or substantially similar sign may be made within one year of such denial unless the application results from substantially changed circumstances or conditions.

#### **62-5. Fees.**

Administrative fees for sign permits shall be in accordance with the city's established fee schedule.

#### **62-6. Revocation of permits.**

The sign code administrator is hereby authorized and empowered to revoke any permit issued by him/her upon failure of the holder thereof to comply with any provision of this chapter.

#### **62-7. Prohibited signs.**

The following types of signs are prohibited in the City of Mequon:

- (a) Roof signs.
- (b) Signs placed on or affixed to vehicles and/or trailers which are parked on private property so as to be visible from a public right-of-way or public property where the apparent purpose is to advertise a product or direct people to a business or activity. However, this is not in any way intended to prohibit signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle or trailer.
- (c) Signs which are attached or otherwise affixed to rocks, trees or other living vegetation.
- (d) Signs which imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other device.
- (e) Flashing or rotating signs, message crawl signs, digital electronic signs, signs containing moving parts, and signs containing reflective elements which sparkle or twinkle in the sunlight are not permitted.
- (f) "A" frame, sandwich board, sidewalk, or curb signs, except as may be expressly allowed under this chapter.
- (g) Banners, pennants, streamers, balloons, and other gas-filled figures, except as may be expressly allowed under this chapter.
- (h) Billboards and off-premises signs.
- (i) Any sign advertising or identifying an entity or enterprise which is either defunct or no longer located on the premises.
- (j) Projecting signs.

- (k) Portable and wheeled signs.
- (l) Signs or other advertising painted directly on walls unless specifically approved by the planning commission.
- (m) Inflatable signs and tethered balloons.
- (n) Signs attached to, erected or maintained on any standpipe, exterior stairway, fire escape, tower, or balcony so as to interfere with the use thereof.
- (o) Signs erected at or near the intersection of any streets in such manner as to obstruct free and clear vision; or at any location where, by reason of the position, shape or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device; or which makes use of the words "STOP," "LOOK," "DANGER" or any other word, phrase, symbol, or character in such manner as to interfere with, mislead, or confuse traffic.
- (p) Signs erected, constructed or maintained so as to obstruct any exit, any window opening necessary for required light or ventilation, or which prevents free passage from one part of a roof to another.
- (q) Signs extending above the top or ten inches beyond the side of the exterior wall to which such sign is attached.
- (r) Signs and associated lighting fixtures which project more than ten inches from the exterior wall to which they are attached.
- (s) Signs entirely supported by a parapet wall.
- (t) Except as may otherwise be permitted by this section the placement, creation, or use of outdoor advertising devices such as banners, decorative displays or other advertising devices of cloth, paper, or other non-rigid materials.

#### **62-8. Exemptions.**

The following outdoor signs, advertising structures or devices shall be exempted from section 62-4 of this chapter:

- (a) A banner installed over the entire height and length of a fence surrounding a construction site by the owner, or other person in lawful possession or control, of such construction site in accordance with Wis. Stat. § 66.1102(5)(a).
- (b) Signs which are located within the interior of any building and which are not visible from the exterior of the building.
- (c) Temporary, non-illuminated window signs, including but not necessarily limited to paper signs, box signs, and painted window signs, covering less than 25 percent of the area of any individual windowpane, provided that the sign shall not be continuous in appearance across multiple window panes.
- (d) Address signs, provided that there is not more than one address sign per building and that such sign does not exceed six square feet in gross surface area.
- (e) Any sign which is otherwise required or authorized by local, state, or federal law contrary to the provisions of this chapter.

## 62-9. Signs on Residential Properties

Signs on a lot located within a residential zoning district, as identified in Chapter 58, Article IV, Division 3, within the residential component of any lot zoned PUD, TDR-PDR or CGA, or on a lot with a residential use in any other zoning district shall comply with the following:

- (a) *Temporary Signs.* Signs that are installed on a lot for less than 4 months in any twelve-month period shall be allowed without a permit under section 62-4 provided that:
  - (1) *Number and area.* Any number of temporary signs are allowed except that the total cumulative area of all temporary signs shall not exceed 15 sq. ft.
  - (2) *Height.* No temporary sign shall exceed 4 feet in height.
- (b) *Non-Temporary Signs.* The following non-temporary commercial, wayfinding and/or directional signs are hereby allowed, subject to issuance of a permit in accordance with section 62-4 of this chapter.
  - (1) *Building name signs.* Name signs for buildings containing four or more residential units indicating only the name of the building, the name of the development in which it is located, the management thereof, and/or address of the premises shall be subject to the following:
    - a. *Type.* Building name and address signs may be either wall signs or ground signs.
    - b. *Number.* There shall not be more than one name and address sign for each building except that where a building abuts two or more streets, one sign may be allowed for each abutting street frontage.
    - c. *Area.* Building name signs shall not exceed six square feet in gross surface area.
    - d. *Location.* Building name signs shall not be located closer than ten feet to any property line, right-of-way or driveway.
    - e. *Height.* Building name signs shall not exceed seven feet as measured from preconstruction grade at the base of the sign.
  - (2) *Subdivision identification signs.* A permanent sign used to designate a residential subdivision entrance may be permitted subject to planning commission approval and the following criteria:
    - a. Subdivision identification signs shall be ground signs.
    - b. *Number.* There shall not be more than two subdivision identification signs for each point of vehicular access to the subdivision.
    - c. *Area.* Subdivision identification signs shall not exceed 32 square feet in area per sign.
    - d. *Location.* Subdivision identification signs shall not be located closer than ten feet to any property line, right-of-way or driveway,

except where approved to be within the street reserved area under sec. 62-10.

- e. *Height.* Subdivision identification signs shall not exceed seven feet as measured from preconstruction grade at the base of the sign.

- (3) *Home Occupation Sign.* One sign not to exceed two square feet in size and attached to the residential structure for the purpose of identifying an entity or enterprise which is a legal home occupation. Home occupation signs shall not be illuminated.

#### **62-10. Signs along streets and on public property.**

- (a) *Findings.* The city encourages the exercise of free speech, and recognizes the right of all people to speak, petition, picket and otherwise express speech on public property. Signage on public property, however, poses additional concerns, among them being:

- (1) Signs installed on public property give the appearance of government endorsement of the messages on the signs.
- (2) Signs installed in certain locations can obstruct visibility and conflict with necessary safety signs and, therefore, create safety hazards.
- (3) Signs that are installed too close to roads can create distractions for drivers and, in certain locations, obstruct visibility.
- (4) Signs installed on public property can obstruct vehicles, bicycles and pedestrians; moreover, excessive signage has in the past made parks and public buildings uninviting to regular users.
- (5) The common council knows of no way to ensure that an installed sign on public property is removed when the person posting the sign has no further use for it, and the city has no way to know who installed a sign so that the city can inquire whether the sign can be removed; therefore, signs could be installed permanently.
- (6) The proliferation of installed signs on public property unnecessarily changes the character and aesthetics of the city. Nevertheless, the public has the ability to post non-commercial signs on private property, thereby ensuring that the public may express itself on signs.

Accordingly, the common council has determined that this section is required for the safe and orderly administration of public property. With certain limited exceptions, this section restricts all people and entities from installing signs. However, the city has reserved the right to install specific signs that are fundamental and necessary for the purposes for which the city owns its properties. The city allows others to hold signs on public property while petitioning, picketing and at all other times. The common council further finds that numerous and significant alternatives exist to placing signs close to streets (such as back from the street) and on public property that allow the exercise of free speech.

- (b) *General exceptions.* Nothing in this section shall prohibit any person from holding

a sign in a street reserved area or on public property provided that no such sign being held shall (1) block the view of traffic in a manner that could cause safety concerns; (2) block a driveway except while being carried from one side to another; (3) be held within 25 feet of the entrance of any public building; (4) obstruct pedestrian or vehicular travel; (5) obstruct pedestrian or vehicular ingress or egress from any public or private building; or (6) be held in any street reserved area that is titled to a private property owner without the property owner's permission.

(c) *Right-of-way and Street reserved areas.*

(1) Except for the following, no signs shall be installed in any public right-of-way or in the street reserved area:

- a. The following signs, all of which are necessary for government to exercise its responsibilities, erected by the city or any other governmental entity with authority:
  1. Traffic signs and street signs.
  2. Warning signs and temporary emergency signs installed for the public safety.
  3. Entrance signs to the city stating the name, population and official slogan, if any, for the city and containing the logo for the city (or any combination of the foregoing).
  4. Signs designating historical landmarks, signs naming neighborhoods and signs notifying the public of designations bestowed upon the city or a place by an entity other than the city (e.g., Bird City USA, Rustic Road).
  5. Adopt a street program signs.
  6. Signs required by federal or state law to be placed in such locations.
  7. Signs to notify the public of potential zoning or land use actions on a property pursuant to chapter 58 of this code.
- b. Signs on any vehicle, trailer or towed equipment and lawfully parked or traveling upon any public street.
- c. Signs on any vehicle, trailer, equipment or shelter during any city-organized or funded parade or festival, or a parade or festival in which the city substantially participates, that occurs in whole or in part in the street reserved area.
- d. Railroad signs installed by or on behalf of a railroad, or a governmental entity with authority, for safety purposes.
- e. Utility signs installed by or on behalf of a public utility, or governmental entity with authority, for safety purposes.
- f. Single-family residential subdivision entrance signs if approved by

the planning commission. Such signs shall only be approved if (a) placed in a entrance island on the entrance road to the subdivision and platted as an outlot or (b) the Planning Commission determines that there is no place outside of the street reserved area on the subdivision's property that is reasonably visible from adjacent streets, provided that no such sign shall violate the required intersection sight distance, vision triangle and vision corners requirements of the Standard Specifications for Land Development in the City of Mequon. A single-family residential subdivision sign in the street reserved area that exists of date of the enactment of this section that is made non-conforming by such adoption may not be replaced or restored unless the owner shows that the sign or its structure has been damaged by causes other than vandalism and that the damage did not exceed 50 percent of the appraised value of the sign and sign structure. If such sign or sign structure is destroyed or damaged by causes other than vandalism to an extent exceeding 50 percent of the appraised sign value, it shall be removed and shall not be reconstructed or replaced unless such action makes the sign and sign structure conforming to the location requirements of this section and all other applicable ordinance requirements. If restoration of a damaged sign is not completed within six months of the date damage occurred, such sign shall be removed or replaced in a manner as will conform with all applicable specifications. Replacement signs require planning commission approval.

- g. The city will install a sign in the public right-of-way or street reserved area for any person or entity, for any purpose and with any message, subject to the following conditions:
  - 1. The sign may only be installed on one of the following streets and, to the extent required, subject to state or county approval:
    - County Line Road (north side)
    - Donges Bay Road
    - Mequon Road (west of Buntrock Avenue; between the Milwaukee River and Oriole Lane; east of I-43)
    - Freistadt Road
    - Highland Road
    - Bonniwell Road
    - Pioneer Road
    - Wasaukee Road
    - Granville Road



Swan Road

Wauwatosa Road

Cedarburg Road (south of Lucerne Court; north of Thiensville)

Green Bay Road

Port Washington Road (north of Glen Oaks Lane)

Lake Shore Drive

2. No person or entity may have more than one such sign.
3. Each of such signs facing the same street shall be at least 0.5 miles apart.
4. The city will locate such signs to avoid conflicts with other signage, blocking the view of traffic in a manner that could cause safety concerns or obstructing pedestrian or vehicular travel. No such sign shall be located in front of any commercial property.
5. Each such sign shall be 36 inches wide and 24 inches tall with a blue background and white lettering. Lettering on the sign shall be at least four inches tall. Such signs shall be installed on free standing posts designated and provided by the city.
6. Such signs will be procured through and installed by the city at the expense of the person or entity requesting the sign in accordance with the city's established fee schedule.
7. Such signs shall be subject to an annual administrative fee in accordance with the city's established fee schedule. The city shall remove any such sign if the annual fee is not paid within 30 days of the date of the city's notice to the person or entity requesting such sign. Such notice shall be sent to the address on file with the city.
8. Any sign installed by the city that exists as of the date of the enactment of this ordinance that would otherwise qualify under this part g., but that does not conform to any requirement of 3. or 5., may remain in place through 2026 provided the person or entity for which the sign was installed pays the annual administrative fee described below as and when required. Such non-conforming signs will be removed on or after January 1, 2027. The city will replace any such sign with a sign that meets the requirements of this paragraph (other than the requirements of 3. if two or more such signs exist as of that date), subject

to payment of the procurement and installation costs described below, at the request of the person or entity for which the sign was installed.

- (2) No sign in a roadside ditch may be installed in a manner that would restrict the free flow of water.

(d) *Other public property.*

- (1) This subsection (d) shall not apply to the following:

- a. Signs on properties owned or controlled by any governmental entity other than the city. Monument, wall and directional signage on such properties shall be regulated to the extent allowed by law by provisions of this chapter 62 other than this section. Those entities shall regulate signs, including signs installed by third-parties, under their own authority.
- b. Signs on properties leased from the city under a long term written lease of more than one year (e.g., the lease with Mequon Nature Preserve), but not including special event leases or licenses. Monument, wall and directional signage on such properties shall be regulated to the extent allowed by law by provisions of this chapter 62 other than this section. Subject to restrictions in their leases, tenants under such leases shall regulate signs, including signs installed by third-parties, under their own authority.

- (2) The city has the right to engage in government speech and to promote on public property the events and programs the city organizes or funds, other activities of the city government and positions taken by the city. Accordingly, the city may promote such events, programs, activities and positions on the electronic message board adjacent to the Mequon-Thiensville Gateway Monument and by installing signs elsewhere on public property subject to the following conditions:

- a. No such sign may promote any candidate for public office, referendum on any ballot or political party.
- b. The city administrator or his or her designee may authorize messages on the electronic message board adjacent to the Mequon-Thiensville Gateway Monument provided that the messages are limited to (i) the current date and time; and (ii) the name, date, time and/or place of events and programs organized or funded by the city.
- c. The common council may specifically authorize messages on the electronic message board adjacent to the Mequon-Thiensville Gateway Monument or signs installed elsewhere on public property provided that they relate to (a) the events and programs the city organizes or funds; (b) other activities of the city government; and (c) positions taken by the city as approved by the common council.

- (3) The Frank L. Weyenberg Library may display messages on the electronic message board outside of the library subject to the following conditions:
- a. No such sign may promote any candidate for public office, referendum on any ballot or political party or advocate any political or public policy position.
  - b. Messages on the electronic message board shall be limited to (i) the operating policies of the library approved by the Frank L. Weyenberg Library Board of Trustees; (ii) the name, date, time and/or place of library-related events and programs organized or funded by the library or the library foundation; (iii) the books, materials and electronic offerings of the library; and (iv) books and materials sold by the library.
- (4) Subject to the preceding paragraphs, no signs shall be installed on any public property, including without limitation in any park, all publicly owned areas around any city building or in any right-of-way except for the following, each of which the city expressly permits as an expression of government speech:
- a. Any sign described in subsection (c)(1) of this section, other than the signs in part f. of such section, including any such described sign located on public property outside of a street reserved area.
  - b. The American flag, the flag of the State of Wisconsin and the flag, if any, of the city.
  - c. Outside of a public building or park, one or more signs specifying the name or address, or both, of the building or park. Such a sign may contain the city logo or the logo for the city's park system.
  - d. Signs installed by the city on the day of or evening before an election day stating nothing more than "vote here" and giving the hours of voting. Such signs shall be removed at the conclusion of voting or on the following day.
  - e. A sign on the outside of city hall designating the city's drop box.
  - f. Signs approved by the common council or a committee designated by the common council recognizing donors and contributors toward an improvement to which the sign is attached or adjacent.
  - g. Signs required by government or quasi-governmental authorities other than the city as a condition of funding of improvements.
  - h. Signs specifying the city's rules and regulations for the property or facility.
  - i. Advertising signs at public athletic fields provided that the advertiser has paid an annual fee for the sign.
  - j. Words, logos and depictions on tombstones in any cemetery.

- k. Directional signs, maps and signs identifying features of interest on city property.
  - l. The following signs that have been installed prior to the date of the enactment of this ordinance: [1] The Mequon-Thiensville sign on the Gateway Monument at the corner of Mequon and Cedarburg Roads; and [2] the four historic signs around such monument.
  - m. Monuments, memorials and artwork that is either commissioned by the common council or accepted by the common council pursuant to its inherent right to government speech prior to installation.
  - n. Signs promoting events, programs and initiatives organized or funded by the city, provided that such promotion is approved by the common council prior to such signs being installed.
- (e) Enforcement. In addition to enforcement as provided in this chapter, the city may remove any sign that violates this section.

#### **62-11. Signs on Non-Residential Properties.**

- (a) *Commercial, industrial, park, and institutional uses.* For all lots with commercial, industrial, park, and institutional zoning (B-1, B-2, B-3, B-4, B-5, B-6, B-7, NC, TC, AC, UCNC, UCMU, UC Senior Housing, IPS, LTD, and P-1 districts), only the following signs are hereby allowed subject to issuance of a permit in accordance with section 62-4 of this chapter.
- (1) Master sign plans subject to planning commission approval. Proposals for master sign plans are evaluated for safe wayfinding, direction for travelers related to distinct functions on one development site. A master sign plan is required for the following uses or site conditions:
    - a. Gas Stations with Car Wash facilities.
    - b. Single use Car Wash facilities.
    - c. Uses with Drive-thru facilities.
    - d. Multiple buildings located on one development site.
  - (2) *Wall signs.*
    - a. *Number.* There shall be not more than one wall sign for each principal building within the B-1, B-2, B-3, B-4, B-5, B-6, B-7, NC, TC, AC, UCNC, UCMU, IPS, LTD, and P-1 zoning districts except for the case of multi-tenant buildings as regulated in section 62-11(a)(5) of this chapter and except for the case of buildings that front two public streets, one sign may be permitted for each facade facing a public street.
    - b. *Area.* Except in the case of multi-tenant buildings as regulated in section 62-11(a)(5) of this chapter, the gross surface area of a wall sign shall not exceed two and one-half percent of the area of the

building wall, including doors and windows, to which the sign is to be affixed or 60 square feet, whichever is smaller.

- c. *Location.* A wall sign may be located on the outermost wall of any principal building but shall not project more than ten inches from the wall to which the sign is to be affixed.
- d. *Height.* A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed. A wall sign shall not exceed 20 feet in height from the base of the building wall to which the sign is affixed.

(3) *Freestanding ground signs.*

- a. *Number.* There shall not be more than one freestanding ground sign for each principal building.
- b. *Area.* The gross surface area of a ground sign shall not exceed 50 square feet of area.
- c. *Location.* A ground sign may not be located closer than ten feet to any property line, right-of-way or driveway, except as may be otherwise permitted in a specific zoning district.
- d. *Height.* A ground sign shall not project higher than ten feet, unless within the TC or AC district which shall be limited to six feet as measured from preconstruction grade at the base of the sign.

(4) *Awning signs.*

- a. *Area.* Awning signs which are four square feet or less in gross surface area are exempt from the provisions of this section. An awning sign that exceeds four square feet in gross surface area is subject to the review and approval by planning commission through a master sign plan application.
- b. *Number.* Each tenant that has its own principal, exterior entrance is permitted any number of awning signs if each awning sign is less than four square feet.
- c. *Location.* Awning signs shall be affixed to or located over windows or entryways. Alternative locations may be approved subject to staff approval.
- d. *Height.* An awning shall not project higher than the top of the façade or roofline.
- e. *Design.* Illuminated and plastic awning signs are prohibited.

- (5) *Multiple tenant signs.* Multiple tenant buildings located within the B-1, B-2, NC, TC, AC, UCNC, and UCMU zoning districts shall be limited to one wall sign per tenant not exceeding 30 square feet. The multiple tenants may also share the permitted freestanding sign. Major tenants may be allowed a larger wall sign subject to planning commission approval.

Multiple tenant buildings located within the B-3, B-4, B-5, B-6, B-7, LTD district are permitted one wall sign per building. More than one wall sign per building may be permitted subject to planning commission approval through a master sign plan and the following criteria:

- a. The placement of all wall signs shall relate only to the first floor elevation of the building.
- b. Only tenants that have an individual, exterior entrance on the first floor that allows the general public to access shall be permitted a wall sign.
- c. All wall signs shall relate to the architectural features of the exterior building and create an overall harmonious aesthetic.

(6) *Window signs.*

- a. *Neon signs.* Each business tenant shall be allowed to display on each public street it fronts one neon sign not exceeding 300 square inches in size or 50 percent of the window area, whichever is less. Neon signs shall emit a steady light and only be illuminated during business hours. Blinking, flashing, strobe or other light animation shall not be allowed. Businesses or business tenants will be required to fully comply with this section by September 1, 1994.
- b. *Business decals.* Individual business decals not exceeding two square feet in size shall be allowed provided that multiple decals cannot be combined to give the appearance of a larger sign.

(7) *Electronic message signs and manual changeable letter signs.*

- a. *Uses.* Electronic message signs and manual changeable letter signs shall only be allowed for properties zoned IPS, and theater, concert hall, and gas station uses within other commercial business zoning districts.
- b. *Message.* The fixed display or fixed display screen shall only contain text and remain static. Pictographic or video images are prohibited. A message which moves by scrolling, blinking, flashing, turning or other similar movements is prohibited. A message shall not change more than one time per 30 seconds. When more than one message is displayed on either a single or double faced sign, the change to all messages shall occur at a simultaneous 30-second interval.
- c. *Color.* The electronic display screen background shall be black. The fixed display or fixed display screen shall not be illuminated. The message on the display screen is not limited by color except that the color shall be compatible with the building's architectural character and exterior colors. There shall be no variation of color or intensity per message.
- d. *Illumination.* The maximum illumination of any electronic

message or manual changeable letter sign shall not exceed 15 foot-candles when measured with a light meter held perpendicular to the sign at a distance of 12 inches.

- e. *Design and dimension.* The electronic message or manual changeable letter sign shall only be permitted as a freestanding/ground sign and is subject to the number, area, location and height requirements according to subsection 62-11(a)(3) and as follows:
  1. The changeable message portion of the sign shall not exceed 50 percent of the total sign area.
  2. The electronic message or manual changeable letter sign shall not be located closer than 100 feet from a residential use or an undeveloped residentially zoned property.
- f. *Gas Service Stations Special use.* Gas service stations special uses shall comply with the following standards in addition to the requirements of this chapter:
  1. As may be required under Wis. Stat. § 100.18(8), gas service stations are permitted to display only the gas prices in electronic form as a special use.
  2. Gas service stations which display gas prices as electronic message signs shall comply with the requirements of this subsection (7), except that the display of gas prices can change at any time.
- (8) *Marquee signs.* Marquee signs are allowed for theatres, including live performances and concert halls subject to planning commission approval.
- (9) *Ancillary monument signs.* Sites zoned B2, B4 or B5 shall be permitted one ancillary monument sign not exceeding 16 square feet and not exceeding four feet in height as follows:
  - a. The site shall meet the following conditions:
    1. 400 feet of continuous public street frontage.
    2. A building occupied with two or more tenants.
    3. A principal freestanding ground sign shall exist.
  - b. The ancillary monument sign shall be subject to the following standards:
    1. Sign placement is subject to the required setbacks and shall be located no further than ten feet from a driveway access.
    2. Sign placement shall maintain a minimum of 100 feet separation from the principal monument sign located on same public street.
    3. Sign material, design and color shall match the principal

monument sign. In the event that the material of principal monument sign cannot be replicated because it is no longer made, or is outdated as determined by the sign code administrator, the ancillary monument sign shall, at a minimum, match design and color of the principal monument sign.

(10) *Temporary signs.*

a. Lots within all the IPS zoning district are authorized the following temporary signs:

1. Signs that are installed on a lot for less than 4 months in any twelve-month period shall be allowed without a permit under section 62-4 provided that:

- i. *Number and area.* Any number of temporary signs are allowed except that the total cumulative area of all temporary signs shall not exceed 15 sq. ft.
- ii. *Height.* No temporary sign shall exceed 4 feet in height.
- iii. A prohibited sign under section 62-7 shall not qualify as a temporary sign under this paragraph.

2. *Auxiliary freestanding sign or banner.*

- i. *Number.* There shall not be more than one auxiliary freestanding sign for each site.
- ii. *Area.* The gross surface area of an auxiliary ground sign or banner shall not exceed 50 square feet of area.
- iii. *Location.* An auxiliary ground sign or banner shall not be located closer than ten feet to any property line, right-of-way or driveway.
- iv. *Height.* An auxiliary ground sign or banner shall not project higher than six feet, as measured from preconstruction grade at the base of the sign.
- v. *Special conditions.* Auxiliary signs and banners shall be attached to ground posts. While the sign or banner face and message may change throughout the year, the content of the sign message must directly relate to activities on the premises. Auxiliary banners shall not be displayed for more than 14 consecutive days, and shall be limited to no more than 4 such signs a year (maximum total of 56 banner days per year).

b. Lots within all other commercial or industrial zoning districts are



authorized the following temporary signs:

1. Signs that are installed on a lot for less than 4 months in any twelve-month period shall be allowed without a permit under section 62-4 provided that:
  - i. *Number and area.* Any number of temporary signs are allowed except that the total cumulative area of all temporary signs shall not exceed 15 sq. ft.
  - ii. *Height.* No temporary sign shall exceed 4 feet in height.
  - iii. A prohibited sign under section 62-7 shall not qualify as a temporary sign under this paragraph.
2. One temporary sign not exceeding 30 square feet may be displayed for a maximum of 30 days surrounding the opening of any new entity or enterprise on a lot.
3. *Temporary banners.* Temporary banners shall be allowed for any entity or enterprise subject to the following:
  - i. Banner size shall not exceed 30 square feet.
  - ii. Banner height shall not exceed 14 feet.
  - iii. Banners shall not be displayed for more than 14 consecutive days.
  - iv. Individual entities or enterprises shall be limited to three banner events a year.
  - v. There shall be no more than two banners erected per lot at one time.
- c. *Temporary development signs.* Where a development site does not have a fence which is subject to Wis. Stat. § 66.1102(5)(a), such site may have a temporary development sign as follows:
  1. *Number.* There shall not be more than one temporary development sign for each project, except that where a project abuts two or more streets, one sign may be allowed for each abutting street frontage. Single or double-faced signs are permitted.
  2. *Area.* A temporary development sign shall not exceed 32 square feet in gross surface area.
  3. *Location.* A temporary development sign shall be located only upon the premises upon which construction either is to occur or is occurring.
  4. *Height.* A temporary development sign shall not project higher than six feet, as measured from preconstruction grade at the base of the sign.

5. *Time limit.* A temporary development sign shall be allowed once final approval of the development is granted. The temporary development sign shall be removed after the initial tenant related to the development takes occupancy.
  6. No permit under section 62-4 shall be required.
- d. *Seasonal banner, "A" frame or sandwich board signs.* During the period commencing as of the Friday one week preceding Thanksgiving through January 2:
1. A permit shall be required and a fee collected for banners posted throughout the time period at any entity or establishment. The banner shall be posted in good condition, meet an 18-square-foot size limitation and establish a 30-foot separation between banners, and no more than two banners may be erected per lot at any time. A banner posted during this period shall not count against a business or institution's total number of annually permitted banners under section 62-11(a)(11)b.3.
  2. All entities and establishments may utilize one seasonal banner permit during the time period as noted in is paragraph, but shall designate a maximum and continuous three week posting. Any entity or establishment may forego the ability to utilize their seasonal banner permit and be permitted one additional temporary banner under section 62-11(a)(11)b.3.
  3. All entities and establishments may display sandwich board signs otherwise meeting the requirements of subsection 62-11(a)(12).
  4. Banners and sandwich board signs are subject to the installation, maintenance and removal standards pursuant to section 62-14.
- (11) *Restaurant uses.* "A" frame, sandwich board signs, sidewalk or curb signs, not exceeding eight square feet per side or four feet in height, for any restaurant that does not contain a changeable message sign are hereby allowed subject to the issuance of a permit, at no charge, but otherwise in accordance with section 62-4 of this chapter. "A" frame, sandwich board signs, sidewalk or curb signs shall be subject to the following standards:
- a. One sign, no more than two sides, per restaurant.
  - b. Sign shall be placed on a level and stable surface and shall be internally weighted to prevent movement by wind gusts. Anchoring the sign to the building or ground with ties, chains or similar mechanisms is prohibited.
  - c. Sign shall be constructed of finished materials such as wood,

metal, aluminum or plastic. Rough-cut plywood or similar unfinished material is prohibited.

- d. Sign structure and message shall have a professional application. A chalkboard background with hand-written message is permitted; however, a message by spray paint, stencil or similar application is prohibited. Background material such as paper, cardboard or similar material shall be prohibited.
  - e. Sign structure and message shall not use highly reflective materials, colors or neon and shall not resemble a traffic sign.
  - f. Sign shall not be illuminated or contain moving parts.
  - g. Sign shall be displayed only during hours of operation.
  - h. Sign placement shall maintain a minimum clearance width of four feet when located on any pedestrian walkway and shall not obstruct ingress/egress to site or building entrance(s).
  - i. Sign placement for stand-alone restaurants shall remain on private property outside of the public right-of-way, exempt from section 62-11(a) and (c).
  - j. Sign placement for restaurants within a multi-tenant building shall maintain a maximum ten-foot setback from the restaurant's principle building entrance.
- (b) Agriculturally zoned lands. For all lots with commercial, industrial, park, and institutional zoning (A-1, A-2, and OA districts), the following signs are hereby allowed without a permit under section 62-4:
- (1) One sign not to exceed 15 square feet in area, identifying farm operations on parcels of land containing not less than 20 acres.
  - (2) Signs that are installed on a lot for less than 4 months in any twelve-month period provided that:
    - a. *Number and area.* Any number of temporary signs are allowed except that the total cumulative area of all temporary signs shall not exceed 15 sq. ft.
    - b. *Height.* No temporary sign shall exceed 4 feet in height.
- (c) *Signs facing I-43.*
- (1) On-premise, freestanding signs facing I-43 are allowed subject to planning commission approval and the following standards:
    - a. Signs shall be located on parcels zoned B-1, B-2, B-4, B-3, B-7, UCNC, UCMU, or IPS.
    - b. Signs shall be located on parcels that have direct frontage on I-43 right-of-way.
    - c. One freestanding sign shall be permitted for identification of a

multi-tenant commercial development (e.g., business park or retail center) or a quasi-public facility that contains a minimum of four acres and 400 feet of direct frontage on I-43 right-of-way.

- d. A freestanding sign shall be setback a minimum of ten feet and a maximum of 25 feet from the I-43 right-of-way.
  - e. The height of a freestanding sign shall not exceed 25 feet above the elevation of the centerline of nearest traveling lane of I-43. The sign structure shall have architectural interest consistent with the materials and characteristics of the site's buildings and designed proportionate to the building as well as to the surrounding context of the site. The sign structure may have more than two sides; however, the sign face shall only be displayed on two sides of the structure. Pole signs are prohibited.
  - f. A freestanding sign shall not exceed 200 total square feet and 100 square feet per sign face.
  - g. The face of the freestanding sign is limited to displaying two tenant panels.
- (2) On-premise wall signs facing I-43 are allowed subject to planning commission approval and the following standards:
- a. One wall sign per tenant is permitted.
  - b. Signs shall be located on parcels zoned B-1, B-2, B-4, B-7, UCNC, UCMU, or IPS.
  - c. The total square area of wall signage per building is limited to 65 percent of linear feet of building wall and shall not project more than ten inches from the wall to which the sign is to be affixed.
  - d. The placement of any wall sign should generally not be less than 50 percent or greater than 75 percent of the total height of the building to which the sign is affixed. Exceptions to the placement may be permitted where it is found that strict compliance to this requirement is impractical because of site or building conditions and upon finding that the exception does not create an adverse impact.
  - e. All wall signs shall be channel letters no less than 18 inches and no greater than 24 inches in height.
  - f. All wall signs as part of one development site shall have a consistent backing or structural support frame, if one is proposed, or affixing mechanism.
  - g. All wall signs shall have architectural interest and colors consistent with the materials and characteristics of the site's buildings.
- (3) Electronic message signs facing I-43 are prohibited.

- (4) Illuminated signs facing I-43 shall only be illuminated by a halo glow method. The illumination shall not exceed 15 foot-candles.

#### **62-12. General sign standards.**

Except where otherwise provided in this chapter, the following standards shall apply to signs:

##### **(a) *Landscaping standards.***

- (1) In the case of any pole or ground mounted freestanding signs, a landscape area shall extend a minimum of five feet from the base of the sign (see section 58-564 for landscaping standards).
- (2) Where any sign is proposed to be externally illuminated using ground mounted fixtures (i.e. floodlight), landscape plantings shall be installed in such a manner as will entirely shield the light source from the surrounding view. Landscape plantings shall be of the type as will ensure effective year-round screening.

##### **(b) *Location standards.***

- (1) In any zoning district, no sign, or sign supporting structure shall be setback/offset less than ten feet from any abutting lot line, right-of-way or driveway.
- (2) Placement of all signs shall be subject to the vision setback regulations as put forth in the City of Mequon zoning code as set forth in chapter 58, article IV.
- (3) No nonresidential sign shall be located closer than 50 feet to an abutting residential zone.

##### **(c) *Design, construction and erection standards.***

###### **(1) *Architectural design.***

- a. *Freestanding ground signs.* These signs shall be architecturally integrated with the principal building in the following manner:
  - 1. The base of the sign shall be constructed with the principal building's primary building material, to the greatest extent practical.
  - 2. The color scheme of the sign shall follow the color scheme of the principal building, to the greatest extent practical.
  - 3. Architectural features (e.g., sills, piers, reveals, capstones, medallions, etc.) which are part of the architectural style of the principal building shall be incorporated into the sign, to the greatest extent practical.
  - 4. The sign face shall be constructed with an opaque surface to allow internal light to only project through the cut-out lettering and/or logos.

5. The sign code administrator and/or planning commission may approve, deny, or request changes to a proposed sign, based on the architectural design of that sign.
  - b. *Wall signs.*
    1. Box signs shall be prohibited, unless approved by the planning commission as part of a total sign package.
    2. Channeled letter sign colors are subject to planning commission approval as part of a total sign package.
  - c. *Sign legibility.* Signs shall serve a function of way finding and site identification. The department of community development may deny a sign permit based upon the legibility of the sign. Legibility shall be determined by reference to the Federal Highway Administration's Manual on Uniform Traffic Control Devices, United States Sign Council's On-Premise Sign Standards, and similarly recognized design guides and manuals.
- (2) *Structure design.*
- a. *Wind pressure.* All signs shall be constructed, erected and maintained to safely withstand wind pressure as specified by Wisconsin State Statute and applicable administrative code.
  - b. The design, construction and erection of all signs shall be by a competent professional in the sign design and construction industry.
  - c. Wall signs attached to exterior building walls shall be anchored or attached in such a manner as will ensure stability and safety.

### **62-13. Existing signs.**

- (a) Existing signs which become nonconforming upon adoption of the ordinance from which this section is derived shall not be reconstructed, remodeled, relocated or changed in size unless such action will make the sign conforming in all respects with this section. Non-structural changes to an existing freestanding sign shall require compliance with the opaque sign face standard pursuant to section 62-12(c) of this chapter.
- (b) A nonconforming sign or sign structure which is destroyed or damaged may be restored only after the owner has shown that the damage did not exceed 50 percent of the appraised value of the sign. If such sign or sign structure is destroyed or damaged to an extent exceeding 50 percent of the appraised sign value, it shall be removed and shall not be reconstructed or replaced unless such action makes the sign and sign structure conforming, in all respects, to this chapter. If restoration of a damaged sign is not completed within six months of the date damage occurred, such sign shall be removed or replaced in a manner as will conform with all specifications of this section. Replacement signs may require planning commission approval.

- (c) A nonconforming sign or sign structure shall be removed within 30 days of the date the building containing the use, to which the sign is accessory, is demolished or destroyed to an extent exceeding 50 percent of the building's appraised value.
- (d) At any such time as the owner of any building or lot, on which a nonconforming sign(s) is located, requests planning commission approval for any change to the use, building or lot, the planning commission may require that such nonconforming sign(s) be removed or made to conform with this section as a condition of building or site approval.

#### **62-14. Maintenance and removal of signs.**

The city may cause any sign or other advertising structure which is, in their opinion, an immediate peril to persons or property to be removed summarily and without notice.

##### **(a) *Appearance requirements.***

- (1) All signs and sign support structures, together with all parts to include, but not limited to, sign faces, supports, braces, base, guys and anchors, shall be kept in good repair and in proper state of preservation. Painted surfaces shall be maintained free of peeling, chipping paint. All metal parts and supports thereof shall be maintained free of corrosion.
- (2) The department of community development shall have the authority at all reasonable times to inspect and order the painting, repair, alteration, maintenance or removal of a sign which constitutes a hazard to safety, health or public welfare by reason of inadequate maintenance, dilapidation, or obsolescence.
- (3) Signs and/or sign supports that may be attached or detached to any building, business or property which becomes vacant or unoccupied continuously for a period exceeding 30 days, shall be presumed to have been abandoned, and it shall be the responsibility of the owner of record to have such sign structures and/or supports removed upon receiving notice from the department of community development.
- (4) In the event that the sign owner does not provide proper sign maintenance within 60 days after written notification from the city, the sign may be removed as provided in this section.

##### **(b) *Removal of certain signs.***

- (1) Any sign now or hereafter existing which no longer advertises a bona fide business or product, or which is dilapidated, out of repair, unsafe, insecure, or has been constructed, erected or maintained in violation of the provisions of this section shall be taken down and removed by the owner, agent, or person having the beneficial use of the building or land upon which such sign may be found. If within ten days after written notification from the city the sign owner fails to comply with such notice the city may remove such sign. Any expense incident thereto shall be paid by the owner of the building or land to which such sign is attached. In the event such cost and expenses are not paid within 30 days from the date of billing,

then the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected as other taxes are collected on said real estate.

- (2) Any sign which is constructed without proper approval and permit shall be removed or must be issued a proper permit within five days notice to the owner by the city. In the event that the owner of such sign is not issued a proper permit or fails to remove said sign, the city may remove such sign. Any expense incident thereto shall be paid by the owner of the building or land to which such sign is attached. In the event such cost and expenses are not paid within ten days from the date of billing, then the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected as other taxes are collected on said real estate.
- (3) In the event that the owner of an illegal sign cannot be ascertained by the city, then notice as indicated in this section shall be given to the owner of the real estate upon which the sign is located. In the event that the owner of the real estate is not issued a proper permit or does not remove the sign within ten days then such sign may be removed by the city. Any expense incident thereto shall be paid by the owner of the building or land to which such sign is attached. In the event such cost and expenses are not paid within ten days from the date of billing, then the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected as other taxes are collected on said real estate.
- (4) If a permit is denied, the city shall issue a five-day removal notice. If the sign is not removed within the five day period, the sign may be removed by the city. Any expense incident thereto shall be paid by the owner of the building or land to which such sign is attached. In the event such cost and expenses are not paid within ten days from the date of billing, then the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected as other taxes are collected on said real estate.
- (5) The cost of removing any signs located in the road right-of-way at the time the road is widened, and such signs must be removed, shall be paid by the sign owner.

#### **62-15. Waivers or modifications.**

The planning commission may waive or modify the provisions of this chapter where it would further the public interest and uphold the purpose of this section as put forth in section 62-1. Such waiver or modification, including those requested through a master sign plan, may be based on, among other things, site specific hardships such as topographic aberrations and visual encumbrances.

#### **62-16. Temporary moratoria; penalty; enforcement by injunction; declared nuisances.**



- (a) *Temporary moratoria.* The common council may, by resolution adopted from time to time, prescribe limited periods in which enforcement of some or all of the restrictions of this chapter may be temporarily suspended.
- (b) *Penalty.* Any person, firm, company or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this chapter shall be subject to a forfeiture pursuant to section 1-7 of the City of Mequon Code of Ordinances. Each day that a violation exists shall constitute a separate violation and be punishable as such.
- (c) *Enforcement by injunction.* Compliance with the provisions of this chapter may also be enforced by the injunction order at the suit of the city or one or more owners of real estate situated within an area affected by the regulations of this chapter.
- (d) *Declared nuisances.* Any sign or similar advertising structure erected, structurally altered, painted, moved or maintained in violation of the provisions of this chapter is hereby declared to be a nuisance per se, and the city may apply to any court of competent jurisdiction to restrain or abate such nuisance.

#### **62-17. Severability.**

If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby. If an application of this chapter to a particular sign or structure is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other sign or structure not specifically included in said judgment.

#### **62-18. Master sign plan confirmation.**

Master sign plan approvals shall require common council confirmation upon written request from two alderman or one alderman and the mayor. Such request shall be made within 14 days of the corresponding planning commission approval of the master sign plan. The burden of persuasion on the issue of whether the master sign plan, as proposed, complies with the requirements of this chapter remains at all times on the applicant.

### **SECTION II**

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

### **SECTION III**

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

### **SECTION IV**

This Ordinance shall become effective the day after its publication as provided by law.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk

Published: \_\_\_\_\_



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Office of Finance

**TO: Common Council**  
**FROM: Jennifer Engroff, Finance Director**  
**DATE: March 12, 2024**  
**SUBJECT: RESOLUTION 4104 A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022**

### **Background**

Delinquent personal property taxes are cleared from the City's tax roll after the end of a two-year collection cycle, as they are unlikely to be paid if collection efforts to date have not resulted in payment. Collection efforts include issuing monthly statements as well as third party efforts through the City's ongoing contract with Waukesha County as approved by Common Council in April of 2021. In addition, coordination continues with the City Clerk's Office to prevent the issuance of liquor licenses if any outstanding obligations exist. Unfortunately, there is currently no other administrative recourse for businesses that do not require these licenses, except for referral to the City Attorney's Office for possible small claims action.

### **Analysis**

Presented below is a table showing summary information by tax year.

|                                               | <b>2021</b> | <b>2022</b> |
|-----------------------------------------------|-------------|-------------|
| <b>Original Delinquent PP Balance Assumed</b> | \$76,591.21 | \$71,358.64 |
| <b>Collections to Date</b>                    | \$70,501.23 | \$62,286.13 |
| <b>Amount to Clear</b>                        | \$6,089.98  | \$9,072.51  |
| <b>City Share of Total</b>                    | \$1,379.02  | \$2,084.03  |

The attached listing of outstanding 2022 accounts shows the name and address of the business, the status of the account, as well as the total outstanding principal broken down by taxing jurisdiction. Status is defined as follows:

- Open - Business is still a going concern in Mequon.
- Closed - Business reported to the Assessor that it is no longer operating in Mequon.
- Doomage - The owner did not file a Statement of Personal Property Status report timely. Therefore, the City Assessor estimated, or doomed, the account's value.

As some businesses still remain active, City staff will continue working to recover these written-off amounts.

### **Fiscal Impact**

The other taxing jurisdictions have been charged back for their proportionate share of the

uncollectible account balances leaving the City's share of 2022 write-offs at \$2,084.03. On an annual basis, the City typically budgets \$3,000-\$5,000 to account for personal property tax revenue that is deemed to be uncollectible.

**Recommendation**

A recommendation is forthcoming from the Finance-Personnel Committee on March 12, 2024.

Attachments:

2022 Delinquent Personal Property (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4104

A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed  
Uncollectible for Tax Roll Year 2022

**RECITALS**

- A. The City of Mequon Finance Department has after considerable collection efforts determined that certain delinquent personal property taxes are deemed uncollectible.
- B. Delinquent personal property taxes for tax roll year 2022 have been charged back to the other taxing entities, thereby limiting the City's exposure to just the City portion of delinquent balances for the years being charged back.
- C. The attached list to clear delinquent taxes for tax roll year 2022 totals \$9,072.51.
- D. Continuing efforts will be made to collect such taxes as appropriate.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the attached list of delinquent personal property taxes for tax roll year 2022 be cleared from the personal property tax rolls by the City Treasurer.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk

| 2022 Outstanding Personal Property Tax |                                                |                                        |                                             |       |          |         |                    |                    |                    |                  |                  |                    |
|----------------------------------------|------------------------------------------------|----------------------------------------|---------------------------------------------|-------|----------|---------|--------------------|--------------------|--------------------|------------------|------------------|--------------------|
| Parcel Number                          | Owner                                          | Address                                | City                                        | State | Zip Code | Status  | County             | City               | School             | MATC             | Sewer            | Total Tax          |
| 140000009050                           | A-1 Cleaners                                   | 10000 N Port Washington Rd, Unit 3     | Mequon                                      | WI    | 53092    | Doomage | 13.67              | 27.95              | 57.89              | 8.81             | 14.35            | 122.67             |
| 140000018750                           | Acuity Revenue Consulting                      | 1009 W Glen Oaks Ln, Unit 110          | Mequon                                      | WI    | 53092    | Closed  | 5.62               | 11.49              | 23.80              | 3.62             | 5.90             | 50.43              |
| 140000056617                           | Anew Silhouette Body Contouring & Wellness Spa | 11514 N Port Washington Rd, #5         | Mequon                                      | WI    | 53092    | Doomage | 5.62               | 11.49              | 23.80              | 3.62             | 5.90             | 50.43              |
| 140000088600                           | B A T S Sports Academy                         | 5201 W Donges Bay Road                 | Mequon                                      | WI    | 53092    | Closed  | 20.52              | 41.95              | 86.89              | 13.22            | 21.55            | 184.13             |
| 140000120500                           | Better Bidders                                 | 10650 N Baehr Rd Ste E                 | Mequon                                      | WI    | 53092    | Doomage | 1.64               | 3.35               | 6.94               | 1.06             | 1.72             | 14.71              |
| 140000132500                           | Bold Group                                     | 10325 N Port Washington Rd, Unit 150   | Mequon                                      | WI    | 53092    | Doomage | 29.39              | 60.08              | 124.46             | 18.94            | 30.86            | 263.73             |
| 140000180450                           | Carjo Attn Deb Binder                          | 10750 N O'Connell Ln                   | Mequon                                      | WI    | 53097    | Doomage | 8.35               | 17.08              | 35.38              | 5.38             | -                | 66.19              |
| 140000245700                           | Cream City Medical Depot                       | 1017 W Glen Oaks Lane, Unit 106        | Mequon                                      | WI    | 53092    | Closed  | 3.19               | 6.52               | 13.50              | 2.06             | 3.35             | 28.62              |
| 140001163550                           | Design Kitchens & Remodeling LLC               | 1017 W Glen Oaks Lane, Unit 109        | Mequon                                      | WI    | 53092    | Closed  | 5.01               | 10.25              | 21.22              | 3.23             | 5.26             | 44.97              |
| 140000283460                           | Dollfayce Skincare and Mua                     | 1001 W Glen Oaks Lane, Unit 236        | Mequon                                      | WI    | 53092    | Doomage | 3.34               | 6.83               | 14.15              | 2.15             | 3.51             | 29.98              |
| 140000304710                           | Dreamfloat Holdings                            | 11512 N Port Washington Road, Unit 203 | Mequon                                      | WI    | 53092    | Closed  | 8.66               | 17.70              | 36.67              | 5.58             | 9.09             | 77.70              |
| 140000345500                           | F Green Lawnsprinklers & Landscape             | 4901 W Pioneer Rd                      | Mequon                                      | WI    | 53097    | Doomage | 2.32               | 4.75               | 9.84               | 1.50             | -                | 18.41              |
| 140000440000                           | Great Frame Up                                 | 1400 W Mequon Rd                       | Mequon                                      | WI    | 53092    | Closed  | 23.54              | 48.13              | 99.70              | 15.17            | 24.72            | 211.26             |
| 140000442700                           | Greenleaf Home Healthcare                      | 11520 N Port Washington Rd, Unit 3     | Mequon                                      | WI    | 53092    | Doomage | 3.34               | 6.83               | 14.15              | 2.15             | 3.51             | 29.98              |
| 140000463100                           | Happy Dough Lucky                              | 6300 W Mequon Rd, Unit 107             | Mequon                                      | WI    | 53092    | Doomage | 4.86               | 9.94               | 20.58              | 3.13             | 5.10             | 43.61              |
| 140000499060                           | Home Health Managers Llc                       | 10750 N O'Connell Ln                   | Mequon                                      | WI    | 53097    | Doomage | 60.75              | 124.21             | 257.28             | 39.15            | -                | 481.39             |
| 140000554900                           | Kali Rayne Cosmetics LLC                       | 11431 N Port Washington Rd, Unit 208   | Mequon                                      | WI    | 53092    | Closed  | 4.86               | 9.94               | 20.58              | 3.13             | 5.10             | 43.61              |
| 140000560700                           | Kark'S Tree Service                            | 8000 W Donges Bay Rd                   | Mequon                                      | WI    | 53097    | Doomage | 7.90               | 16.15              | 33.45              | 5.09             | 8.29             | 70.88              |
| 140000604720                           | Lakeshore Wellness & Recovery                  | 11514 N Port Washington Rd, Suite 150  | Mequon                                      | WI    | 53092    | Closed  | 7.59               | 15.53              | 32.16              | 4.89             | 7.97             | 68.14              |
| 140000639620                           | Livewell Home Healthcare                       | 11512 N Port Washington Rd, Unit 201D  | Mequon                                      | WI    | 53092    | Doomage | 5.32               | 10.87              | 22.51              | 3.43             | 5.58             | 47.71              |
| 140000644250                           | Lush Well Collective                           | 11019 N Towne Square Rd                | Mequon                                      | WI    | 53092    | Doomage | 7.90               | 16.15              | 33.45              | 5.09             | 8.29             | 70.88              |
| 140000740800                           | Moro Performance                               | 10410 N Baehr Rd                       | Mequon                                      | WI    | 53092    | Closed  | 97.36              | 199.07             | 412.36             | 62.75            | 102.25           | 873.79             |
| 140000563700                           | Kathryn Morrison                               | 11516 N Port Washington Rd, Unit 108   | Mequon                                      | WI    | 53092    | Doomage | 30.37              | 62.10              | 128.64             | 19.57            | 31.90            | 272.58             |
| 140000765650                           | Nexgen Prep                                    | 1017 W Glen Oaks Lane, Unit 140        | Mequon                                      | WI    | 53092    | Closed  | 3.19               | 6.52               | 13.50              | 2.06             | 3.35             | 28.62              |
| 140000817610                           | Ovation Hand Institute                         | 737 N Michigan Ave, Ste 2270           | Chicago                                     | IL    | 60611    | Open    | 163.36             | 334.02             | 691.91             | 105.28           | 171.57           | 1,466.14           |
| 140000860075                           | Platinum Beauty                                | 1017 W Glen Oaks Lane, Unit 103        | Mequon                                      | WI    | 53092    | Closed  | 3.19               | 6.52               | 13.50              | 2.06             | 3.35             | 28.62              |
| 140000990500                           | Silver Springs Of Mequon Inc                   | 11840 N Silver Ave                     | Mequon                                      | WI    | 53092    | Doomage | 4.53               | 9.25               | 19.17              | 2.92             | 4.75             | 40.62              |
| 140001192100                           | Soaring Souls LLC                              | 6400 W Mequon Road, Suite A            | Mequon                                      | WI    | 53092    | Closed  | 5.29               | 10.81              | 22.39              | 3.41             | 5.55             | 47.45              |
| 140001006150                           | Speedy Labs Inc                                | 11518 N Port Washington Rd, Unit 203   | Mequon                                      | WI    | 53092    | Doomage | 6.07               | 12.42              | 25.73              | 3.91             | 6.38             | 54.51              |
| 140001193000                           | Sullivan Mfg Corp                              | 10201 N Enterprise Drive               | Mequon                                      | WI    | 53092    | Open    | 3.64               | 7.45               | 15.43              | 2.35             | 3.83             | 32.70              |
| 140001045650                           | Symplaris LLC                                  | 1001 W Glen Oaks Lane, Unit 241        | Mequon                                      | WI    | 53092    | Doomage | 8.81               | 18.01              | 37.31              | 5.68             | 9.25             | 79.06              |
| 140001097750                           | Vein Clinic of America                         | 2015 Spring Road, Suite 300            | Oak Brook                                   | IL    | 60523    | Closed  | 451.41             | 922.97             | 1,911.90           | 290.92           | 474.09           | 4,051.29           |
| 140001147500                           | Z3 IT Solutions                                | 1025 W Glen Oaks Lane, Unit 103A       | Mequon                                      | WI    | 53092    | Doomage | 8.66               | 17.70              | 36.67              | 5.58             | 9.09             | 77.70              |
|                                        |                                                |                                        | <b>Total Delinquent Personal Property</b>   |       |          |         | <b>\$ 1,019.27</b> | <b>\$ 2,084.03</b> | <b>\$ 4,316.91</b> | <b>\$ 656.89</b> | <b>\$ 995.41</b> | <b>\$ 9,072.51</b> |
|                                        |                                                |                                        | <b>Closed Chargedback to Jurisdictions</b>  |       |          |         | <b>\$ 639.43</b>   | <b>\$ 1,307.40</b> | <b>\$ 2,708.17</b> | <b>\$ 412.10</b> | <b>\$ 671.53</b> | <b>\$ 5,738.63</b> |
|                                        |                                                |                                        | <b>Open/Doomage Send to Waukesha County</b> |       |          |         | <b>\$ 379.84</b>   | <b>\$ 776.63</b>   | <b>\$ 1,608.74</b> | <b>\$ 244.79</b> | <b>\$ 323.88</b> | <b>\$ 3,333.88</b> |



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Office of Community Development

**TO: Common Council**  
**FROM: Kim Tollefson, Director of Community Development**  
**DATE: March 12, 2024**  
**SUBJECT: RESOLUTION 4105 A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710**

### **Background**

On September 19, 2023, the Economic Development Board voted to direct staff to develop an RFP for a market analysis for the Port Washington Road commercial corridor (County Line Road to Glen Oaks Lane). On October 10, 2023, at the Common Council Committee of the Whole, a majority of the Common Council supported having a market analysis completed for the corridor. On November 28, 2023, the Economic Development Board reviewed and approved the draft RFP. The RFP was made available to the public on December 1, 2023, with a submission date of January 15, 2024. The RFP deadline was extended until January 22, 2024, with a modified scope. On January 20, 2024, the Board reviewed the sole proposal from Redevelopment Resources. On January 29, 2024, the interview committee, which consisted of EDB members and City representatives met with the firm to discuss the proposal.

### **Analysis**

Based on feedback from the interview panel, the applicant revised the scope of the RFP (see attached) and provided a new cost estimate. The new cost estimate of \$69,710 is within the original range provided by staff and substantially lower than the original price of \$111,795. The Economic Development Board was supportive of the updated scope and price reduction and recommended approval at the February 20, 2024, meeting. Due to an extension of the deadline for submitting proposals that was authorized in mid-January, the project completion date has shifted to August of 2024.

### **Fiscal Impact**

The fiscal impact of the proposal is \$69,710. The majority of the cost (90%) will be paid with existing funds from Tax Increment Financing Districts #4 and #5, and the remaining 10% will be paid with consultant funding through the Community Development Department's annual budget.

### **Recommendation**

The Economic Development Board recommended approval by a vote of 7-1 at its meeting on February 20, 2024, meeting. A recommendation from the Finance and Personnel Committee is forthcoming on March 12, 2024.

Attachments:

Mequon Real Estate Analysis Proposal (PDF)

Market Analysis Contract (DOCX)



COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4105

A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710

**RECITALS**

A. The City of Mequon Community Development Department has advertised and received proposals for a Mequon Port Washington Road Real Estate Market Analysis.

B. Staff has reviewed the various proposals and company qualifications for the analysis.

C. Staff has determined that the proposal received is reasonable and that adequate funds are available to accomplish the work, and on that basis has made a recommendation to the Economic Development Board.

D. Adequate funds for this contract are available from the following sources and breakdown of contract costs:

1. Tax Increment Finance District No. 4 for a total of \$31,369.50.
2. Tax Increment Finance District No. 5 for a total of \$31,369.50.
3. Consultants - General (#110578-683101) for a total of \$6,971.00.

E. The contract award amount shall be affirmed for a total not-to-exceed cost of \$69,710.

F. The Economic Development Board at its meeting on February 20, 2024, approved staff's recommendation.

G. The Finance and Personnel Committee at its meeting on March 12, 2024, approved the contract.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The contract for the Mequon Port Washington Road Real Estate Market Analysis is awarded to Redevelopment Resources of Madison, Wisconsin, in an amount not-to-exceed \$69,710, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk



# REAL ESTATE MARKET ANALYSIS

## City of Mequon, WI

### AMENDED PROPOSAL

Prepared for:  
Jac Zader, Assistant Director of Community Development  
City of Mequon

Proposal issued:  
2/7/2024

January 15, 2024

Jac Zader  
Assistant Director of Community Development  
Mequon City Hall  
11333 N Cedarburg Rd.  
Mequon, WI 53092

Dear Mr. Zader,

It is our pleasure to submit a response to the Request for Proposal for the City of Mequon's Real Estate Market Analysis. Redevelopment Resources' relationship with each client is of utmost importance to us. We strive to meet and exceed your expectations through our thorough, thoughtful, and customized work. Our recommendations are derived from a combination of data, situational impact, and experience.

Our team is adept at applying our experience and collaborating with stakeholders to create effective strategies that leverage local assets and resources that serve the needs of the community. We possess significant breadth and depth of skills in assessing local economies, analyzing relevant data, developing impactful recommendations, and distilling all the various inputs into actionable, results-oriented strategies.

We possess commercial real estate brokerage experience, have conducted feasibility studies, and analyzed numerous sites for their future potential. We have developed programs and policies to serve the unique needs of many communities and regions. We have also acquired buildings, demolished blighted properties, and recruited new developments on behalf of municipalities in which we have worked as employees and as consultants.

This is an important project for the City of Mequon. We would be honored to be a part of studying and crafting recommendations to solve redevelopment-related challenges and plan for future housing needs. Ensuring the proper focus, capturing all opportunities, and assisting the city in the deployment of appropriate resources will be our job, and we look forward to the possibility of contributing to the community in this way.

If you have any questions or would like to schedule an interview with our team, please contact me at [kristen@redevelopment-resources.com](mailto:kristen@redevelopment-resources.com) or 715-581-1452.

Sincerely,



Kristen Fish-Peterson, CECD, EDFP, Principal and CEO

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# 1 | PROJECT UNDERSTANDING

It is our understanding the City of Mequon is interested in obtaining a real estate market analysis for commercial and residential property in the City, with a special focus on the 3.2-mile span of Port Washington Road from County Line Road to Glen Oaks Lane. The analysis will provide insight into redevelopment and new growth expansion opportunities for the City. It will reinforce and/or support changes in land-use policy that will serve the City well into the future. Our study will inform City staff and elected officials so that they will understand the market. It will inform the City how property on Port Washington Road can be developed to its highest and best use based on data, local economics and the commercial real estate market. This information can then be used by the City to initiate zoning and/or other policy changes to facilitate such development.

We understand recent changes to the zoning code potentially restrict fast food, retail, and auto-related uses to certain areas and that the City is interested in the viability and impact of an additional hotel(s) in the corridor. These items will be included in the impact assessment.

This analysis will result in the following:

- an inventory of commercial and residential properties
- commercial and residential occupancy/vacancy calculations
- gap analysis (demand and supply)
- analysis of the highest and best use of key properties
- identification of high-value opportunities to leverage the location and traffic/exposure to generate economic health and
- recommendations for the achievement of short-, mid- and long-term goals.

The project will be conducted in two distinct parts (shown in four phases below). The first part of the analysis, Phases I and II, will include a complete market analysis focusing on commercial uses with residential opportunities at infill sites based on complete demographic, market, and housing baseline data. The second part of the study, Phases III and IV, will leverage the learning from the first phase to create a series of recommendations to achieve the highest and best use of properties in Mequon leading toward goals set by the community. This part of the study will leverage data and market-based reality with experience and direction from City staff and elected officials. An overview of each phase is as follows:

## Phase I

1. Demographic, market, and housing data collection and analysis
2. Stakeholder Engagement
3. Competitive Analysis
4. Trend Analysis
5. Baseline Report

## Phase II

6. Complete analysis of the data
7. Determination of commercial targets and residential additions
8. Report and Presentation (March 18, 2024)

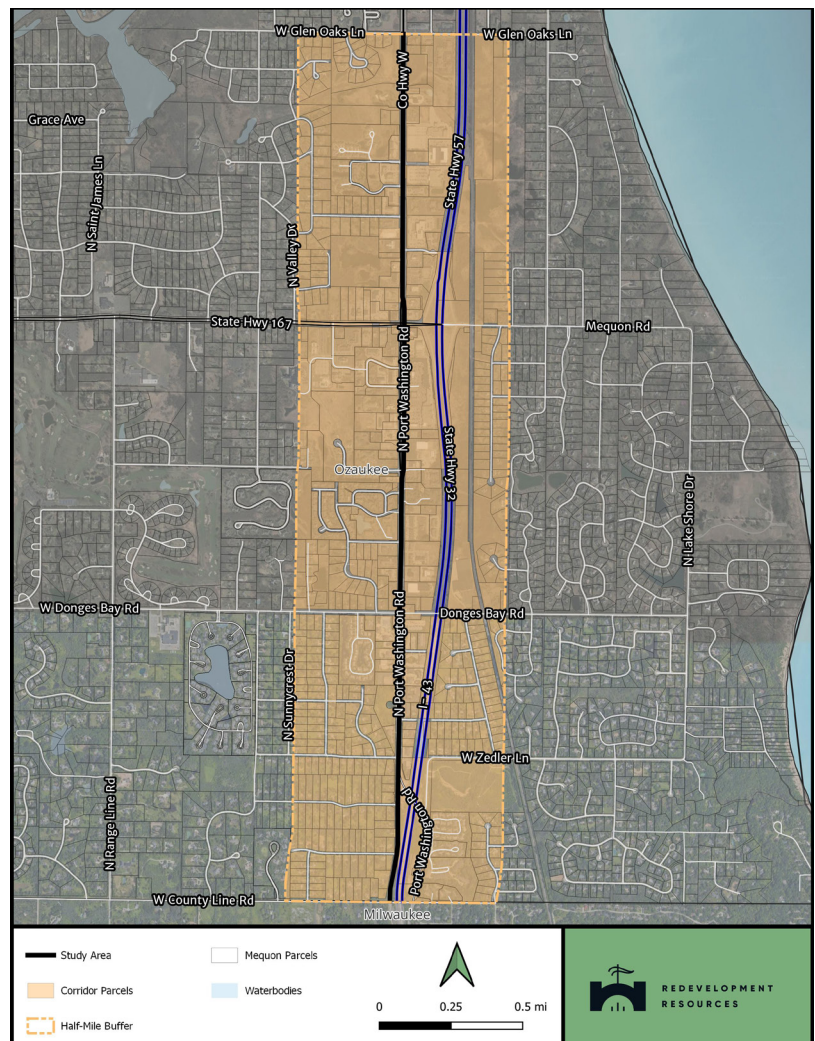
## Phase III

9. Priority Sites/Areas

## Phase IV

10. Recommendations for implementation
11. Final Report (August 30, 2024)

Reports and presentations will be provided following each phase.



## 2 | SCOPE OF WORK

To complete a comprehensive real estate analysis to serve Mequon in its redevelopment efforts, the following work will be completed as outlined below.

### PHASE I, TASK 1: Document Review

1. Review any recent redevelopment plans completed, or underway in the City, and note the approval process each encountered.
2. Review any housing studies for the community, or specific market studies for individual developments, for an indication of the type, size, number, price point, and quantity of demand in the area.

Hours: 3 hours

Resources: City staff to provide access to relevant documents

### PHASE I, Task 2: Demographic, Geographic, Workforce, and Economic Data

Real estate development demand is a function of the market which is affected by income growth, residential growth, and business-to-business growth. Housing demand is a function of population, income, and employment growth. Our team will look at demographic data trends and future projected growth. We will examine the area through the lens of commercial gaps to serve a growing residential base, from retail to services, education to healthcare, and hospitality to recreation. A variety of data sources will be used for this study. National and regional data sources will include the following:

- U.S. Department of Housing and Urban Development (HUD)
- U.S. Census and American Community Survey
- U.S. OntheMap
- Wisconsin Department of Administration, Dept. of Revenue and Dept. of Transportation
- Placer.ai
- Esri
- MLS
- COSTAR and other commercial real estate sources
- Local GIS and Assessment Databases
- Local Chamber of Commerce and other local databases

Using this data, we will conduct population forecasting for the City of Mequon and the surrounding area. We will also create a business inventory and identify and analyze commercial and residential vacancy rates in the City. We will document total square footage in residential and commercial developments, distinguishing them by type.

Hours: 11 hours.

Resources: City staff to provide relevant data from local assessment database

#### 1 Data Collection



#### 2 Data Preparation



#### 3 Data Visualization



#### 4 Data Analysis



#### 5 Data Storytelling



www.effectiveadatastorytelling.com

## PHASE I, TASK 3: Stakeholder Engagement



Secondary data doesn't tell the whole story; therefore, our team will conduct interviews with local experts to better understand the commercial real estate market and consider that in context with the demographic and real estate data. In coordination with City staff, we will conduct up to eight (8) focus groups or individual key stakeholder interviews including, but not limited to:

- Mequon Chamber of Commerce
- Commercial Bankers and Realtors
- Developers familiar with the Port Washington Rd. Corridor and the surrounding area

Interviews may take place via Teams, Zoom, Google Meet, or in person, provided multiple interviews can be scheduled on the same day.

Hours: 22 hours

Resources: City staff to provide contact names for interviews (also relevant contact information if readily available)

## PHASE I, TASK 4: Competitive Analysis

Redevelopment Resources will evaluate competitive commercial corridors including the city's Town Center, Bayshore Mall, Village of Grafton, and any other relevant and contributing competing commercial corridors.

Hours: 28 hours

Resources: none

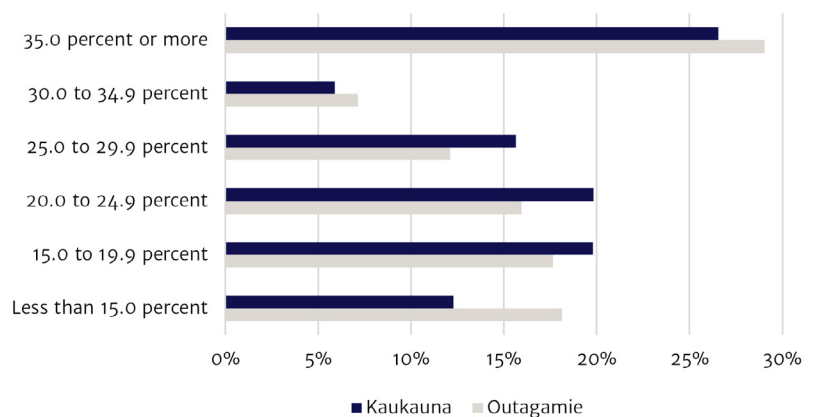
## PHASE I, TASK 5: Trend Analysis

We will assess current and future trends in the commercial real estate market, including property values, rate of expanding market development, rate of competing market development, and closures, or contractions in the market.

Hours: 22 hours

Resources: none

Gross Rent as a Percentage of Income: 2019



Data Source: Occupied Units Paying Rent (ACS 5 YR Estimates)

## PHASE I, TASK 7: Baseline Report

Data will be gathered and organized in a useful manner and a baseline report will be presented.

Hours: 36 hours

Resources: 2-3 meetings to review and discuss findings, answer questions

Total Phase 1 hours = 128 hours



## PHASE II, TASK 1: Data Analysis to Draw Conclusions

Data from Phase 1 will be analyzed for the following items:

- Short-, mid-, and long-term opportunities for retail, office, and residential development
- Absorption rates, vacancy rates, inventory of space, rental rates, and other factors to determine viability of each category of commercial, service, medical, educational, hospitality, recreation, and residential uses.
- Placer.ai and other data sources will be used to determine gap analyses for various components of the market.
- A trade area will be defined and refined based on secondary and primary data.
- Redevelopment sites will be identified and prioritized based on their availability, access, size, function, and recommended future use.
- Any potential future changes to zoning will be identified.
- The area will be studied for potential regional or clustering, identification of transformative redevelopment, potential economic drivers, and other high-impact opportunities.

Additional data will also be gathered and analyzed including but not limited to:

- Site Inspection: we will conduct a windshield inspection of potential target property to assess their current physical condition, including any structural issues or environmental concerns in context.
- Risk Assessment: we will identify potential risks and challenges associated with redevelopment sites.
- Market Demand: we will assess the demand for the type of property we plan to recommend.

Hours: 48

Resources: None.

## PHASE II, TASK 2: Determine Commercial Targets and Residential Additions

Task 2: Determine Commercial Targets and Residential Additions

Based on all data gathered and analyzed above, a list of target business types (retail, service, medical, education, recreation, business-to-business, business-to-consumer, etc.) will be compiled.

Where commercial opportunities exist with the added benefit of a potential for residential, mixed use, infill development or other, residential developments will be analyzed by type, size, and scale for inclusion in the recommendations.

Maps will be created identifying several potential future uses by type (on specific sites if desired by the City). Depending on current ownership and other potential complexities, the map may not directly identify specific sites, but rather general uses and site size for potential future development. Ideas for development uses can be presented by site, by block, or by multi-block area.

Hours: 70

Resources: Staff meeting to review and discuss



## PHASE II, TASK 3: Report & Presentation

A report and presentation will be prepared and given to the Mayor and Common Council, Planning Commission, Staff and interested members of the public which will convey the analysis, methods and findings of the work in Phase 1 and Phase 2.

Hours: 100 for report and presentation preparation and delivery

Resources: Staff time to review documents prior to presentation

Total Phase 2 hours: 218 hours

## PHASE III, TASK 1: Priority Sites/Areas

Based on the initial analysis in Phase 1 and 2, we will prioritize redevelopment sites or areas based on their likelihood of redevelopment, and potential return to the community. Spreadsheets and maps will be used to identify relevant information in a final report.

Hours: 18

Resources: Review with staff

Total Phase 3 hours: 18

## PHASE IV, TASK 1:

### Recommendations for Implementation

Recommendations and action steps will be drafted to achieve the goals identified through the assessments and analysis conducted in phases 1, 2, and 3. Those action steps will be arranged by task, including the responsible party, an estimated cost, and a timeframe to start/timeline to completion.

Recommendations will be made related but not limited to land use and zoning, public infrastructure investments, private and public amenities and aesthetic upgrades, site control, and attracting developers and developments.

Hours: 38

Resources: Meeting with staff to review and strategize



### Williamsburg Road Implementation Matrix

| Task                                                               | Begin                         | Responsible Party                                                         | Possible Funding Source                        |
|--------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------|------------------------------------------------|
| Outreach to developers                                             | Immediate                     | Henrico EDA                                                               | N/A                                            |
| Outreach to target property owners to begin process of acquisition | Immediate                     | Henrico EDA/Dept. of Comm. Revitalization or Developer or Discreet Broker | N/A                                            |
| Acquire properties                                                 | 6-36 months                   | Henrico EDA or Developer                                                  | Private funds or Special Project Grant funds   |
| Engage site design services if necessary                           | Upon site control             | Henrico EDA                                                               | Henrico EDA                                    |
| Budget CDBG funds for demolition, blight elimination               | During next CDBG Program Year | Department of Community Revitalization                                    | N/A                                            |
| Begin demolition                                                   | Within 18 - 24 months         | Department of Community Revitalization                                    | CDBG, and/or Enterprise Zone                   |
| Generate list of prospective tenants                               | 24-36 months                  | Henrico EDA                                                               | N/A                                            |
| Begin negotiations with selected developers for new developments   | Upon site control             | Henrico EDA or other entity offering incentives for redevelopment         | Henrico EDA, Opportunity Zone, Enterprise Zone |
| Maintain dialogue with VABio+Tech                                  | 24-48 months                  | Henrico EDA                                                               | N/A                                            |

Above: Portion of the recommendation table excerpted from the Henrico County Williamsburg Road assessment. More information about that project is on page 17.

## PHASE IV, TASK 2: Final Report

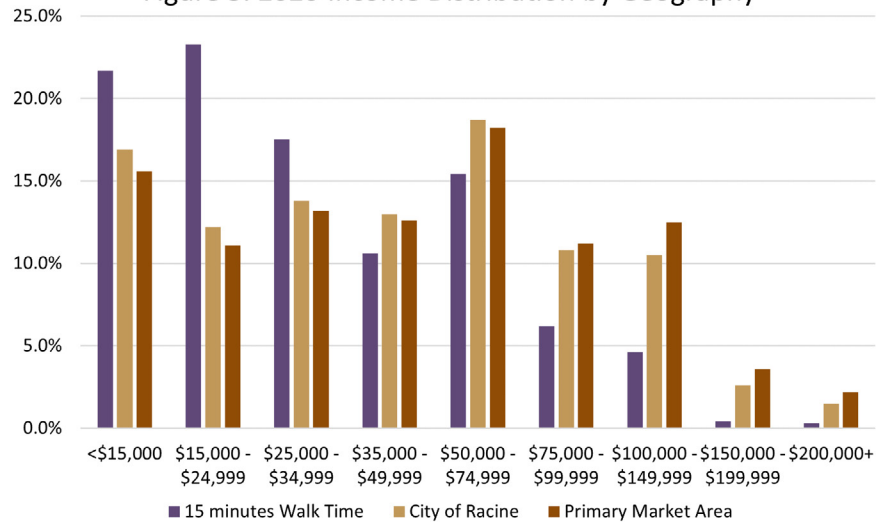
A final report will be drafted for staff review and revisions. When complete, it will be presented and discussed at a committee of the whole meeting to the Mayor and City Council, Plan Commission members and members of the public. Any necessary revisions will be made and a final report in hard copy (quantity to be determined) and .pdf format will be provided, along with a final presentation to the Mayor, City Council, Plan Commission, and general public.

Hours: 44

Resources: Review meetings with staff

Total Phase 4 hours: 72

Figure 5. 2020 Income Distribution by Geography



Data Source: ESRI Community Profile Reports.

## 3 STAFFING LEVELS

Redevelopment Resources will devote the necessary resources to complete the tasks in the Scope of Work.

- Kristen Fish-Peterson will lead the team on real estate, stakeholder interviews, and written narrative
- Dayna Sarver will collect and analyze all the secondary data from public and private data sources, create maps, design charts and graphs, and compile all of the information into the draft and final reports.
- Thomas Fish will support with scheduling interviews, attending interviews, supplemental research, specialized data procurement, and document review.
- All team members will attend meetings as necessary with City staff.



## 4 POTENTIAL PROBLEM AREAS

There are no obvious problem areas from our perspective.

However, often when properties are being analyzed for redevelopment, if an owner is not aware or not in agreement with the possible future uses or change of ownership, it can be awkward unless handled appropriately. Will a formal Redevelopment District Plan be created and adopted? Does the City anticipate any public acquisition of property for the purposes of redevelopment?

Any potential delay in the completion of this project on time would come from a lack of availability to key stakeholders, or a challenge in getting a response from them in a timely manner.



## 5 | FIRM & STAFF PROFILES

Established in 2009, Redevelopment Resources, LLC provides development and redevelopment solutions and research services to municipalities, businesses, and organizations. Our experience was gained primarily from active successful careers working in economic and community development, planning, and marketing fields. The team transitioned into consulting in order to share our vast experience with others.

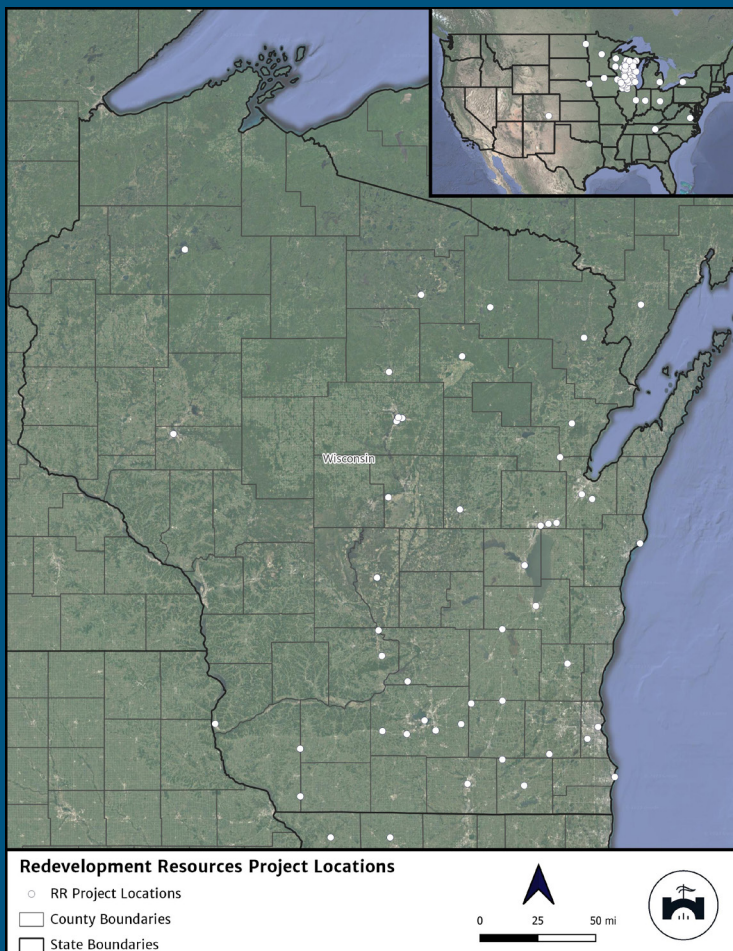
Because of the breadth of experience of our team members, we offer services in many categories:

- Economic & Community Development / Redevelopment
- Real estate
- Retail / Business Support / Marketing
- Planning and Facilitation
- Research and Analysis

The firm was founded in Wausau through a partnership between Kristen Fish and Deborah Ersland. In 2015 the company moved to Madison, WI where it is located today. We have worked across the state of Wisconsin as well as Colorado, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Nebraska, New York, North Dakota, Virginia, and Ontario.

Clients have engaged Redevelopment Resources over multiple projects and multiple years. One of the highest honors we receive is when a client implements each and every one of our recommendations and calls us back to develop the next set of strategies with them.

Our team specializes in real estate redevelopment, financial returns to the client, implementable recommendations, and sharing a snapshot of reality from a market perspective.



**280+**  
SITES ANALYZED FOR DEVELOPMENT OR REDEVELOPMENT

**85+**  
IN-DEPTH MARKET STUDIES FOR COMMUNITIES AND  
PRIVATE-SECTOR BUSINESSES

**1,400,000**  
SQFT OF OFFICE AND RETAIL SPACE LEASED AND MANAGED

**675,000**  
SQFT OF INDUSTRIAL SPACE DEVELOPED

**0**  
LAWSUITS OR FAILURES TO PAY

**115+**  
COMMUNITIES SERVED IN

**14**  
STATES AND PROVINCES

**60+**  
YEARS OF COMBINED COMMERCIAL REAL ESTATE BROKER  
EXPERIENCE

**165+**  
COMBINED YEARS OF EXPERIENCE

**Kristen Fish-Peterson, CEcD | EDFP**  
**Principal & CEO**

Ms. Peterson has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the Midwest. She has managed all aspects of market analysis projects, strategic planning processes, business development and adaptive reuse programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination and policy/ program development.



**PROFESSIONAL DEVELOPMENT**

**Certified Economic Developer**

International Economic Development Council (IEDC)

**Economic Development Finance Professional**

National Development Council (NDC)

**IEDC Board Member, 2006-2018**

**WEDA Executive Director, 2011-2014**

**WEDA President, 2008**

**EDUCATION**

**Master of Business Administration**

University of Wisconsin, Oshkosh

**Bachelor of Business Admin., Marketing**

University of North Dakota

**EXPERIENCE**

**Market Analysis, Fiscal and Economic Impact Analysis**

- Conducted dozens of market analyses for redevelopment, commercial corridors, downtowns, business districts, municipalities and counties using a variety of data sources and primary research methods
- Calculated fiscal and economic impact analysis for redevelopment of commercial corridors, industrial parks, multi-family residential complexes and public/private redevelopment projects
- Prepared comprehensive program analysis on 8 years of Erie County, NY's Adaptive Reuse Program and was able to quantify key impacts and cumulative effects of two local incentives

**Strategy Development and Implementation**

- Developed strategy and carried out implementation activities for numerous communities
- Created redevelopment strategies for dozens of other clients throughout the central U.S.
- Implementation activities have included writing State Approved Relocation Plan, securing appraisals and acquiring properties through negotiations with multiple property owners; securing and overseeing design services for public spaces; hiring and overseeing environmental studies, engineering contractors and architects
- Created unique policies, programs, and organizational structures for implementing strategies developed for clients

**Project Funding**

- Written and implemented several Tax Increment Financing plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at local, state, and federal level



**Dayna Sarver**  
**Chief Research Officer & Development Specialist**

Dayna brings nearly ten years of professional experience in economic development and real estate redevelopment to the Redevelopment Resources team. Prior to joining Redevelopment Resources, she was the Economic Development Manager for the City of Verona and the Economic Development Coordinator for the City of Janesville. She was also a project assistant for Bill Ryan at University of Wisconsin–Extension’s Division of Community Economic Development focusing on downtown redevelopment. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community’s natural, social and fixed assets.



**PROFESSIONAL DEVELOPMENT**

**Certified Economic Developer**

International Economic Development Council (IEDC)

**CURRICULUM VITA**

Ryan, Bill, Dayna Sarver, Amy Greil, Errin Welty, Joe Lawniczak. (2014). **An Analysis of Storefront Improvements: A Selection of Wisconsin Case Studies. University of Wisconsin–Extension.** PDF available at: <http://learningstore.uwex.edu/Assets/pdfs/G3914.pdf>

**EDUCATION**

**Master of Science, Urban Planning**

- University of Wisconsin–Madison

**Bachelor of Arts, Economics**

- Central College, Pella, IA



**EXPERIENCE**

**Market Analysis**

- Analyzed the housing stock for communities in WI and IL.
- Conducted market analysis for several communities in WI, OH, and VA.

**Redevelopment Strategy and Implementation**

- Assisted with the creation of a downtown redevelopment strategies in WI, IL and OH.
- Developed an RFP for a redevelopment project near downtown Verona which included a historic property.
- Implementation activities have included, securing appraisals and negotiating the sale of City-owned property; hiring and overseeing environmental studies, and finding funding sources for redevelopment projects.

**Project Funding**

- Written and implemented several Tax Increment District plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at state level

**Stakeholder & Public Engagement**

- Designed and administered online surveys and organized stakeholder engagement meetings for downtown redevelopment activities, workforce development, and housing studies.
- Organized stakeholder engagement meetings for the redevelopment of a prominent property in Verona as well as for business owners impacted by road improvements.

**Thomas Fish**  
**Director of Finance & Development Associate**

Thomas brings over six years of professional experience, including economics, credit analysis and business strategy/planning, to the Redevelopment Resources team. He holds a bachelor's degree in Economics from Ripon College.

Prior to joining Redevelopment Resources, he worked in Credit Analysis and Underwriting for banking institutions in Central Wisconsin. Thomas is passionate about helping businesses and communities utilize the tools at their disposal to foster growth and development and approaches every project with enthusiasm and purpose.



**PROFESSIONAL DEVELOPMENT**

**Credit Analysis Training Commercial Real Estate Appraisal Intro to Commercial Lending School course**

**WBA Bankers Conference in Wisconsin Dells.**

**Graduate of Leadership Portage County** emphasizing economic development in Central/North-Central WI

**EDUCATION**

**Bachelor of Economics**  
 Ripon College, Ripon, WI

**EXPERIENCE**

**Project Funding & Analysis**

- Business and Personal Financial statement analysis
- Industry Analysis (High-risk industries, industry trends, implications of political landscape on industry futures)
- In-depth understanding of commercial real estate markets in Wisconsin
- Strategy development and recommendations

**Strategy Development & Implementation**

- Worked with multiple businesses in various sectors to develop strategies and business planning for successful outcomes

**Project Management & Communication**

- Direct experience successfully managing timelines of various lengths with multiple responsible parties and communicating effectively with stakeholders.

**Stakeholder Engagement**

- Conducted dozens of interviews across projects of various sizes and topics. Interviewees include commercial property owners, business owners, and banking officials.

**Program Management**

- Responsible for the Credit Analysis operation for Redevelopment Resources including review, analysis, discussion and presentation of business credit for loan program management.
- Manages local Merchant League baseball team, coordinating rosters, game schedules, practice, communication, funding, and tournament play.





## 7 | RELATED EXPERIENCE

### Real Estate Analysis Experience: Erie County Industrial Development Authority

Redevelopment Resources was contracted with Erie County Industrial Development Authority, in Buffalo, NY to conduct an economic and fiscal impact analysis on two incentive programs they had employed over the previous eight years.

This impact analysis included gathering assessed values and property taxes paid on over 30 projects before the incentives were awarded and redevelopment work commenced, and then again at the current time of the study, when redevelopment work was completed.

Our team also assessed and analyzed factors such as impact to utilities, transportation, public safety, gentrification, income levels and expenditures in areas with redevelopment projects and the direct, indirect, and induced impact of the actual construction/redevelopment work.

#### Reference

Steve Weathers, CECd, Economic Development Director

City of Fort Myers, FL

2200 Second Street

Fort Myers, FL 33901

(239) 851-7464

sweathers@cityftmyers.com

### RESULTS

- **Property tax assess value increased 229% on subject properties**
- **900 direct jobs created, 600 indirect, 365 induced and 4500 temporary construction jobs**
- **1141 new residential units**
- **4 million sq. ft. blighted space redeveloped**

### MORE RESULTS

- **29 different developers completed 53 projects**
- **Total estimated community benefit: \$750 million**
- **Total private sector investment leveraged: \$632 million**
- **\$27 million in incentives awarded**
- **ECIDA incentives only comprised 4% of total project costs**
- **Return on investment for overall community benefit: \$36:\$1**



## Real Estate Analysis Experience: Brixmor/Spring Mall Real Estate Market Analysis

In 2018, Redevelopment Resources worked with a national mall ownership group, Brixmor, to analyze and recommend future uses for the Spring Mall property at the corner of Cold Springs Rd and 76th St. in Greenfield, WI. This 26-acre site was blighted, with only a small handful of tenants and a significant amount of vacant retail space.

We sought current data related to the market in Greenfield, current tenant mixes in nearby and competing retail developments, and met with the City of Greenfield Mayor and Planning/Community Development Director. Data sources such as Esri and Emsi were culled for current and projected market data related to retail development, consumer buying habits, restaurant data, and non-retail trends in the marketplace. We examined business, workforce, and residential characteristics of the surrounding area.

It was apparent that the 26-acre Brixmor site would not completely support retail as an exclusive use for the foreseeable future. There was significant new and existing retail development near the Spring Mall. The recent development at 84 South had attracted many popular retail and restaurant uses. There were also many retailers clustered at Southridge, just a few blocks south of Spring Mall on 76th Street. For those reasons, a mixed site development was recommended.

Industry growth projections supported a focus on personal care/self-care and services for the elderly at the Spring Mall site. Jobs will increase in categories related to the aging demographics. With this site central to dense residential neighborhoods within 10 minutes, we believed a development centered on providing services and care for the elderly population will be successful for decades into the future.

Business types include outpatient care facilities, assisted living facilities, self, and health care related businesses (exercise, spa, personal care services such as nails and hair salons, and supply retailers).

We recommended Brixmor consider dedicating 5-6 acres to residential where it was contiguous to residential already, include a mix of recreational and personal health care related uses, and focus specialty retail on the street-facing perimeters of the site.

In June of 2023, the City of Greenfield bought the site and recently awarded the project to Mandel Group to develop 285 units of mixed housing, retaining a restaurant and banquet hall on the site. In 2018 when Brixmor was trying to transition the site, building residential on the entire site was not palatable to the City. Due to economic conditions over the past five years, that is now considered the highest and best use.

Ken Erickson, VP Re/Development

Brixmor Spring Mall Limited Partnership

40 Skokie Blvd., Suite 600

Northbrook, IL 60062

Direct (847) 562-4101

[Ken.erickson@brixmor.com](mailto:Ken.erickson@brixmor.com)





## Watertown Downtown/Riverfront Revitalization Initiative

Redevelopment Resources was contracted to create a downtown and riverfront redevelopment plan for the City of Watertown in 2014. Our firm was then retained for the next seven years to implement the plan.

The plan was structured in such a way that there were small scale, impact-level, and transformative redevelopment recommendations. One of the transformative recommendations was for the RDA to acquire and demolish the buildings on one city block, and then develop a world class town square. The adjacent city-owned surface parking lot would then be marketed for high density development such as a multifamily apartment complex or hotel.

The six properties on the identified block had a total annual property tax liability of approximately \$25,600. The properties were acquired, tenants relocated, and buildings razed, then a \$3+ million town square was designed and constructed.

A multi-tenant proposal from a Madison developer was received for what would result in a \$13 million in development. What previously took up two city blocks and only generated \$25,600 in property taxes was going to be replaced with a community gathering space with high quality amenities, and a development that paid exponentially more in property taxes.

Market analysis and fiscal impact analysis were conducted as part of the process to move this project forward, working with elected officials through two council election cycles and two different mayors. The project has since won awards from the EPA, and the Mid-America Economic Development Council.



**Reference**

Emily McFarland, Mayor

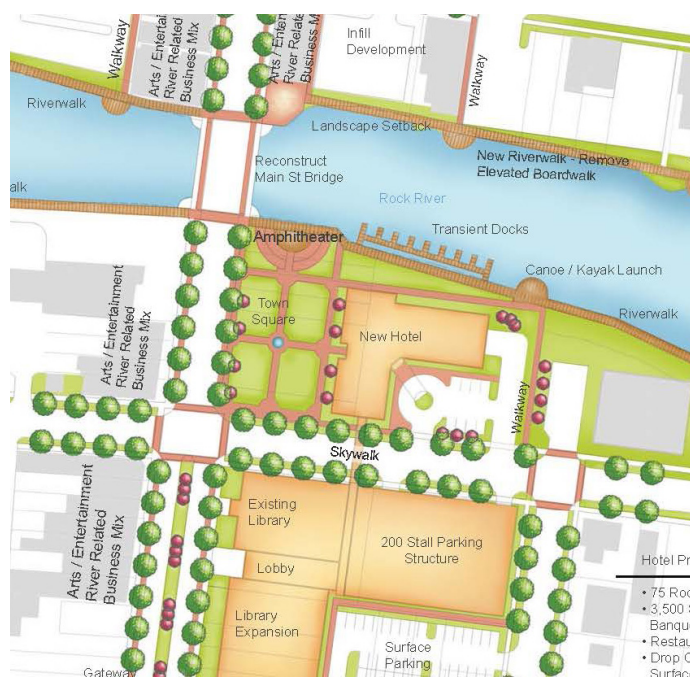
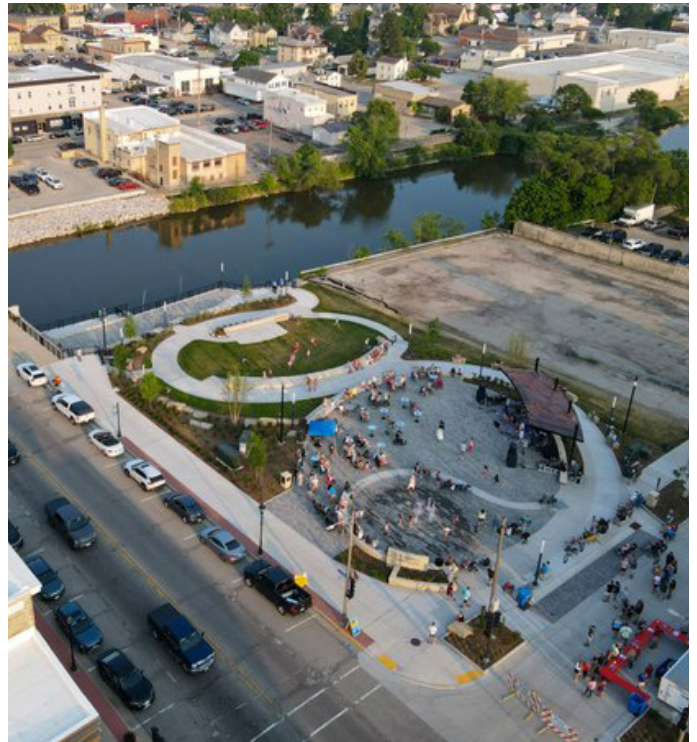
106 Jones Street

P.O. Box 477

Watertown, WI 53094

920-262-4000

emcfarland@watertownwi.gov





## Real Estate Analysis Experience: Henrico County, VA – Williamsburg Rd. Redevelopment Assessment

Redevelopment Resources was under contract for Henrico County EDA in Virginia to conduct a redevelopment market study in an area consisting of 71 properties spanning approximately 159 acres along W. Williamsburg Road north of the Richmond International Airport, and along State Rte. 197 (directly west of the airport). The area had been identified as a Reinvestment Area in chapter 7 of the Henrico County Vision 2026 document. The uses on this real estate are functionally obsolete and could serve a higher and better use. As a gateway into the community from the airport, stakeholders would like the area to represent Henrico County in a more attractive way with higher value land uses.

Our team analyzed the properties in this corridor, identified top current uses, blighted properties, high-opportunity redevelopment parcels, and potentially urgent issues with extremely blighted and/or nuisance properties. We compared contributions of all properties including aesthetics, property tax revenue, value, condition, and commercial mix to determine top priority properties which the county could target for acquisition or pressure on the owner to make improvements.

The end product was useful in aiding Henrico EDA in advancing the efforts of the Reinvestment Area, and improving the economics along the corridor which serves Richmond International Airport.

Our top recommendations included:

1. Acquire, demolish and market sites to developers. Priority addresses were identified.
2. Focus on residential/commercial mixed-use, high-density developments as the first phase of redevelopment.
3. Support development by generating a list of prospective tenants for commercial space, targeting professional services and medical office space users. Conduct first round of marketing contacts for new space.
4. Engage site design services for specific redevelopment sites, if necessary, to market the vision for the area's redevelopment.
5. Maintain ongoing dialogue with VA Bio+Tech Park/Activation Capital and other Life and Health Sciences incubation efforts (from universities) to gauge the demand for graduation, c/GMP space and commercialization space needs.



Anthony J. Romanello, Executive Director  
Henrico Economic Development Authority  
4300 E. Parham Road, Henrico, Virginia 23228  
804.501.7521  
[anthony@henrico.com](mailto:anthony@henrico.com)



## Real Estate Analysis Experience:

### Madison Bus Rapid Transit Market Analysis and Land Banking Project

The Madison Bus Rapid Transit Market Analysis and Land Banking Project has been ongoing since early 2023 and is just wrapping up in the next two weeks. Redevelopment Resources partnered with [HDR](#), Inc. on this project where we were tasked with analyzing the proposed bus rapid transit stops between I-94 on the east side and the far west end of the route ending on the far west side of the city on Mineral Point Road.

The team identified three areas where properties were relatively blighted and in need of redevelopment. We confirmed these areas with the City on a driving tour of the route. Our team, along with HDR then analyzed the market from a variety of perspectives within 1/4 mile of the BRT route. We mapped and graphed demographics, public housing, businesses, and other characteristics.

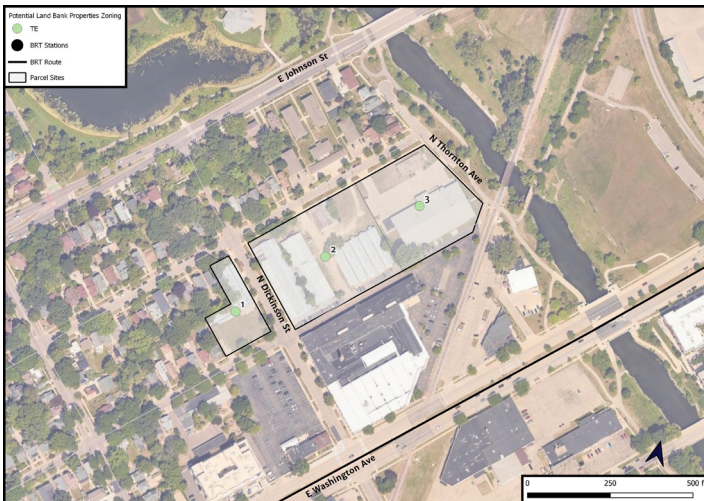
Redevelopment Resources then specifically analyzed each property within the three target areas for their viability to remain, or need for redevelopment and potential land banking by the City.

Our work entailed:

- conducting an inventory of the properties identified,
- creating potentially larger developable parcels by grouping them into properties that could be combined for a minimum of half-acre redevelopment sites,
- identifying assessed value for land and improvements,
- confirming contact information for parcel ownership, and
- contacting owners anonymously to inquire if they would be open to discussing a sale of their property.

This work generated a prioritized list for the City to pursue possible acquisitions for land banking and then transitioning sites to developers through an RFP process for redevelopment. The sites were analyzed for their highest and best use based on the surrounding market area and future bus rapid transit access.

Our team identified 18 different areas to analyze, resulting in five top priority areas in which properties could be assembled for 1/2-acre or larger redevelopment sites. The top five priority areas became priorities based on their level of blight, willingness of owners to discuss a sale, and future redevelopment potential.



#### Reference

Tom Otto, Economic Development Specialist

Economic Development Division

P.O. Box 2983

Madison, Wisconsin 53701-2983

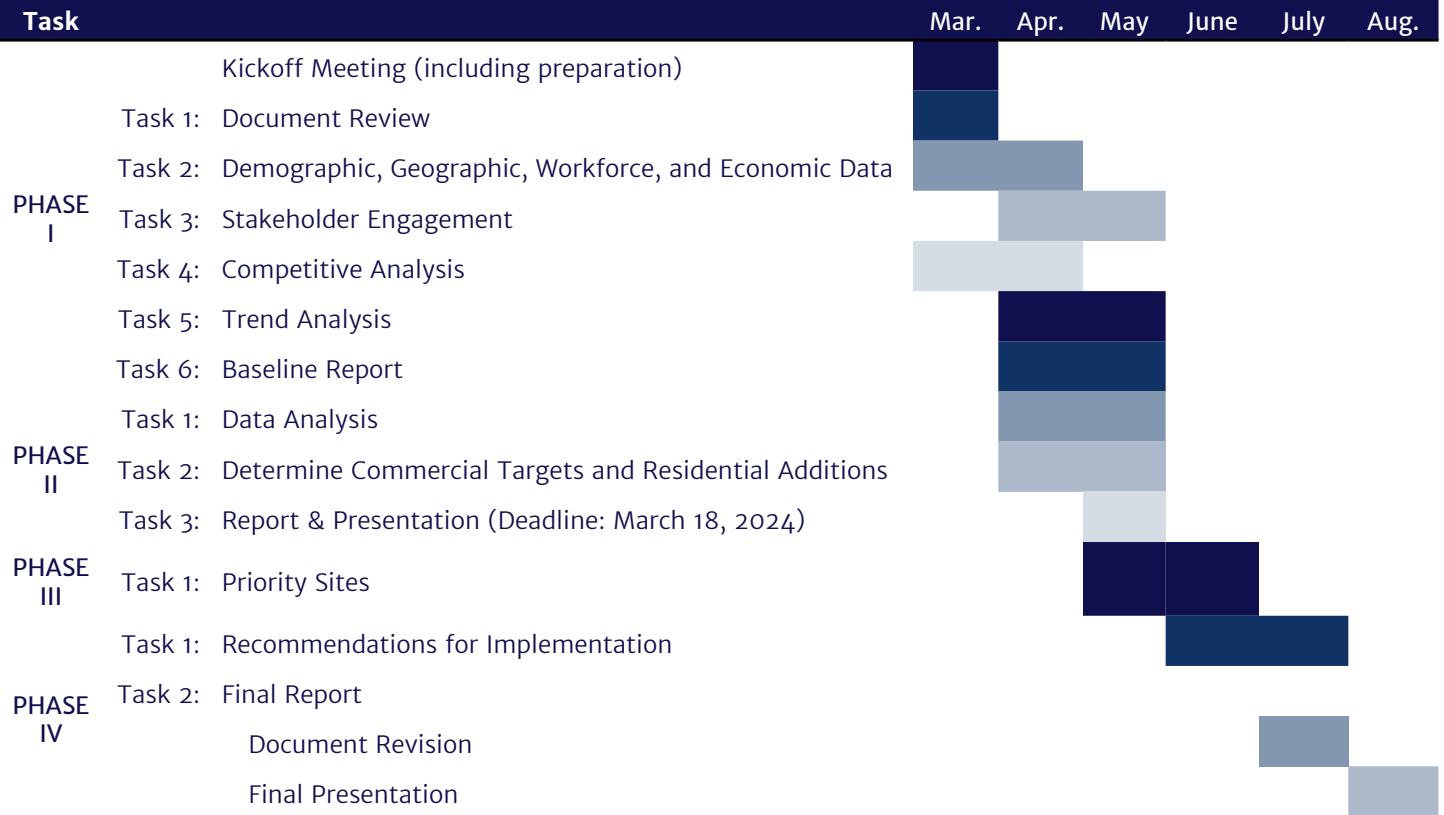
Tel 608 243 0178 Fax 608 261 6126

Email [totto@cityofmadison.com](mailto:totto@cityofmadison.com)

Web [www.cityofmadison.com/business](http://www.cityofmadison.com/business)

## 8 | TIMELINE & BUDGET

### TIMELINE





| BUDGET                                 |                                                                | K. Peterson | D. Sarver | T. Fish |
|----------------------------------------|----------------------------------------------------------------|-------------|-----------|---------|
| Task                                   |                                                                | Hours       | Hours     | Hours   |
| PHASE I                                | Kickoff Meeting (including preparation)                        | 2           | 2         | 2       |
|                                        | Task 1: Document Review                                        | 1           | 1         | 1       |
|                                        | Task 2: Demographic, Geographic, Workforce, and Economic Data  | 2           | 8         | 1       |
|                                        | Task 3: Stakeholder Engagement                                 | 12          | 4         | 6       |
|                                        | Task 4: Competitive Analysis                                   | 8           | 10        | 10      |
|                                        | Task 5: Trend Analysis                                         | 2           | 16        | 4       |
| PHASE II                               | Task 6: Baseline Report                                        | 10          | 20        | 6       |
|                                        | Task 1: Data Analysis                                          | 12          | 24        | 12      |
|                                        | Task 2: Determine Commercial Targets and Residential Additions | 30          | 20        | 20      |
| PHASE III                              | Task 3: Report & Presentation (Deadline: March 18, 2024)       | 40          | 30        | 30      |
|                                        | Task 1: Priority Sites                                         | 10          | 4         | 4       |
| PHASE IV                               | Task 1: Recommendations for Implementation                     | 18          | 12        | 8       |
|                                        | Task 2: Final Report                                           | 10          | 16        | 8       |
| Total Hours                            |                                                                | 157         | 167       | 112     |
| Cost Subtotal                          |                                                                | \$67,805    |           |         |
| Travel Expenses (mileage from Madison) |                                                                | \$1,905     |           |         |
| TOTAL                                  |                                                                | \$69,710    |           |         |



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THANK YOU



REDEVELOPMENT  
RESOURCES

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Madison, WI 53718  
Phone: 715-581-1452  
kristen@redevelopment-resources.com  
www.redevelopment-resources.com





March 1, 2024

## City of Mequon Real Estate Market Analysis

**THIS AGREEMENT** made the 12th day of March 2024, by and between Redevelopment Resources, LLC, hereafter called the Consultant, and the City of Mequon hereinafter called the Client.

Included in the scope of services would be all activities related to the Real Estate Market Analysis as described in the Consultant's Amended Proposal dated February 7, 2024, attached hereto as Exhibit A, including:

### Phase I

1. Demographic, market, and housing data collection and analysis
2. Stakeholder Engagement
3. Competitive Analysis
4. Trend Analysis
5. Baseline Report

### Phase II

6. Complete analysis of the data
7. Determination of commercial targets and residential additions
8. Report and Presentation

### Phase III

9. Priority Sites/Areas

### Phase IV

10. Recommendations for implementation
11. Final Report (August 30, 2024)

### CONTRACT PRICE

The Client shall pay the Consultant for scope of services to be performed and deliverables, the rate of \$155.52/hour, not to exceed \$67,805, plus mileage (approximately \$1,905) for a total contract amount of \$69,710, to be billed in periodic progress payments based on hours worked. Expenses to be billed at cost, including mileage, design if applicable, and printing of final documents.

### FEES & EXPENSES

In consideration for performance of the services specified above, the Client shall pay Consultant as invoiced for progress toward work completed. Such payment shall be due and payable within 30 days of the invoice date. It is estimated Consultant team members will visit the community a minimum of four times to carry out the scope of services. Team members will be reimbursed for mileage at the current IRS



March 1, 2024

mileage reimbursement rate. Other expenses will be billed at cost. Total amount for work performed in the creation of the final product including mileage expense shall not exceed \$69,710.

## TERM

The term of this contract shall begin on March 18, 2024, and end when work is completed, approximately August 30, 2024. The Client and Consultant shall periodically review the performance of the terms of the contract and agree upon objectives. Any additional services contracted will be addressed with a separate agreement for services. No such services shall be rendered, and no additional expenses or costs shall be incurred without the prior written approval of the client as evidenced by the separate agreement or amendment to this agreement.

## CONTRACT MODIFICATION, TERMINATION AND TRANSFER

- A. **Modifications:** This Contract may be modified by mutual written agreement of both parties.
- B. **Termination:** This Contract may be terminated by either party, with or without cause, by written notification from either party to the other at least 30 days prior to the intended termination date. Should this occur, the Client shall be required to pay Consultant for any work completed to that point. If Client terminates this contract due to contractor's default, after notice has been given and an opportunity to cure provided, then no further payments shall be due under this contract.

## INDEMNIFICATION

Consultant agrees to indemnify and hold harmless Client and its officers and employees from any liability, claims, suits or causes of action arising out of the provision of management services under this Agreement attributable to the negligence of the Consultant or Consultant's officers, employees, or agents. Said indemnification shall include payment of all damages, costs, and attorney's fees. Nothing contained within this agreement is intended to be a waiver or estoppel of the City or its insurer to rely upon the limitations, defenses, and immunities contained within Wis. Stat. ss. 345.05 and 893.80. To the extent that indemnification is available and enforceable, the City or its insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law. Likewise, Client shall also hold Consultant harmless from any liability, claims, suits or causes of action arising out of the provision of management services under this Agreement attributable to the negligence of the Client or Client's officers, employees or agents.

## NON-EXCLUSIVE SERVICES

The Client acknowledges that the services of Consultant rendered under this contract are non-exclusive and Consultant's fee has been established on that basis. During the term of this contract the Consultant shall be free to render services, similar or dissimilar to the services rendered hereunder to third parties, provided that the services rendered by Consultant to third parties do not directly compete with the services which Consultant is performing for the Client and further provided that the rendering of services to the third parties does not compromise Consultant's business and ethical obligations to the Client.



March 1, 2024

### KEY PERSONS

The Client hereby designates the Assistant Director of Community Development as official contact person and liaison with Consultant in all matters relating to the contract. It is understood by both parties to this contract that all official communications, directions, and assignments shall come from or be authorized by the above-mentioned officers. Kristen Fish-Peterson, Managing Partner of Redevelopment Resources, shall be the primary contact for Redevelopment Resources.

### GENERAL PROVISIONS

1. This Agreement will be the entire agreement, and only agreement between the Client and Consultant, and shall supersede any previous agreements between the Client and Consultant. Any changes to this agreement will be invalid unless signed and dated by both an authorized officer of the Client and Consultant and attached and made part of this agreement.
2. If any term or provision of this agreement or applicable part hereto shall be void, illegal or unenforceable, the validity of the remaining terms or provisions shall not be affected thereby. Furthermore, the failure of either party to enforce any of the provisions of this agreement in any interest will not be construed as a waiver of its right to enforce such provision either currently or in the future.
3. This agreement shall be subject to, interpreted under, and enforceable according to the laws of the State of Wisconsin. Any judicial action arising directly or indirectly from this agreement shall have its venue in the Courts of the State of Wisconsin, and in the County of Dane.

---

 (City Representative)

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 Date

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 Kristen Fish-Peterson - Redevelopment Resources

---

 Date

### EXHIBIT 1

(Project proposal attached)



11333 N. Cedarburg Road  
 Mequon, WI 53092  
 Phone: 262-236-2941  
 Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of Administration

**TO: Common Council**  
**FROM: William Jones, City Administrator**  
**DATE: March 7, 2024**  
**SUBJECT: RESOLUTION 4106 A Resolution Amending the City's FY2024 Compensation Plan, in Connection with Establishment of a Full-Time Management Intern Position During 2024-2025**

### **Background**

With adoption of the organization's first-ever Strategic Plan in mid-2022, staff has worked with the Common Council over the last two budgeting cycles to align spending decisions with identified priorities, and to implement the Plan's goals and objectives. As work continues on a wide number of departmental initiatives shared with the Council at the end of last year and in advance of a mid-Strategic Plan Workshop scheduled for later this spring, the City Administrator's Office has identified an opportunity to temporarily augment the City's staffing levels to help accomplish many of the aims contained in the current Plan, which runs through 2025.

Accordingly, staff is recommending the City serve as a host community for the 2024-2025 Management Fellow Program administered by the International City County Management Association (ICMA). Under this initiative, the City would agree to hire a recently graduated student with a master's degree in public administration (M.P.A.) to work in the community for one year. Similar to other periodic internship opportunities Mequon has supported through the years, the City would gain access to additional resources to help drive implementation of the aforementioned strategic plan, while contributing to the growth and development of an aspiring city management professional. Additionally, and given the cyclical nature of the City's annual operating calendar, this position could also be available to assist with other ongoing efforts as well, including election administration, budget development and special events, to name a few.

### **Analysis**

As indicated in the proposed work plan (a copy of which is attached), the Management Intern would receive broad exposure to City operations and be available to provide support on a number of key projects across all of the organization's major operating departments. Presently, there are more than thirty individuals signed up to participate in ICMA's program during the 2024-2025 cycle (approximately July 1, 2024 - June 30, 2025) and approximately twenty communities that have indicated an interest in serving as a host. Historically, the City of River Falls, Wisconsin, has regularly participated as a host community, and is once again designated to take part in the coming year. In connection with this opportunity, staff is seeking Common Council consideration of an amendment to Step 1 of the FY2024 Compensation Plan, to allow for the hiring of a temporary, full-time Management Intern starting later this year.

**Fiscal Impact**

The estimated cost for hosting a full-time Management Fellow for a period of one year is estimated at \$57,275. This includes a projected annual salary of \$50,000, as well as other ancillary costs related to payroll taxes (e.g., FICA, Medicare) and participation in the Wisconsin Retirement System (WRS). Available funds to pay for this one-time expense are available within the City's existing Spending Plan for funds received through the American Recovery Plan Act (ARPA), which includes a line item for various employee-related costs (e.g., temporary staffing, compensation analysis, ergonomic equipment, etc.).

**Recommendation**

A recommendation is forthcoming from the Finance-Personnel Committee on March 12.

Attachments:

2024 COMPENSATION PLAN AMENDMENT - 3.12.24 (PDF)

ICMA MANAGEMENT INTERN WORK PLAN (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4106

A Resolution Amending the City's FY2024 Compensation Plan, in Connection with  
Establishment of a Full-Time Management Intern Position During 2024-2025

**RECITALS**

A. In late 2023, the City of Mequon adopted the Fiscal Year 2024 Compensation Plan that sets forth job positions and their assigned pay grades for non-represented employees.

B. The City Administrator's Office has identified an opportunity for the City to temporarily augment current staffing levels in support of implementing various goals and objectives identified in the organization's 2022-2025 Strategic Plan.

C. This has resulted in the proposed establishment of a temporary, full-time Management Intern position for a period of one year, in connection with the Management Fellow Program administered by the International City County Management Association (ICMA).

D. Sufficient funds are available to support the establishment of the Management Intern position from mid-2024 through mid-2025, within the City's approved Spending Plan for funds received via the American Recovery Plan Act (ARPA).

E. Section 24.07 (2)(3) of the City's Employee Personnel Code requires Committee and Common Council approval of amendments to the Compensation Plan.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon that the Fiscal Year 2024 Compensation Plan for Non-Represented Employees is amended, in order to establish a full-time Management Intern position at Pay Grade 1.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

\_\_\_\_\_  
Caroline Fochs, City Clerk

**CITY OF MEQUON, WISCONSIN  
FY2024 EMPLOYEE COMPENSATION PLAN**

| Pay Grades | 2024 Pay Ranges         |           |           |           |           | JOB POSITION                                                                                                                                                                                                     |
|------------|-------------------------|-----------|-----------|-----------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Minimum                 | Q1        | Midpoint  | Q3        | Maximum   |                                                                                                                                                                                                                  |
| 1          | \$44,125                | \$47,554  | \$51,847  | \$55,708  | \$59,569  | Management Intern                                                                                                                                                                                                |
| 2          | \$48,538                | \$52,309  | \$57,032  | \$61,279  | \$65,526  | Accounts Receivable Specialist<br>Administrative Assistant<br>Administrative Specialist<br>Assessment Technician<br>Deputy Clerk<br>Records Specialist                                                           |
| 3          | \$53,391                | \$57,540  | \$62,735  | \$67,407  | \$72,079  | Accounting Specialist<br>Buildings Maintenance Worker<br>Equipment Operator<br>Forestry Worker<br>Highway Worker<br>Human Resource Coordinator<br>Parks Worker<br>Permit Coordinator<br>Sewer Maintenance Worker |
| 4          | \$59,884                | \$64,537  | \$70,364  | \$75,604  | \$80,844  | Administrative Coordinator<br>Engineering Field Coordinator<br>Engineering Technician<br>Executive Assistant - Communications<br>Highway Section Foreman<br>Mechanic<br>Sewer Section Foreman                    |
| 5          | \$64,675                | \$69,700  | \$75,993  | \$81,652  | \$87,311  | Planner I<br>Building Inspector<br>Public Safety IT Specialist                                                                                                                                                   |
| 6          | \$69,849                | \$75,276  | \$82,072  | \$88,184  | \$94,296  | Assistant Finance Director<br>Fleet Superintendent                                                                                                                                                               |
| 7          | \$75,437                | \$81,298  | \$88,638  | \$95,239  | \$101,840 | Buildings Superintendent<br>Highway Superintendent<br>Inspections Supervisor<br>Parks & Forestry Superintendent<br>Sewer Superintendent                                                                          |
| 8          | \$86,675                | \$94,492  | \$104,009 | \$112,677 | \$121,344 | Assistant City Engineer<br>Assistant Community Development Director<br>City Clerk<br>Deputy Director of Public Works<br>Deputy Director of Utilities<br>IT Manager<br>Police Captain                             |
| 9          | \$104,009               | \$113,391 | \$124,811 | \$135,212 | \$145,613 | Assistant City Administrator<br>Director of Community Development<br>Director of Public Works/City Engineer<br>Finance Director<br>Police Chief                                                                  |
| 10         | Established by Contract |           |           |           |           | City Administrator                                                                                                                                                                                               |

Attachment: 2024 COMPENSATION PLAN AMENDMENT - 3.12.24 (RESOLUTION 4106 : A Resolution Amending the City's FY2024



# MANAGEMENT FELLOW WORKPLAN

## 2024 - 2025







## About the City of Mequon

Located on the western shores of Lake Michigan just north of Milwaukee, the City of Mequon boasts lakeshore bluffs, stately homes, farmland, expansive open space, a variety of amenities, and access to the Interstate 43 for a convenient commute to downtown Milwaukee. Mequon's rural heritage is preserved by high development standards and low-density zoning regulations.

Mequon has a population of more than 25,000, with one of the lowest crime rates and one of the lowest tax rates in the Metropolitan Milwaukee area. Learn more by visiting the City's website, [www.ci.mequon.wi.us](http://www.ci.mequon.wi.us).

## Fellow's Duties and Responsibilities

The Workplan has been designed to assist the City of Mequon with current elements outlined in its Strategic Plan, including the five focus areas of Capital Improvements, Customer Service, Financial Stewardship, Public Safety, and Quality of Life. The Fellow will have exposure to all City Departments and assist with daily operations that may include, but not be limited to, work on the following initiatives:

- Community Survey
- Land Management System
- GIS Utilization & Maximization
- New Legislative Management System
- 2024 Presidential Election
- IT Strategic Plan Implementation
- Joint Library Agreement
- 2025 Budget Development
- Southern Ozaukee Fire & EMS Department Strategic Plan
- Employee Handbook Update
- Employee Self-Service Module
- Sustainability Plan
- Social Media Coordination/Content Development
- City Festivals: Taste of Mequon & Winter Wonderland

## Minimum Qualifications

Recent graduates or students graduating in the spring in Public Administration, Public Affairs, Public Policy, or related master's degree programs. This is a full-time position including full benefits and salary starting at \$50,000. Fellows are special limited term interns for one year, beginning on or around June 1 or July 1, 2024.

For further information, please contact William Jones, Mequon City Administrator, at (262) 236-2940/ [wjones@ci.mequon.wi.us](mailto:wjones@ci.mequon.wi.us).



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Office of Engineering

**TO: Common Council**  
**FROM: Jeremy Dandy, Engineering Technician**  
**DATE: March 12, 2024**  
**SUBJECT: RESOLUTION 4107 A Resolution Approving Award of the 2024 Road Improvements Contract to Payne & Dolan, of Jackson, Wisconsin, in the Amount of \$1,260,000**

### **Background**

Each year, the Engineering Division rates the surface condition rating of roads, generally in the late fall. These ratings are used over the winter to evaluate which roads will be recommended for inclusion in the annual road program. Typically, contracts are let with several projects defined as the total base bid, indicating that they will be completed with the contract award. Staff also typically includes additive items which can be awarded in any combination if pricing is favorable and if spring conditions warrant.

At its February meeting, the Public Works Committee authorized staff to advertise the 2024 Road Improvements contract, a part of the Annual Road and Parking Lot Program. Recommended projects for 2024 included the following:

### **TOTAL BASE BID (Engineering estimate totaling \$1,187,698)**

- Highland Road (Wauwatosa Road east to Railroad)
- Fiesta Lane (Grasslyn Road to Port Washington Lane)

### **ADDITIVE ITEMS**

- Essex Place (Essex Drive and Essex Court)
- Wildwood Court (Lake Shore Drive to cul-de-sac)

Please see the attached location map for roads included in the 2024 Road Improvements contract bid.

### **Analysis**

The City received three bids for the 2024 Road Improvements contract with the low base bid of \$820,129.26 from Payne & Dolan of Jackson. The low bid is approximately 30% less than the consultant's engineering estimate. Based on the available funds for the 2024 Road Improvements contract, staff is recommending award of the total base bid and that the following additive items be awarded:

- Additive Bid 1 - Essex Place
- Additive Bid 2 - Wildwood Court

Based on the totals of the base bid and the chosen additive items, Payne & Dolan's bid total is \$1,095,455.53. Payne & Dolan has performed acceptable work of this type for the City in the past.

| <b>2024 Road Improvements Contract</b> | <b>Total</b>          |
|----------------------------------------|-----------------------|
| Base Bid                               | \$820,129.26          |
| Additive Bid 1 - Essex Place           | \$216,672.77          |
| Additive Bid 2 - Wildwood Court        | \$ 58,653.50          |
| <b>Total</b>                           | <b>\$1,095,455.53</b> |

Work on this contract can start in mid-June after the contract is fully executed, and the project has a completion date of September 20, 2024. The bid summary is attached.

### **Fiscal Impact**

On February 8, 2022, the Common Council approved a \$5.0 million bond issuance for a 3-year borrowing for the Annual Road and Parking Lot Program between 2022 and 2024. This is the third year of the aforementioned three-year program funded by long term bonding. The current balance of the Right-of-Way Assets capital account is approximately \$2,200,000.

As a result of several recent contract awards, the Public Works Committee and Common Council have requested adding a contingency to the award amounts. Therefore, staff is recommending that the resolution approve an amount not-to-exceed \$1,260,000 which includes a contingency of 15% for additionally authorized efforts. The contingency provides for additional services that may result from unknown field conditions. Both base bid streets recommended for award are in poor condition which may result in large quantities of base repair.

The Fiesta Lane drainage improvements have been on the Major and Secondary Drainage Capital Improvement Plan (CIP) list for several years. Drainage improvements will be completed on Fiesta Lane with this project. The Drainage CIP account has less than \$10,000 remaining. The remaining funds will be spent with this project.

The projected cost of the 2024 Road Program, including maintenance and capital improvements, is approximately \$2,350,000.00. This contract as well as the other contracts expected to be in the overall program are shown below.

| <b>Road Program Recommended Award</b>                         | <b>Award Amount</b> | <b>Award Amount with contingency, if applicable</b> |
|---------------------------------------------------------------|---------------------|-----------------------------------------------------|
| GSB-88 Sealer (Estimated)                                     | \$ 100,000          | \$ 105,000                                          |
| Crack Sealing                                                 | \$ 229,961          | \$ 252,000                                          |
| Road Improvements                                             | \$ 1,095,455        | \$ 1,260,000                                        |
| County Line Road - with the Village of Brown Deer (Estimated) | \$ 400,000          | \$ 460,000                                          |

|                                                            |                     |                     |
|------------------------------------------------------------|---------------------|---------------------|
| Buntrock/Mequon Road Traffic Signals<br>(remaining amount) | \$ 240,000          | \$ 240,000          |
| Road Patch Repairs (Estimated)                             | \$ 30,000           | \$ 33,000           |
| <b>Total:</b>                                              | <b>\$ 2,095,416</b> | <b>\$ 2,350,000</b> |

### **Recommendation**

A recommendation is forthcoming from the Public Works Committee on March 12, 2024.

Attachments:

2024 Road Improvements Area Map (PDF)

2024 Road Improvement Contract Bid Opening Sheet (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4107

A Resolution Approving Award of the 2024 Road Improvements Contract to Payne & Dolan, of Jackson, Wisconsin, in the Amount of \$1,260,000

**RECITALS**

A. The City of Mequon Engineering Division has advertised and received bids for the 2024 Road Improvements contract.

B. Staff has reviewed the various bids and contractor qualifications for the contracts.

C. Staff has determined that the bids received are reasonable and that adequate funds are available to accomplish the work, and on that basis has made a recommendation to the Public Works Committee.

D. Fiesta Lane is a prioritized project on the City's Drainage Capital Improvement Program. The remaining funds in the Major and Secondary Drainage Way Capital Project Account - 410798-730010-10013 will be used for Fiesta Lane drainage improvements.

E. Adequate funds for the remaining contract costs are available from the Capital Project Account - 410780-469001-10001 (Right-of-Way Assets).

F. To provide for additional services that may result from the spring thaw or other unforeseen conditions, the contract award amount shall be affirmed with a contingency for a total not-to-exceed cost of \$1,260,000.

G. The Committee on Public Works at its meeting on March 12, 2024, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The 2024 Road Improvements Contract with Payne & Dolan of Jackson, Wisconsin, with a contingency for a total not-to-exceed cost of \$1,260,000 in the form attached hereto is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

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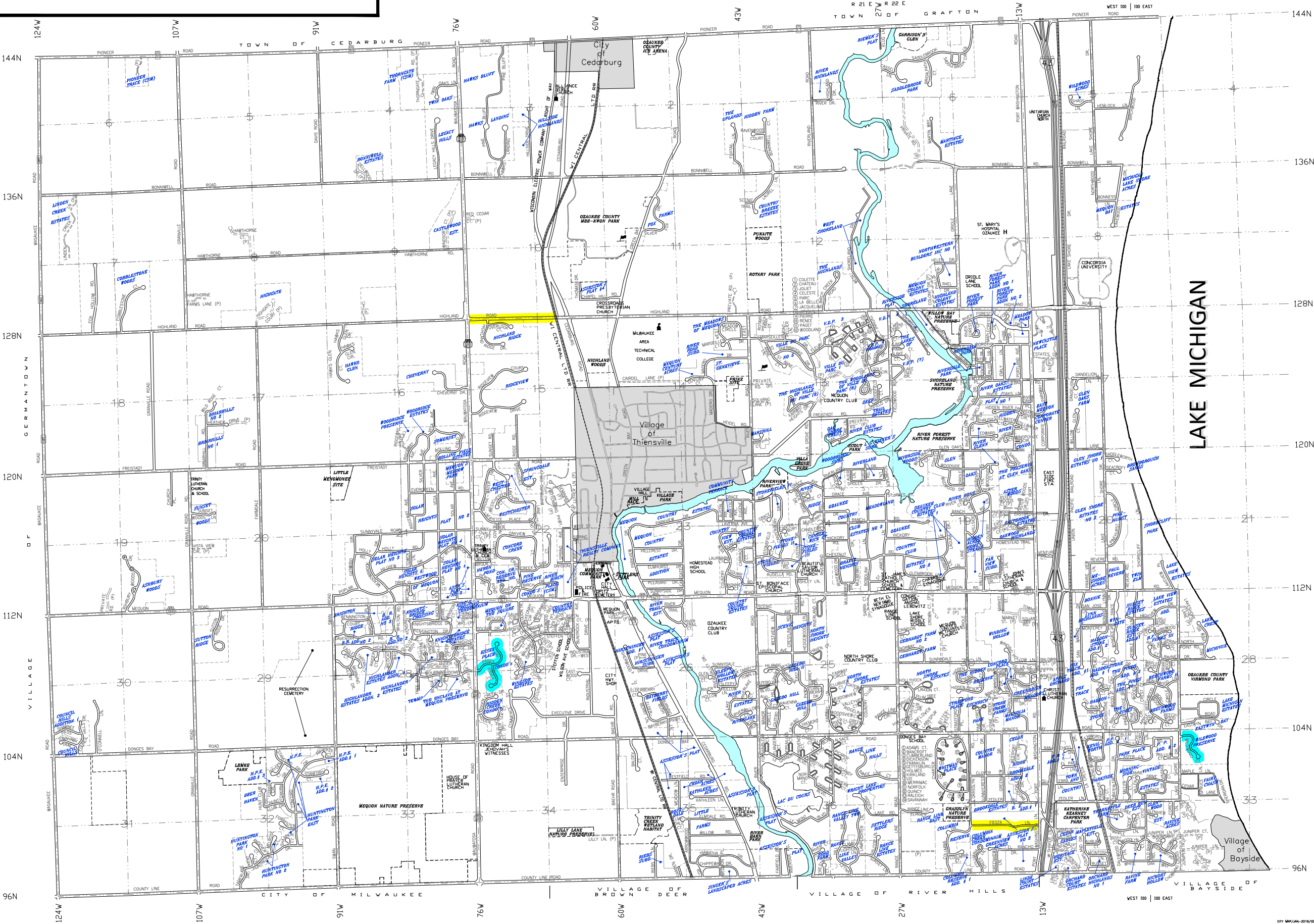
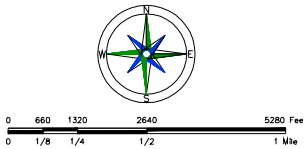
Caroline Fochs, City Clerk



- 2024 ROAD IMPROVEMENTS
- 2024 ADDITIVE ITEMS

# CITY OF MEQUON

## 2024 Road Improvements



Attachment: 2024 Road Improvements Area Map (RESOLUTION 4107 : 2024 Road Improvements Contract Award)



CITY OF MEQUON  
WISCONSIN  
BIDS RECEIVED FOR: 2024 ROAD IMPROVEMENTS FILE #3098-24

BID OPENING: 2/29/2024 1:00 PM  
DATE TIME

| BIDDER         | TOTAL BASE BID<br>Highland & Fiesta | Additive Bid 1<br>Essex | Additive Bid 2<br>Wildwood | Additive Bid 3<br>Essex & Wildwood |
|----------------|-------------------------------------|-------------------------|----------------------------|------------------------------------|
| Wolf Paving    | \$950,382.70                        | \$233,807.00            | \$70,118.95                | \$295,517.45                       |
| Stark Pavement | \$877,453.05                        | \$211,348.46            | \$59,484.99                | \$270,870.85                       |
| Payne & Dolan  | \$820,129.26                        | \$216,672.77            | \$58,653.50                | \$276,180.02                       |
|                |                                     |                         |                            |                                    |
|                |                                     |                         |                            |                                    |

Attachment: 2024 Road Improvement Contract Bid Opening Sheet (RESOLUTION 4107 : 2024 Road





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 Mequon, WI 53092  
 Phone:  
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Public Works Committee

**TO: Common Council**  
**FROM: Jeremy Dandy, Engineering Technician**  
**DATE: March 12, 2024**  
**SUBJECT: RESOLUTION 4108 A Resolution Awarding the 2024 Crack Sealing**  
**Contract to Fahrner Asphalt Sealers, Waunakee, Wisconsin in an Amount**  
**Not-to-Exceed \$252,000**

### **Background**

At its February meeting, the Public Works Committee authorized staff to advertise the 2024 Annual Road Program. For the Crack Seal contract base bid, staff advertised 34.8 miles of Crack Sealing at an estimated cost of \$289,000. Please see the attached location map and street list for roads included in the bid.

The City addresses the early stages of road aging by sealing cracks. This is used when necessary to reduce or eliminate the penetration of water into a road's base. If the base becomes saturated during a rain event, traffic using the road will cause the road and base to pump up and down, allowing for finer base material to come up through the crack and wash away. This leaves voids under the road, which can then lead to potholes.

Crack sealing is the most cost-effective maintenance used in the early stages of a road's life.

### **Analysis**

A bid opening was conducted on February 29, 2024, and staff received three bids. The low base bid was \$165,746. The low bid is approximately 42% less than the original estimate. Staff also included a list of Additive Items which included approximately 19.8 miles of road that could be considered based on bid prices.

Staff recommends awarding the 34.8 miles of base bid streets along with the 19.8 miles of additive bid streets to Fahrner Asphalt Sealers of Waunakee.

The average, increased cost per mile for the additive items being recommended for award is due to the size of the roads, the amount of crack sealing required, and the increased amount of traffic control needed to complete the work safely.

|              | <b>Fahrner Asphalt Sealers</b> | <b>Thunder Road, LLC</b> | <b>Denler</b>        |
|--------------|--------------------------------|--------------------------|----------------------|
| Base Bid     | \$ 165,746.00                  | \$ 171,145.00            | \$ 169,663.71        |
| Additive Bid | \$ 64,215.00                   | \$ 79,855.00             | \$ 112,240.09        |
| <b>Total</b> | <b>\$ 229,961.00</b>           | <b>\$ 251,000.00</b>     | <b>\$ 281,903.80</b> |

As a result of several recent contract awards, the Public Works Committee and Common Council have requested consideration of adding a contingency to the award amounts. Therefore, staff is recommending that the resolution approve an amount not-to-exceed \$252,000, which includes a contingency of approximately 10% for additionally authorized efforts. The contingency is intended for additional work that may be needed following this year's spring thaw.

Work on this contract can start as soon as the contract is fully executed. The completion date for this work is August 2, 2024. The bid opening sheet is attached.

**Fiscal Impact**

There is adequate funding available in the Annual Road Maintenance account to award this project.

At the February 13 Public Works Committee meeting, staff requested to exceed the maintenance amount of \$350,000. Based on the list of roads recommended for Crack Seal and GSB-88 maintenance the estimated amount to be utilized from the Right-of-Way Asset Management account is \$50,000. Staff's request will occur with the award for GSB-88.

**Recommendation**

A recommendation is forthcoming from the Public Works Committee on March 12, 2024.

**Attachments:**

Crack Sealing Area Map (PDF)  
2024 Crack Sealing Street List (PDF)  
2024 Crack Sealing Bid Opening Sheet (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4108

A Resolution Awarding the 2024 Crack Sealing Contract to Fahrner Asphalt Sealers, Waunakee,  
Wisconsin in an Amount Not-to-Exceed \$252,000

**RECITALS**

A. The City of Mequon Engineering Division has advertised and received bids for the 2024 Crack Sealing contract.

B. Staff has reviewed the various bids and contractor qualifications for the contracts.

C. Staff has determined that the bids received are reasonable and that adequate funds are available to accomplish the work, and on that basis has made a recommendation to the Public Works Committee.

D. Adequate funds for this contract are available from the Capital Project - 0410, Annual Road Maintenance (10003) account.

E. To provide for additional services that may result from the spring thaw, the contract award amount shall be affirmed with a contingency, for a total not-to-exceed cost of \$252,000.

F. The Committee on Public Works at its meeting on March 12, 2024, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that:

1. The 2024 Crack Sealing Contract with Fahrner Asphalt Sealers of Waunakee, Wisconsin, is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

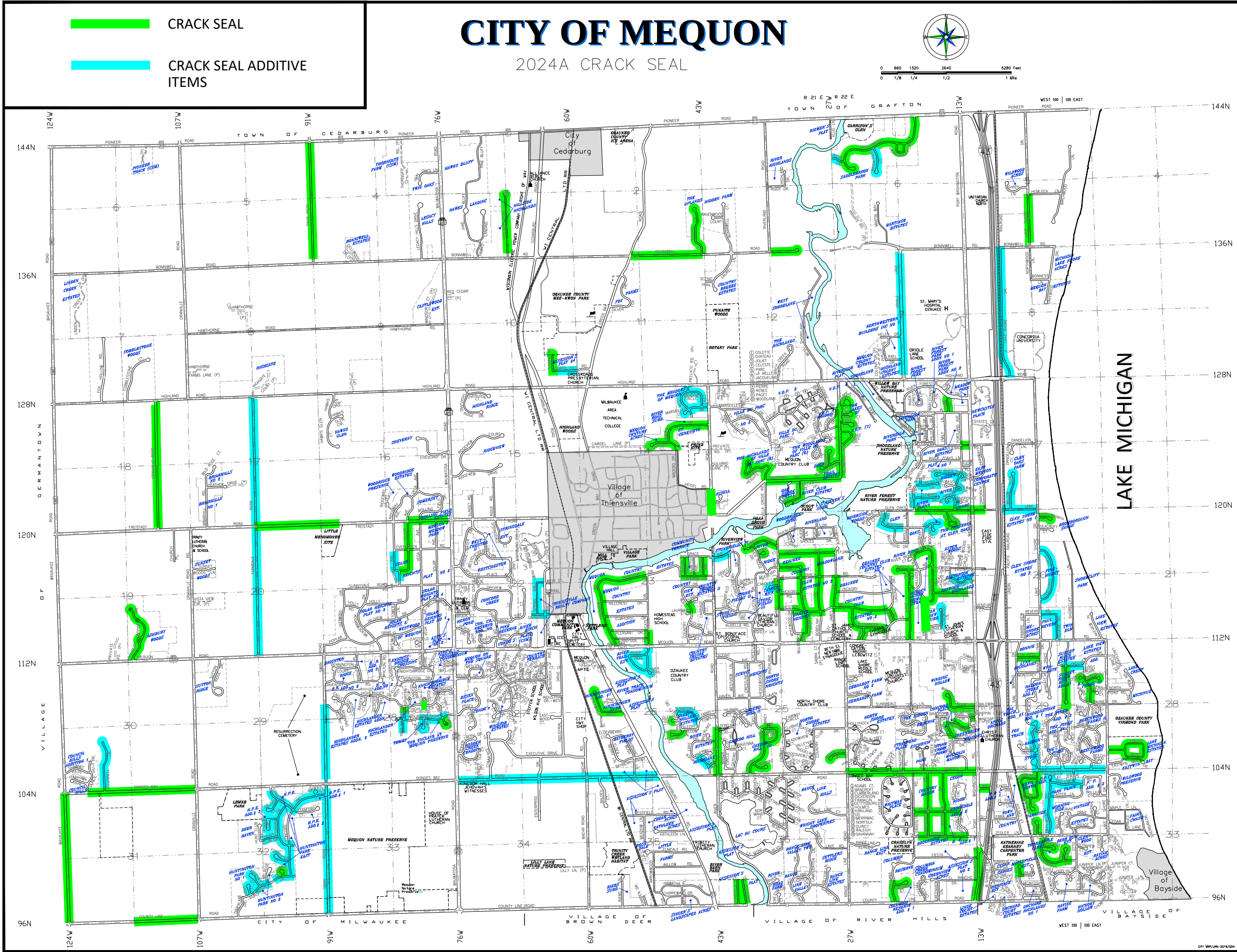
\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

---

Caroline Fochs, City Clerk



## PRICE SCHEDULE – 2024 CRACK SEALING

|                                             |                     |                       |                      |        |            | Crack<br>Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | PRICE/STREE |
|---------------------------------------------|---------------------|-----------------------|----------------------|--------|------------|--------------------------------------------------------------------------------------|-------------|
| ITE<br>M<br>NO.                             | STREET              | LOCATION              |                      | L(mi.) | W<br>(ft.) |                                                                                      |             |
|                                             |                     | FROM                  | TO                   |        |            |                                                                                      |             |
| MAIN ROADS (West of the Milwaukee River)    |                     |                       |                      |        |            |                                                                                      |             |
| 1                                           | Wasaukee Road       | County Line Road      | Donges Bay Road      | 1.00   | 30         | L                                                                                    |             |
| 2                                           | County Line Road    | Granville Road        | 0.5 miles west       | 0.50   | 30         | M                                                                                    |             |
| 3                                           | Donges Bay Road     | Council Hills Drive   | Granville Road       | 0.85   | 26         | L                                                                                    |             |
| 4                                           | Granville Road      | Mequon Road           | Donges Bay Road      | 0.95   | 30         | L                                                                                    |             |
| 5                                           | Freistadt Road      | Farmdale Road         | 0.60 Miles East      | 0.60   | 23         | VVL                                                                                  |             |
| 6                                           | Freistadt Road      | Villa Grove Road      | Fieldwood Road       | 0.55   | 32         | L                                                                                    |             |
| 7                                           | Freistadt Road      | Wauwatosa Road        | Silver Avenue        | 0.32   | 28         | L                                                                                    |             |
| 8                                           | Davis Road          | Pioneer Road          | Bonniwell Road       | 0.95   | 21         | L                                                                                    |             |
| 9                                           | Bonniwell Road      | Riverland Road        | CDS                  | 0.29   | 20         | L                                                                                    |             |
| 10                                          | Bonniwell Road      | Green Bay Road        | Foxtail Lane         | 0.56   | 21         | M                                                                                    |             |
| MAIN ROADS (East of Milwaukee River)        |                     |                       |                      |        |            |                                                                                      |             |
| 11                                          | Donges Bay Road     | Range Line Road       | Port Washington Road | 1.00   | 32         | L                                                                                    |             |
| 12                                          | River Road          | Gazebo Hill Blvd      | Donges Bay Road      | 0.49   | 28         | L                                                                                    |             |
| 13                                          | Lake Shore Drive    | Bonniwell Road        | Hemlock Lane         | 0.40   | 23         | L                                                                                    |             |
| SUBDIVISION ROADS (West of Milwaukee River) |                     |                       |                      |        |            |                                                                                      |             |
| 14                                          | Century Court       | Madero Drive          | CDS                  | 0.14   | 22         | M                                                                                    |             |
| 15                                          | Madero Drive        | River Road            | Crescent Lane        | 0.47   | 22         | M                                                                                    |             |
| 16                                          | Kenilworth Circle   | Donges Bay Road       | Around Circle        | 0.39   | 24         | L                                                                                    |             |
| 17                                          | Kenilworth Court    | Kenilworth Circle     | CDS                  | 0.12   | 22         | L                                                                                    |             |
| 18                                          | Shannon Court       | Huntington Drive      | CDS                  | 0.04   | 24         | L                                                                                    |             |
| 19                                          | Ashbury Woods Drive | Mequon Road           | CDS                  | 0.63   | 20         | L                                                                                    |             |
| 20                                          | Fieldwood Road      | Yvonne Drive          | Freistadt Road       | 0.54   | 32         | L                                                                                    |             |
| 21                                          | Woodfield Court     | Woodfield Drive       | CDS                  | 0.13   | 22         | L                                                                                    |             |
| 22                                          | Woodfield Drive     | Fieldwood Road        | CDS                  | 0.18   | 22         | L                                                                                    |             |
| 23                                          | River Road          | Freistadt Road        | End                  | 0.07   | 20         | VL                                                                                   |             |
| 24                                          | Oak Shore Lane      | Freistadt Road        | End                  | 0.22   | 13         | L                                                                                    |             |
| 25                                          | Ville Du Parc Drive | Fairway Heights Drive | Freistadt Road       | 0.09   | 22         | VL                                                                                   |             |
| 26                                          | Lake Isle Drive     | Fieldwood Road        | Fieldwood Road       | 0.23   | 22         | VL                                                                                   |             |
| 27                                          | Lake Vista Court    | Lake Park Court       | CDS                  | 0.20   | 22         | VL                                                                                   |             |
| 28                                          | Lake Park Court     | Fieldwood Road        | CDS                  | 0.15   | 22         | VL                                                                                   |             |
| 29                                          | Lake Forest Court   | Lake Park Court       | CDS                  | 0.13   | 22         | VL                                                                                   |             |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)



# PRICE SCHEDULE – 2024 CRACK SEALING

| ITEM NO.                                           | STREET                | LOCATION             |                              | L(mi.) | W (ft.) | Crack Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | PRICE/STREET |
|----------------------------------------------------|-----------------------|----------------------|------------------------------|--------|---------|-----------------------------------------------------------------------------------|--------------|
|                                                    |                       | FROM                 | TO                           |        |         |                                                                                   |              |
| 30                                                 | Fairway Heights Drive | Ville Du Parc Drive  | Around Loop                  | 0.41   | 22      | VL                                                                                |              |
| 31                                                 | Foxtail Lane          | Bonniwell Road       | CDS                          | 0.40   | 20      | L                                                                                 |              |
| 32                                                 | Tree Sparrow Drive    | Highlander Drive     | 0.05 Miles South             | 0.05   | 24      | L                                                                                 |              |
| 33                                                 | Firefly Court         | Mourning Dove Lane   | CDS                          | 0.11   | 22      | VL                                                                                |              |
| 34                                                 | Park Drive            | River Forest Drive   | Dorothy Place                | 0.12   | 22      | VL                                                                                |              |
| 35                                                 | Riverside Road        | County Line Road     | End                          | 0.20   | 17      | L                                                                                 |              |
| 36                                                 | Fairfield Road        | County Line Road     | End                          | 0.20   | 17      | VL                                                                                |              |
| 37                                                 | Silver Avenue         | Ridgeway Avenue      | Freistadt Road               | 0.45   | 21      | L                                                                                 |              |
| 38                                                 | Highlander Drive      | Highlander Court     | Highlander Court             | 0.02   | 22      | L                                                                                 |              |
| 39                                                 | Eastgate Drive        | Mequon Road          | Pleasant Drive               | 0.12   | 22      | L                                                                                 |              |
| 40                                                 | Parkview Drive        | Mequon Road          | Eastgate Drive               | 0.97   | 22      | VL                                                                                |              |
| 41                                                 | Country View Drive    | Dunhill Drive        | Laurmark Court               | 0.08   | 22      | VL                                                                                |              |
| 42                                                 | Hillside Drive        | Bonniwell Road       | CDS                          | 0.51   | 18      | VL                                                                                |              |
| 43                                                 | Ranchito Lane         | Port Washington Road | End                          | 0.13   | 22      | VL                                                                                |              |
| 44                                                 | Sherwood Drive        | Cedarburg Road       | End                          | 0.34   | 21      | VL                                                                                |              |
| <b>SUBDIVISION ROADS (East of Milwaukee River)</b> |                       |                      |                              |        |         |                                                                                   |              |
| 45                                                 | Barkwood Court        | Beechwood Drive      | CDS                          | 0.12   | 24      | M                                                                                 |              |
| 46                                                 | Beechwood Drive       | Ravine Drive         | Dogwood Court                | 0.21   | 24      | L                                                                                 |              |
| 47                                                 | Dogwood Court         | Beechwood Drive      | CDS                          | 0.05   | 24      | M                                                                                 |              |
| 48                                                 | Circle Road           | Lake Shore Drive     | Around Loop                  | 0.60   | 22      | VL                                                                                |              |
| 49                                                 | Gazebo Hill Parkway E | Donges Bay Road      | Turnberry Drive              | 0.40   | 22      | M                                                                                 |              |
| 50                                                 | Tremont Court         | Gazebo Hill Parkway  | CDS                          | 0.12   | 22      | M                                                                                 |              |
| 51                                                 | Torrey Drive          | Turnberry Drive      | Pavement Transition to North | 0.04   | 22      | M                                                                                 |              |
| 52                                                 | Turnberry Drive       | Gazebo Parkway E     | Gazebo Parkway E             | 0.29   | 22      | L                                                                                 |              |
| 53                                                 | Glenbrook Lane        | Lilac Lane           | Chestnut Road                | 0.21   | 22      | M                                                                                 |              |
| 54                                                 | Robin Lane            | Mequon Road          | Glenbrook Lane               | 0.10   | 22      | M                                                                                 |              |
| 55                                                 | Chestnut Road         | St James Lane        | Arbor Lane                   | 0.43   | 22      | L                                                                                 |              |
| 56                                                 | Chestnut Road         | Rosewood Drive       | Bobolink Lane                | 0.20   | 22      | VL                                                                                |              |
| 57                                                 | Arbor Lane            | Lilac Lane           | Chestnut Road                | 0.10   | 22      | VL                                                                                |              |
| 58                                                 | Oriole Lane           | Ranch Road           | Mequon Road                  | 0.54   | 20      | L                                                                                 |              |
| 59                                                 | Ranch Road            | Oriole Lane          | CDS                          | 0.10   | 21      | L                                                                                 |              |
| 60                                                 | St James Lane         | Ranch Road           | Chestnut Road                | 0.23   | 22      | L                                                                                 |              |
| 61                                                 | Willow Parkway        | Hillside Lane        | Country Lane                 | 0.10   | 22      | L                                                                                 |              |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)

## PRICE SCHEDULE – 2024 CRACK SEALING

| ITEM NO. | STREET               | LOCATION             |                      | L(mi.) | W (ft.) | Crack Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | PRICE/STREET |
|----------|----------------------|----------------------|----------------------|--------|---------|-----------------------------------------------------------------------------------|--------------|
|          |                      | FROM                 | TO                   |        |         |                                                                                   |              |
| 62       | Hillside Lane        | Willow Parkway       | River Bend Court     | 0.02   | 22      | VL                                                                                |              |
| 63       | Country Lane         | Willow Parkway       | Valley Drive         | 0.50   | 21      | VL                                                                                |              |
| 64       | Parkside Court       | Zedler Lane          | CDS                  | 0.14   | 22      | M                                                                                 |              |
| 65       | Port Washington Lane | County Line Road     | Port Washington Road | 0.35   | 32      | M                                                                                 |              |
| 66       | Courtland Drive      | Auburn Court         | CDS                  | 0.08   | 22      | VL                                                                                |              |
| 67       | Riverland Road       | Ranch Road           | Chestnut Road        | 0.25   | 21      | L                                                                                 |              |
| 68       | Saddlebrook Circle   | Saddlebrook Lane     | Saddlebrook Lane     | 0.18   | 20      | VL                                                                                |              |
| 69       | Saddlebrook Lane     | Pioneer Road         | CDS                  | 0.93   | 20      | VL                                                                                |              |
| 70       | Bobolink Lane        | Grace Avenue         | Chestnut Road        | 0.45   | 21      | L                                                                                 |              |
| 71       | Deer Run Lane        | Thornapple Lane      | CDS                  | 0.11   | 22      | L                                                                                 |              |
| 72       | Thornapple Lane      | Otto Road            | Zedler Lane          | 0.44   | 22      | VL                                                                                |              |
| 73       | Appletree Court      | Thornapple Lane      | CDS                  | 0.12   | 22      | VL                                                                                |              |
| 74       | Glen Cove Court      | River Valley Drive   | CDS                  | 0.05   | 22      | L                                                                                 |              |
| 75       | River Hollow Court   | Sleepy Hollow Lane   | CDS                  | 0.13   | 22      | VL                                                                                |              |
| 76       | Grace Avenue         | Riverland Road       | St James Court       | 0.43   | 21      | VL                                                                                |              |
| 77       | Austin Avenue        | Grave Avenue         | Laverna Avenue       | 0.15   | 20      | VL                                                                                |              |
| 78       | Eugene Avenue        | Grace Avenue         | Laverna Avenue       | 0.15   | 20      | VL                                                                                |              |
| 79       | Laverna Avenue       | Eugene Avenue        | Austin Avenue        | 0.10   | 22      | VL                                                                                |              |
| 80       | River Ridge Court    | River Ridge Drive    | CDS                  | 0.07   | 22      | L                                                                                 |              |
| 81       | Liebau Road          | Port Washington Road | Portland Ave         | 0.07   | 22      | L                                                                                 |              |
| 82       | Homestead Trail      | Country Lane         | 0.31 Miles East      | 0.31   | 22      | L                                                                                 |              |
| 83       | Valley Drive         | Country Lane         | Fairview Drive       | 0.24   | 21      | VL                                                                                |              |
| 84       | Mulberry Drive       | Riverland Road       | Mequon Road          | 0.99   | 21      | VL                                                                                |              |
| 85       | Grace Avenue         | Riverland Road       | River Ridge Drive    | 0.22   | 22      | L                                                                                 |              |
| 86       | Sunnycrest Drive     | Zedler Lane          | Donges Bay Road      | 0.50   | 20      | L                                                                                 |              |
| 87       | Clover Lane          | Grasslyn Road        | Brookdale Drive      | 0.37   | 22      | VL                                                                                |              |
| 88       | Greenview Drive      | Donges Bay Road      | Zedler Lane          | 0.50   | 22      | VL                                                                                |              |
| 89       | Zedler Lane          | Grasslyn Road        | Brookdale Drive      | 0.40   | 22      | VL                                                                                |              |
| 90       | Sandhill Circle      | Glan Oaks Lane       | Around Loop          | 0.23   | 22      | L                                                                                 |              |
| 91       | Glen Oaks Lane       | Portland Avenue      | Corporate Parkway    | 0.23   | 22      | VL                                                                                |              |
| 92       | Thomas Drive         | Chapel Hill Road     | CDS                  | 0.13   | 20      | L                                                                                 |              |
| 93       | Winding Hollow Lane  | Port Washington Road | CDS                  | 0.31   | 22      | L                                                                                 |              |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)



## PRICE SCHEDULE – 2024 CRACK SEALING

| ITEM NO.          | STREET            | LOCATION             |                   | L(mi.) | W (ft.) | Crack Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | PRICE/STREET |
|-------------------|-------------------|----------------------|-------------------|--------|---------|-----------------------------------------------------------------------------------|--------------|
|                   |                   | FROM                 | TO                |        |         |                                                                                   |              |
| 94                | Greenbrier Lane   | De la Warr Circle    | De la Warr Circle | 0.12   | 24      | VL                                                                                |              |
| 95                | De La Warr Lane   | Port Washington Road | De La Warr Circle | 0.06   | 24      | VL                                                                                |              |
| 96                | Magnolia Drive    | Bel Mar Drive        | Greenbrier Lane   | 0.14   | 22      | VL                                                                                |              |
| 97                | Pebble Lane       | Highview Drive       | CDS               | 0.31   | 21      | L                                                                                 |              |
| 98                | San Jose Lane     | San Marino Drive     | Bonnie Lynn Drive | 0.20   | 22      | VL                                                                                |              |
| 99                | Range Line Circle | Range Line Road      | CDS               | 0.16   | 22      | L                                                                                 |              |
| 100               | Columbia Court    | Columbia Drive       | CDS               | 0.11   | 22      | VL                                                                                |              |
| 101               | Columbia Drive    | County Line Road     | Columbia Court    | 0.15   | 22      | VL                                                                                |              |
| 102               | Saddleworth Court | Lake Shore Drive     | CDS               | 0.11   | 22      | VL                                                                                |              |
| <b>TOTAL BID:</b> |                   |                      |                   |        |         |                                                                                   |              |

**Contract Price - Base Item:** Total Bid for Items 1 through 102:

Written \_\_\_\_\_

Figures \$ \_\_\_\_\_

## PRICE SCHEDULE – ADDITIVE BID ITEMS

|                                      |                 |                  |                  |          |          | <u>Crack</u><br><u>Volume</u><br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy |          |
|--------------------------------------|-----------------|------------------|------------------|----------|----------|----------------------------------------------------------------------------------------------------|----------|
| ITEM NO.                             | ITEM NO.        | ITEM NO.         |                  | ITEM NO. | ITEM NO. |                                                                                                    | ITEM NO. |
|                                      |                 | FROM             | TO               |          |          |                                                                                                    |          |
| MAIN ROADS (West of Milwaukee River) |                 |                  |                  |          |          |                                                                                                    |          |
| A1                                   | Donges Bay Road | Wauwatosa Road   | Cedarburg Road   | 1.50     | 34       | VVL                                                                                                |          |
| A2                                   | Farmdale Road   | Highland Road    | Freistadt Road   | 1.00     | 22       | VVL                                                                                                |          |
| A3                                   | Farmdale Road   | Friestadt Road   | Mequon Road      | 1.00     | 22       | VVL                                                                                                |          |
| A4                                   | Swan Road       | County Line Road | Highlander Drive | 1.61     | 26       | VVL                                                                                                |          |
| MAIN ROADS (East of Milwaukee River) |                 |                  |                  |          |          |                                                                                                    |          |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)

## PRICE SCHEDULE – ADDITIVE BID ITEMS

| ITEM NO.                                          | ITEM NO.           | ITEM NO.           |                  | ITEM NO. | ITEM NO. | Crack Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | ITEM NO. |
|---------------------------------------------------|--------------------|--------------------|------------------|----------|----------|-----------------------------------------------------------------------------------|----------|
|                                                   |                    | FROM               | TO               |          |          |                                                                                   |          |
| A5                                                | Donges Bay Road    | Kenilworth Circle  | Lake Shore Drive | 0.53     | 26       |                                                                                   |          |
| <b>SUBDIVISIONS (West of the Milwaukee River)</b> |                    |                    |                  |          |          |                                                                                   |          |
| A6                                                | Amherst Court      | Concord Drive      | CDS              | 0.05     | 22       | VVL                                                                               |          |
| A7                                                | Andover Court      | Huntington Drive   | CDS              | 0.13     | 22       | VVL                                                                               |          |
| A8                                                | Concord Drive      | Swan Road          | Stanford Court   | 0.30     | 22       | VVL                                                                               |          |
| A9                                                | Concord Drive      | Foxkirk Drive      | Huntington Drive | 0.25     | 22       | VVL                                                                               |          |
| A10                                               | Stanford Drive     | Foxkirk Drive      | Donges Bay Road  | 0.20     | 22       | VVL                                                                               |          |
| A11                                               | Hayden Court       | Stanford Drive     | CDS              | 0.14     | 22       | VVL                                                                               |          |
| A12                                               | Foxkirk Drive      | Stanford Drive     | Concord Drive    | 0.36     | 22       | VVL                                                                               |          |
| A13                                               | Foxkirk Circle     | Foxkirk Drive      | Around Loop      | 0.26     | 22       | VVL                                                                               |          |
| A14                                               | Hunt Club Drive    | Foxkirk Drive      | Hunt Club Court  | 0.13     | 22       | VVL                                                                               |          |
| A15                                               | Spring Avenue      | Division Street    | West Street      | 0.25     | 18       | VVL                                                                               |          |
| A16                                               | Division Street    | Spring Avenue      | Buntrock Avenue  | 0.07     | 20       | VVL                                                                               |          |
| A17                                               | West Street        | Buntrock Avenue    | Spring Avenue    | 0.070    | 18       | VVL                                                                               |          |
| A18                                               | Chapel Hill Road   | Thomas Drive       | 0.19 Miles West  | 0.19     | 22       | VVL                                                                               |          |
| A19                                               | Black Bird Court   | Mourning Dove Lane | CDS              | 0.11     | 22       | VVL                                                                               |          |
| A20                                               | Mourning Dove Lane | Firefly Court      | Blackbird Court  | 0.15     | 22       | VVL                                                                               |          |
| A21                                               | Forrester Court    | Concord Drive      | Around Loop      | 0.14     | 24       | VVL                                                                               |          |
| A22                                               | Huntington Drive   | Melrose Court      | Andover Court    | 0.03     | 24       | VVL                                                                               |          |
| A23                                               | Huntington Drive   | Shannon Court      | End              | 0.07     | 24       | VVL                                                                               |          |
| A24                                               | Kent Court         | Huntington Drive   | CDS              | 0.09     | 24       | VVL                                                                               |          |
| A25                                               | Linnwood Lane      | Fairview Drive     | End              | 0.15     | 21       | VVL                                                                               |          |
| A26                                               | Marseilles Court   | Meadow Circle W    | CDS              | 0.05     | 22       | VVL                                                                               |          |
| A27                                               | Marseilles Drive   | Meadow Circle W    | River Road       | 0.16     | 22       | VVL                                                                               |          |
| A28                                               | Meadow Circle E    | Meadow Circle W    | Marseilles Drive | 0.20     | 22       | VVL                                                                               |          |
| A29                                               | Meadow Circle W    | Marseilles Drive   | End              | 0.09     | 22       | VVL                                                                               |          |
| A30                                               | Tree Sparrow Drive | Mourning Dove Lane | End              | 0.11     | 22       | VVL                                                                               |          |
| A31                                               | Ridgeway Avenue    | Sunnyvale Road     | Evergreen Road   | 0.28     | 21       | VVL                                                                               |          |
| A32                                               | River Trail Court  | River Trail Road   | End              | 0.05     | 22       | VVL                                                                               |          |
| A33                                               | River Trail        | Mequon Road        | Around Loop      | 0.51     | 22       | VVL                                                                               |          |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)

# PRICE SCHEDULE – ADDITIVE BID ITEMS

|                                            |                     |                      |                     |             |                     | Crack<br>Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy |  |
|--------------------------------------------|---------------------|----------------------|---------------------|-------------|---------------------|--------------------------------------------------------------------------------------|--|
| ITEM<br>NO.                                | ITEM<br>NO.         | ITEM<br>NO.          |                     | ITEM<br>NO. | IT<br>E<br>M<br>NO. |                                                                                      |  |
|                                            |                     | FROM                 | TO                  |             |                     |                                                                                      |  |
| SUBDIVISIONS (East of the Milwaukee River) |                     |                      |                     |             |                     |                                                                                      |  |
| A34                                        | Bridal Path Court   | Saddlebrook Lane     | CDS                 | 0.21        | 22                  | VVL                                                                                  |  |
| A35                                        | Candlewick Court    | Riverland Road       | CDS                 | 0.08        | 22                  | VVL                                                                                  |  |
| A36                                        | Cassel Lane         | Saddlebrook Lane     | END                 | 0.11        | 22                  | VVL                                                                                  |  |
| A37                                        | Edward Drive        | River Glenn Lane     | CDS                 | 0.21        | 22                  | VVL                                                                                  |  |
| A38                                        | River Glenn Lane    | Glen Oaks Lane       | Edward Drive        | 0.09        | 22                  | VVL                                                                                  |  |
| A39                                        | Thrush Lane         | Shoreland Drive      | CDS                 | 0.15        | 22                  | VVL                                                                                  |  |
| A40                                        | Eastbrook Drive     | Port Washington Road | 0.18 miles west     | 0.18        | 22                  | VVL                                                                                  |  |
| A41                                        | Glen Oaks Lane      | Lake Shore Drive     | End                 | 0.25        | 20                  | VVL                                                                                  |  |
| A42                                        | Willow Glen Court   | Glen Oaks Lane       | CDS                 | 0.33        | 22                  | VVL                                                                                  |  |
| A43                                        | Hidden River Circle | Portland Avenue      | Portland Avenue     | 0.05        | 22                  | VVL                                                                                  |  |
| A44                                        | Hidden River Drive  | Portland Avenue      | CDS                 | 0.20        | 22                  | VVL                                                                                  |  |
| A45                                        | Portland Avenue     | River Oaks Place     | Windpointe Circle   | 0.29        | 22                  | VVL                                                                                  |  |
| A46                                        | Wind Pointe Court   | Portland Avenue      | CDS                 | 0.10        | 22                  | VVL                                                                                  |  |
| A47                                        | Stillwater Court    | Portland Avenue      | CDS                 | 0.08        | 22                  | VVL                                                                                  |  |
| A48                                        | Grace Avenue        | River Road           | Grace Court         | 0.13        | 22                  | VVL                                                                                  |  |
| A49                                        | O’Connell Lane      | Donges Bay Road      | CDS                 | 0.43        | 21                  | VVL                                                                                  |  |
| A50                                        | Oriole Lane         | Highland Road        | Bonniwell Road      | 0.99        | 20                  | VVL                                                                                  |  |
| A51                                        | Pinehurst Circle    | Lake Shore Drive     | Lake Shore Drive    | 0.50        | 22                  | VVL                                                                                  |  |
| A52                                        | Revere Road         | Lake Shore Drive     | Mequon Road         | 0.30        | 21                  | VVL                                                                                  |  |
| A53                                        | River Lake Drive    | Fox Run              | River Willows Court | 0.09        | 24                  | VVL                                                                                  |  |
| A54                                        | Sunnydale Lane      | River Valley Drive   | Tarrytown Lane      | 0.20        | 22                  | VVL                                                                                  |  |
| A55                                        | Trillium Road       | Waterleaf Drive      | Chicory Lane        | 0.18        | 22                  | VVL                                                                                  |  |
| A56                                        | Waterleaf Drive     | Zedler Lane          | CDS                 | 0.48        | 22                  | VVL                                                                                  |  |
| A57                                        | Woodside Lane       | Forest Drive         | Oriole Lane         | 0.10        | 21                  | VVL                                                                                  |  |
| A58                                        | Woodside Lane       | Country Lane         | End                 | 0.08        | 21                  | VVL                                                                                  |  |
| A59                                        | Woodside Court      | Woodside Lane        | CDS                 | 0.08        | 21                  | VVL                                                                                  |  |
| A60                                        | Forest Drive        | Glen Oaks Lane       | Woodside Lane       | 0.10        | 21                  | VVL                                                                                  |  |
| A61                                        | Haddonstone Place   | Donges Bay Road      | Haddonstone Loop A  | 0.04        | 24                  | VVL                                                                                  |  |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)

## PRICE SCHEDULE – ADDITIVE BID ITEMS

| ITEM NO. | ITEM NO.           | ITEM NO.           |                    | ITEM NO. | ITEM NO. | Crack Volume<br>VVL-As Noted<br>VL-Very Light<br>L - Light<br>M-Medium<br>H-Heavy | ITEM NO. |
|----------|--------------------|--------------------|--------------------|----------|----------|-----------------------------------------------------------------------------------|----------|
|          |                    | FROM               | TO                 |          |          |                                                                                   |          |
| A62      | Haddonstone Place  | Haddonstone Loop A | Haddonstone Loop C | 0.30     | 24       | VVL                                                                               |          |
| A63      | Haddonstone Loop C | Haddonstone Place  | Haddonstone Place  | 0.07     | 24       | VVL                                                                               |          |
| A64      | Haddonstone Loop B | Haddonstone Place  | Haddonstone Place  | 0.04     | 24       | VVL                                                                               |          |
| A65      | Highview Drive     | Pebble Lane        | Intersection East  | 0.13     | 21       | VVL                                                                               |          |
| A66      | Lakeshore Drive    | Highland Road      | Bonniwell Road     | 1.05     | 30       | VVL                                                                               |          |

Attachment: 2024 Crack Sealing Street List (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)



11333 N. Cedarburg Road, 60W  
Mequon, Wisconsin 53092

CITY OF MEQUON

WISCONSIN

BIDS RECEIVED FOR: 2024 CRACK SEALING FILE #3686-24

BID OPENING: 2/29/2024 2:30 PM

DATE

TIME

| BIDDER                  | TOTAL BASE BID |
|-------------------------|----------------|
| Fahrner Asphalt Sealers | \$165,746.00   |
| Denler                  | \$169,663.71   |
| Thunder Road            | \$171,145.00   |
|                         |                |
|                         |                |
|                         |                |

Attachment: 2024 Crack Sealing Bid Opening Sheet (RESOLUTION 4108 : 2024 Crack Sealing Contract Award)



11333 N. Cedarburg Road  
Mequon, WI 53092-1930  
Phone: 262-242-3100  
Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of City Attorney

**TO: Common Council**  
**FROM: Brian Sajdak, City Attorney**  
**DATE: March 12, 2024**  
**SUBJECT: Authorization of an Offer to Purchase for the Property at 2010 W. Ranch Road**

---

**Background:**

The Common Council may convene into closed session pursuant to Wis. Stat. §19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as deemed appropriate. In this case, it is anticipated that the Council would go into closed session for the purposes of discussing the potential terms of an offer to purchase of the identified property for the purposes of relocating Lift Station E

**Common Council Action Required**

Motion to enter closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of discussing strategy for negotiations for acquisition of the property at 2010 W. Ranch Road.