11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2914
Fax: 262-242-9655

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Office of the City Clerk
Taped and Televised

COMMON COUNCIL
Regular Meeting
Tuesday, April 9, 2024 - 7:30 PM
or Immediately Following the
Mequon Municipal Water Utility Meeting
Christine Nuernberg Hall

Agenda

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Roll Call**

4) **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.**

5) **Public Officials' Reports:**
   a) Mayor
   b) City Administrator

6) **Consent Agenda:**
   a) Common Council meeting minutes of March 12, 2024
   b) Architectural Board meeting minutes of February 12, 2024
   c) Board of Police Commissioners meeting minutes of June 6, 2023
   d) Festivals Committee meeting minutes of February 21, 2024
   e) Finance-Personnel Committee meeting minutes of February 13, 2024
   f) Joint Mequon-Thiensville Bike and Pedestrian Way Commission meeting minutes of February 8, 2024
   g) Planning Commission meeting minutes of February 19, 2024
   h) Public Safety Committee meeting minutes of February 13, 2024

i) Public Welfare Committee meeting minutes of February 13, 2024

j) Public Works Committee meeting minutes of February 13, 2024

k) Zoning Enforcement and Site Compliance Report Through April 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 2024-1661** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, in Connection with Clarifying Certain Definitions, Design Standards and Location Standards for Residential Development within the City's Town Center and Arrival Corridor Zoning Districts; **Recommended by Planning Commission March 18, 2024.**

2) **ORDINANCE 2024-1662** - An Ordinance Repealing and Recreating Article XI within Chapter 58 of the Mequon Municipal Code, as it Relates to Floodplain Zoning; **Recommended by Planning Commission March 18, 2024; First Reading.**

3) **ORDINANCE 2024-1663** - An Ordinance Repealing and Recreating the City of Mequon Aldermanic District Map, Due to 2024 Senate and Assembly Redistricting. **Recommendation Forthcoming by Public Welfare Committee April 9, 2024; First Reading.**

7) Ordinance:

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

8) Resolutions:

a) **RESOLUTION 4110** - A Resolution Dissolving Tax Incremental District No. 2, and Authorizing Distribution of Excess Incremental Revenue to the Affected Taxing Jurisdictions; **Recommended by Economic Development Board March 19, 2024; Further Recommendation Forthcoming by Finance-Personnel Committee April 9, 2024.**

b) **RESOLUTION 4111** - A Resolution Approving Revisions to the Mequon Ward Listing, Ward Map and Polling Site Designations, Due to 2024 Senate and Assembly Redistricting; **Recommendation Forthcoming by Public Welfare Committee April 9, 2024.**

c) **RESOLUTION 4112** - A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Wanaukee, Wisconsin in an Amount Not-to-Exceed $97,000; **Recommendation Forthcoming by Public Works Committee April 9, 2024.**

d) **RESOLUTION 4113** - A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of $34,900; **Recommendation Forthcoming by Public Works Committee April 9, 2024.**

e) RESOLUTION 4115 - A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin in an Amount Not-to-Exceed $50,500; **Recommended by Park and Open Space Board April 2, 2024; Further Recommendation Forthcoming by Public Works Committee April 9, 2024.**

f) RESOLUTION 4116 - A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park; **Recommended by Park and Open Space Board April 2, 2024; Further Recommendation Forthcoming by Public Works Committee April 9, 2024.**

g) **RESOLUTION 4114** - A Resolution Approving the Southern Ozaukee Fire & EMS Department's Capital Improvement Budget Amendment to Authorize the Purchase of a 2026 Ford Ambulance from Life Line Emergency Vehicles of Sumner, Iowa, in the Amount of $365,144; **Recommended by the Southern Ozaukee Fire & EMS Board March 13, 2024; Further Recommendation Forthcoming by Public Safety Committee April 9, 2024.**

9) Specified Unfinished Business From Prior Meetings: None.

10) Specified New Business: None.

11) Potential Closed Session:

a) Potential Purchase Offer for the Property Located at 11340 N. Cedarburg 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.

12) Adjourn

Dated: April 4, 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 the City Clerk
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COMMON COUNCIL
Regular Meeting
Tuesday, March 12, 2024 - 7:30 PM
Christine Nuernberg Hall

Minutes

1) Call to Order

Mayor Nerbun called the meeting to order at 7:56 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, Community Development Director Tollefson, Finance Director Engroff, press and interested public.

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.

1) Public Hearing

Motion to open the public hearing for **ORDINANCE 2024-1659**.

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

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 2024)

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

Motion to close the public hearing for **ORDINANCE 2024-1659**.

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

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

2) Consideration of Ordinance

Motion to approve **ORDINANCE 2024-1659**.

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

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

5) Personal Appearances and Public Comment: None.

6) Public Officials' Reports:

a) Mayor: None.

b) City Administrator: City Administrator Jones announced that the City is now accepting credit card payments at City Hall, The Public Works Building and the Public Safety Building. There is a 3.25% convenience fee applied to all transactions to cover credit card processing fees. In addition, he announced the Spring Election will be on Tuesday, April 2nd. In-person absentee voting at City Hall will start Tuesday, March 19th and run through Friday, March 29th, weekdays only. Hours are 8:00 am - 4:00 pm, except for March 29th when the hours are 8:00 am - 5:00 pm. On April 2nd, the poll sites will be open from 7:00 am - 8:00 pm.

Lastly, the Strategic Planning Workshop will be held on Thursday, May 2nd. The venue is to be determined.

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.

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 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.

Motion to approve the monthly list of minutes and reports, Consent Agenda Items A-J.

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

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

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.

RESULT: **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.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Bach

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

9) Resolutions:

a) **RESOLUTION 4104** - A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022.

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

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 2024)

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

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.

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

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

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.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Gebhardt

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

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.

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

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

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.

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

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

10) Specified Unfinished Business From Prior Meetings: None.

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 2024)

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.

Motion to go into Closed Session to discuss the Purchase of 2010 W. Ranch Road.

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

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

The Common Council convened into Closed Session at 8:07 PM.

Motion to reconvene into Open Session at 8:25 PM.

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

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

Motion to approve **RESOLUTION 4109** - A Resolution Declaring the Necessity and Establishing the Relocation Order for the Relocation and Reconstruction of Sanitary Sewer Lift Station E and Authorizing the Purchase of the Property at 2010 W. Ranch Road.

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

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

13) Adjourn

Motion to adjourn at 8:27 PM.

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

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 2024)

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

Respectfully Submitted,
Kathy Andrykowski
Deputy Clerk

Attachment: 03-12-24_CC draft minutes (9221 : Common Council meeting minutes of March 12, 2024)

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INSPECTION DIVISION

Attachment: Arch Brd minutes_02-12-24 (9218 : Architectural Board meeting minutes of February 12, 2024)

ARCHITECTURAL BOARD MINUTES
Monday, February 12, 2024
6:00 PM
Lower-Level Conference Room

Minutes

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

Present:	Vice-Chairman Paul Apfelbach
Members at Large:	John Mikkelson, Michael Wade, Tom Irvin, Janet Ehn, Bluma Lotman, Anthony LaGalbo
Building Inspector:	Greg Golden

2. **Meeting Minutes**

Minutes from the January 8, 2024, meeting were approved by District Representative Tom Irvin and seconded by District Representative Michael Wade.

Minutes were approved unanimously.

3. **Application Submittals:**

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 4 6:00 pm	**Detached Garage**	Nathaniel Rotes 4528 W. Hiawatha Drive Subd: Singer's Landscape Acres	Contractor: Owner Architect: Owner

Moved to Approve: Irvin
Seconded by: Ehn
Approved: Yes
Vote: Unanimous

Conditions: Plans approved as submitted with the following conditions:
1. Windows on east elevation should be double hung to match windows on west elevation.
2. Gables should match east side of existing home.

2)	Dist. 5 6:10 pm	**Exterior Changes**	James & Lauren Heaberlin 14007 N. Bridal Path Court Subd: Saddlebrook	Contractor: BL Construction Architect: Deep River Partners

Moved to Approve: Wade
Seconded by: Irvin
Approved: Yes
Vote: Unanimous

Conditions: Plans approved as submitted.

3)	Dist. 6 6:20 pm	**New Single-Family Residence**	David Grandinetti 1000 N. Oriole Lane Subd: N/A	Contractor: Owner Architect: UBuildit

Moved to Approve: Wade
Seconded by: Apfelbach
Approved: Yes
Vote: Unanimous

Conditions: Approved as submitted with the following conditions:
1. On the right-hand side (Den) of the front elevation the wall should be pulled out by 1' so that the brick can die on an inside corner.
2. All grids on windows will be removed for consistency.

Attachment: Arch Brd minutes_02-12-24 (9218 : Architectural Board meeting minutes of February 12, 2024)

4)	Dist. 1 6:25 pm	**Addition:** **Attached Garage**	Marc & Tamar Atzenhoefer 7135 W. Highland Ridge Drive Subd: Highland Ridge	Contractor: Paradise Builders Architect: Chris Egner

Moved to Approve: Apfelbach
Seconded by: Mikkelson
Approved: Yes
Vote: Unanimous

Conditions: Plans approved as submitted with the following condition:
1. Add a vent and bracket to the front gable of side elevation #3 to be consistent with gables on the front elevation.

4. **Action:**

District Representative Tom Irvin made a motion to adjourn the meeting.
District Representative Michael Wade seconded the motion.

A vote was taken; vote passed unanimously.

Meeting adjourned at 6:35 p.m.

Attachment: Arch Brd minutes_02-12-24 (9218 : Architectural Board meeting minutes of February 12, 2024)

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Police Department

Attachment: Brd of Police COmmissioners Minutes_2023_6-6 (9246 : Board of Police Commissioners meeting minutes of June 6, 2023)

Board of Police Commissioners
June 6, 2023
MINUTES

PRESENT: Commissioners Pukaite, Bleidorn, Michalski, Szymborski (arrival at 8:02 AM)
ALSO PRESENT: Police Chief Pryor, City Attorney Sajdak, Administrative Coordinator Melina Bowen

1. **Call to Order, Roll Call**
   The meeting was called to order at 8:03 AM.

2. **Personal Appearances and Public Comment**
   None.

3. **Elect Commission President**
   Commissioner Michalski nominated Commissioner Pukaite for Commission President, seconded by Commissioner Szymborski.

   With no further nominations proposed, the vote for Commissioner Pukaite for Commission President was passed by unanimous voice acclamation.

4. **Elect Commission Vice President**
   Commissioner Michalski nominated Commissioner Szymborski for Commission Vice President, seconded by Commissioner Bleidorn.

   With no further nominations proposed, the vote for Commissioner Szymborski for Commission Vice President was passed by unanimous voice acclamation.

5. **Approve meeting minutes of December 6, 2022**
   Moved by Commissioner Michalski, seconded by Commissioner Szymborski to approve the minutes from December 6, 2022. Motion approved by voice acclamation.

6. **New Items Requiring Commission Discussion/Action**

   (a) Review/Certify Eligibility List for Police Officer
   Chief Pryor discussed the proposed recruits' information and qualifications with commissioners.

   Moved by Commissioner Michalski, seconded by Commissioner Szymborski to approve/certify proposed Police Officer recruits. Motion approved by roll call vote (4/0).

(b) Discussion of the Roles of the Police Commission Members

City Attorney Sajdak explained the roles of the Police Commission.

Chief Pryor discussed the scheduling of future meetings. The Commission decided that they would meet quarterly, as necessary, on the first Tuesday of the month.

5. Chief's Reports

Chief Pryor

- On January 1, 2023, dispatch was consolidated with Ozaukee County. It is going well, there are still some bugs to be worked out. Sergeant Heinen is working as the liaison between the department and Ozaukee Dispatch.
- Officer Perez has left the department to pursue new career opportunities outside law enforcement.
- Officer Umhoefer retired after 29 years of service.
- There is currently one person eligible to retire and one officer in the hiring process for the US Marshalls, creating two potential openings.
- Available mental health resources for staff were discussed.

6. Adjourn

Commissioner Pukaite adjourned the meeting at 8:47 AM.

Respectfully Submitted,
Melina Bowen

Attachment: Brd of Police COmmissioners Minutes_2023_6-6 (9246 : Board of Police Commissioners meeting minutes of June 6, 2023)

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FESTIVALS COMMITTEE
Wednesday, February 21, 2024
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

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

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes
   a. January Minutes

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Committee Member Hohn
SECONDED BY:	Board Member Johnson

AYES:	White, Conaty, Hohn, Johnson, Luchins
ABSENT:	Benson, Liljegren, McHenry, McLean, Nerbun

3) Music Update

Two out of the three bands have returned their agreements.

4) Vendor Update

Attachment: Festival Minutes 022124 (9261 : Festivals Committee meeting minutes of February 21, 2024)

Executive Assistant gave an update on vendor applications. She stated that applications are well above the normal amount received this early. Chair White shared some feedback that she had received from the Cheel.

5) Applications to Review

a. B Divine Aromatherapy

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Board Member Johnson
SECONDED BY: Committee Member Hohn

AYES: White, Conaty, Hohn, Johnson, Luchins
ABSENT: Benson, Liljegren, McHenry, McLean, Nerbun

b. Sovereign Select

Sovereign Select will need to pay the extra $200 for a Children's entertainer like last year since they are not selling anything.

c. Wan's Thai Cuisine

RESULT: **Tabled [Unanimous]**
MOVED BY: Member Conaty
SECONDED BY: Committee Member Hohn

AYES: White, Conaty, Hohn, Johnson, Luchins
ABSENT: Benson, Liljegren, McHenry, McLean, Nerbun

d. Flip's Donuts

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Hohn
SECONDED BY: Board Member Johnson

AYES: White, Conaty, Hohn, Johnson, Luchins
ABSENT: Benson, Liljegren, McHenry, McLean, Nerbun

e. WI Fried Cheese Curd Application

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Member Conaty
SECONDED BY: Committee Member Hohn

AYES: White, Conaty, Hohn, Johnson, Luchins
ABSENT: Benson, Liljegren, McHenry, McLean, Nerbun

f. Say Cheese Curd Application

RESULT: **Tabled [Unanimous]**
MOVED BY: Member Conaty
SECONDED BY: Committee Member Hohn

Attachment: Festival Minutes 022124 (9261 : Festivals Committee meeting minutes of February 21, 2024)

AYES:	White, Conaty, Hohn, Johnson, Luchins
ABSENT:	Benson, Liljegren, McHenry, McLean, Nerbun

6) Inflatables

Committee Member Luchins reached out to Elite Fitness about the inflatables and is still waiting to hear back.

7) Discussion

A. 3rd Event

Executive Assistant Enea shared a picture from last year's Bulletin of when the redbud trees by the Gateway were in bloom. The Committee will wait and see when they bloom this year since temperatures have been warmer.

8) Next Meeting Date and Time

A. March 20 at 6:30pm

9) Adjourn

Committee Member Hohn moved to adjourn at 7:12 PM and Committee Member Johnson seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: Festival Minutes 022124 (9261 : Festivals Committee meeting minutes of February 21, 2024)

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FINANCE-PERSONNEL COMMITTEE
Tuesday, February 13, 2024
6:00 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, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Michael Gies, Parks/Forestry Superintendent and Jennifer Wirth, President of Mequon-Thiensville Little League.

2) Approve Meeting Minutes
   a. January 9, 2024 Finance-Personnel Meeting Minutes

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

AYES:	Gebhardt, Parrish, Strzelczyk

3) License Applications
   a. February, 2024 Licenses

The Committee discussed the Foxtown license and whether each operation at Foxtown needs their own liquor license. Clerk Fochs explained this particular entity is solely applying for a wine license. Per new state liquor laws, Foxtown may have an opportunity to apply for a "campus" liquor license. Until those laws go into effect, this will get the entity through the winter and spring seasons.

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

Attachment: Finance Personnel minutes_02-13-24 (9220 : Finance-Personnel Committee meeting minutes of February 13, 2024)

AYES:	Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid
   a. January 2024 Vouchers Paid List

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

AYES:	Gebhardt, Parrish, Strzelczyk

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

Mequon-Thiensville Little League/Mequon Heat requests permission to install a new batting cage at Rennicke Field in Community Park. The estimated cost of the donation is approximately $15,000. Superintendent Gies sees this as a favorable asset to the park and told the Committee the Little League/Heat are aware the City is developing a Strategic Plan which includes a Civic Campus Master Plan. Depending on the results of this plan and the time frame of implementation, the batting cage may or may not be affected.

Committee members expressed their gratitude for the donation, and wanted the record to reflect this could be a short-term donation depending on the results and implementation of the Civic Campus Master Plan.

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

AYES:	Gebhardt, Parrish, Strzelczyk

6) Discussion Items
   a. Review of Proposed Financial Policy Change Recommendations

Staff recommended changes to the budgeting statements within the Financial Policies document for Committee members to consider. Committee members discussed whether it was appropriate to change the undesignated General Fund Balance/unassigned Cash Reserve from 10-12% of the current year's General or Sewer Fund Operating Budgets to 10-15%. Mayor Nerbun thought this should be a broader policy discussion at a future Committee of the Whole meeting. Alderman Strzelczyk was interested to hear what the interest rate benefit would be in terms of receiving a more favorable bond rating due to an increased fund balance percentage.

Attachment: Finance Personnel minutes_02-13-24 (9220 : Finance-Personnel Committee meeting minutes of February 13, 2024)

b. 2023 YTD Cash & Investment Report as of 12/31/2023

Assistant Finance Director Keyser presented the Quarter 4 cash and investment reports to the Committee. She highlighted the interest and investment revenue earned for Quarter 4, and the interest amount booked for the entire 2023 calendar year. Also, she noted major receipts and expenditures for the last quarter of the year.

c. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:37 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

Attachment: Finance Personnel minutes_02-13-24 (9220 : Finance-Personnel Committee meeting minutes of February 13, 2024)

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www.ci.mequon.wi.us

Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission
Thursday, February 8, 2024
9:00 AM
North Conference Room

Minutes

1. Call to Order, Roll Call

Present:
Commissioner Kenneth Maciolek
Chair T. Azinger
Commissioner Jim Doornek
Commissioner Ron Heinritz
Commissioner John Liegeois
Commissioner Kristin Wade

Absent:
Commissioner Rob Holyoke

Thiensville resident Alan H Siggelkow, at 204 Division St, was present. Also present were Thiensville Director of Community Services/Public Works LaFond, Mequon Assistant City Engineer McCraw, and Engineering Administrative Assistant Redeker.

2. Approval of Meeting Minutes

a. December 14, 2023 Minutes

Alan H Siggelkow, 204 Division St, Thiensville, was in attendance to present his concerns regarding pedestrian safety on Division St and the OIT crossing at Mequon Rd.

RESULT:	**Approved [Unanimous]**
MOVED BY:	Commissioner Heinritz
SECONDED BY:	Commissioner Maciolek

AYES:	Maciolek, Azinger, Doornek, Heinritz, Liegeois, Wade

Attachment: Joint Bikeway and Pedestrian Comm minutes_02-08-24 (9219 : Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Attachment: Joint Bikeway and Pedestrian Comm minutes_02-08-24 (9219 : Joint Mequon-Thiensville Bike and Pedestrian Way Commission

3. Discussion/Action Items

a. Bikeway Master Plan Update Proposed Schedule

Assistant City Engineer McCraw updated the commission on the Master Plan and provided a proposed schedule for the next steps, listed in the agenda. Discussion ensued and commissioners determined that at the next meeting they would discuss and form a committee to interview potential consultants for the study. Resident Siggelkow spoke during this discussion item.

b. Review and Discussion of Bike Route from River Road and Freistadt Road to the Ozaukee Interurban Trail

Commissioner Maciolek presented regarding possible placement of bicycle route signs in the Village of Thiensville used to direct bikes and pedestrians to and from the bike lane on River Rd to/from the OIT using Riverview Dr instead of Freistadt Rd.

c. Safety Concerns of the Ozaukee Interurban Trail Alignment near the We Energies Substation and Railroad

Commissioners discussed the original agreement from the construction of the OIT railroad crossing near the WE Energies Substation, located between the OIT crossings at Highland Rd and Bonniwell Rd.

Commissioner Heinritz made a motion to explore possible design modifications to the existing maze fencing in order to improve safety for bikes and pedestrians navigating the maze. The motion was seconded by Commissioner Doornek. Chair Azinger opposed, all others were for. The motion passed.

RESULT:	**Approved [5 to 1]**
MOVED BY:	Commissioner Heinritz
SECONDED BY:	Commissioner Doornek

AYES:	Maciolek, Doornek, Heinritz, Liegeois, Wade
NAYS:	Azinger

d. Possible March Bikeway Agenda Items

The following agenda items were decided on for the March 14, 2024 meeting:
-Forming a committee to interview consultants for the Master Plan study.
-Bicycle and Pedestrian safety trends in recent years
-Current and potential laws regarding E-Bikes
-Off-road trail information

4. Adjourn

   a. Motion to adjourn at 10:50 AM

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Commissioner Wade
SECONDED BY:	Commissioner Maciolek

AYES:	Maciolek, Azinger, Doornek, Heinritz, Liegeois, Wade

Respectfully Submitted,

Kaye Redeker

Attachment: Joint Bikeway and Pedestrian Comm minutes_02-08-24 (9219 : Joint Mequon-Thiensville Bike and Pedestrian Way Commission

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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, February 19, 2024
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:
Chair Andrew Nerbun
Alderman Brian Parrish
Commissioner Bruce Barnes
Commissioner Martin Choren
Commissioner Rebecca Schaefer – **arrived 6:03 p.m.**
Commissioner John Stoker
Commissioner Nancy Urbani - **Absent**
Commissioner Dan Gentges - **Absent**
Commissioner Stephanie Hawley - **Absent**

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

a) Approval of meeting minutes from January 22, 2024.

Action
Commissioner Stoker made a motion to approve the meeting minutes from January 22, 2024. Commissioner Choren seconded the motion.
A voice vote was taken; vote passed (5-0)

RESULT:	**APPROVED [4 TO 0]**
MOVER:	John Stoker, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Nerbun, Barnes, Choren, Stoker
ABSENT:	Urbani, Gentges, Hawley, Schaefer

Attachment: Planning Comm Minutes_02.19.24 FINAL (9247 : Planning Commission meeting minutes of February 19, 2024)

2) Regular Business

a) Tracy & Michael LaLonde. The applicant is seeking building and site plan amendment approval to allow for a renovation for office use for the property located at 6714 W. Mequon Road.

Planner Evan Hoier stated that this request is for a building and site plan amendment approval for converting a former woodworking shop into individual office spaces to be rented out. It is located on a B-3 limited site (office and service district) on a 0.83-acre lot size, which is less than the minimum lot size required for that district; it also does not meet parking lot setback or offsets for the site required as per the code.

This was originally submitted as a building permit, but upon review it was noted that the proposed plan did not meet the code requirements and an expansion of the parking lot by 4 feet to the south is required as well as the driveway needs to be expanded from 18 feet to 22 feet to allow for a 2-lane drive aisle.

City Attorney Woodward informed staff that there is an on-going dispute between the applicant, the owner of this parcel, and the adjacent homeowners association regarding trespassing and unauthorized removal of trees from the HOA's property. As a condition of this approval, final occupancy will not be granted until this matter is resolved.

There is also concern from neighbors about the previous actions of the applicant and how the future of the site will be affected from past actions. There is concern about potential noise and light pollution from increased activity at the site. Staff has created a suggested landscape plan to help mitigate the neighbors' concerns which includes some trees along the north lot line, a 6-foot privacy fence along the east side, low growth areas to the south and north of the parking lot, and a couple of hearty street trees along the driveway. The applicant will also need to meet the landscaping standards for parking lots which include requirements of 10% of the interior must be landscaped and 30% shading in the summer within 10 years. A final landscaping plan is required to be submitted for review and approval. Another concern from the neighbors and a condition of approval is that there shall not be access to River Birch Drive.

Public Feedback

Lora Reinholz – 11264 N. River Drive –is the president of the River Birch Homeowners Association. She is opposed and raised questions about the final plans and the use of the site; questioning if the building and site will be ADA compliant. She discussed the suggested landscaping plan and stated that she would like the fence to be extended to Mequon Road. She commented that she prefers that a company other than the property owner's company do the restoration work. She related that Mr. Mike LaLonde has been difficult to work with and has not responded to previous communication sent. She asked that no permits be granted until final restitution is completed.

Alan Neva – 6871 W. River Birch Drive – is opposed and stated that there has not been a neighborly process and he is strongly opposed to an access to River Birch Drive as he feels it will not be safe for children riding bikes. He emphasized the request for landscape coverage on the west side of the property as screening for the exposure that was created from the tree

Attachment: Planning Comm Minutes_02.19.24 FINAL (9247 : Planning Commission meeting minutes of February 19, 2024)

removal.

Steve Schaefer – 6944 W. River Birch Drive – is opposed and is very upset about the clearing of the trees and landscaping that took place. He strongly encourages the suggested landscaping requirements be followed to provide shielding the structures on the applicant's site.

Jeff Schoutern – 6942 W. River Birch Drive – is opposed and he does not believe it should be zoned for commercial use as he does not feel that it is appropriate zoning. He concurs with the other neighbors that the west side of the property needs shielding, there should not be a driveway connection to River Birch Drive and recommends the Commission deny the request until more answers are provided by the applicant.

The applicant, Mike LaLonde, stated that the existing building formerly was a woodworking shop and is now underutilized and will be repurposed as rental office spaces. He said that as of right now he is uncertain as what the end game plan is regarding the use of this property for the future, but stated there will be additional development there at some point.

It was clarified that the applicant's home address is W49 N636 Cedar Reserve Circle, Cedarburg, WI.

There was discussion amongst the Commission and feedback including the following:

- Hours of operations (no limit on hours in B-3).
- Suggestion that the fence also be extended to the north property line (as well as south to Mequon Road).
- Support for as much landscape shielding as possible, due to neighbor concerns.
- Question about why the parcel was cleared of the trees (the applicant did not answer due to the on-going litigation).
- Required parking spaces based off the square footage of the building (10 spaces required plus 1 ADA space with striping).
- The trees cut down were deemed not to have been specimen trees.
- Connection/access point to River Birch Drive to be severed and restricted to serving the house to the north side of the property (applicant strongly objects to this condition and does not agree to this condition).

Action

Commissioner Barnes made a motion to approve per staff recommendations with an amendment to condition #5 that if the connection to the north property extends a driveway onto River Birch Drive, the driveway connection to 6714 must be severed.

Commissioner Choren made a friendly amendment to extend the fence on the east side of the parcel to extend to the north property line as far as allowed and that if a patio is installed a privacy fence must also be installed.

Commissioner Barnes accepted the friendly amendments.

Attachment: Planning Comm Minutes_02.19.24 FINAL (9247 : Planning Commission meeting minutes of February 19, 2024)

Commissioner Stoker made a friendly amendment to the friendly amendment that any addition to the site requires Commission approval.

Ald. Parrish stated that he does not agree with the current zoning of this property, and he will not support any multi-family proposals in the future.

Commissioner Stoker seconded the motion and the friendly amendment.
A roll call vote was taken; vote passed (6-0)

RESULT:	**APPROVED WITH CONDITIONS [6 TO 0]**
MOVER:	Bruce Barnes, John Stoker
AYES:	Nerbun, Barnes, Choren, Schaefer, Stoker, Parrish
ABSENT:	Urbani, Gentges, Hawley

3) Policy

1) Design Guidelines for Commercial Structures

Asst. Dir. Zader stated that this is part of the efforts to make improvements along Port Washington Road, which includes streetscaping, a market analysis and this phase addresses design guidelines. It was determined that because there are already design guidelines for Town Center, Ulao Creek and the rural business area; that it makes more sense to update the guidelines for the entire city, excluding the areas that already have their own specific guideline standards, than treat this as another distinguished area. Staff is seeking feedback from the Commission on whether they believe this is the appropriate path to take.

Secondly, there is not a lot of language in the guidelines addressing industrial or multi-family uses. Staff is seeking feedback from the Commission whether there should be specific guidelines for these two uses or whether these should be addressed on a case-by-case basis, as it is currently being handled.

He commented that almost any future multi-family proposed would most likely be a PUD, and there is a lot of oversight under that zoning.

He added that most of the industrial issues have been regarding metal paneling requested by developers and staff believes some standard language is probably sufficient, as much of the design is handled through the building and site plan approval review process. Mayor Nerbun concurred with this thought process.

Asst. Dir. Zader stated that both the current and the proposed standard guidelines are included in the packet, along with some questions for the Commission.
Guideline topics being considered include:

- Primary and secondary materials.
- Specific types of roofing materials.
- Corner lots (new language).

Attachment: Planning Comm Minutes_02.19.24 FINAL (9247 : Planning Commission meeting minutes of February 19, 2024)

- Massing requirements.
- Buildings related to the context of the neighboring buildings.
- Drive-throughs.

He reiterated the update is in a preliminary stage and he encourages feedback from the Commission.

Ald. Parrish stated that many of these topics are important to be reviewed and included in the standard guidelines going forward.

There was some discussion and suggestions made to staff. Mayor Nerbun asked staff to reach out for feedback from Commissioners not present.

Asst. Dir. Zader stated that there will be a few rounds of iterations. Staff will provide visuals of existing buildings in the city for the Commission to review and provide feedback.

4) Announcements

The next meeting is Monday, March 18, 2024, at 6:00 p.m.

The April meeting will be changed to Monday, April 29th at 6:00 p.m.

5) Adjourn

Action
Commissioner Choren made a motion to adjourn the meeting.
Commissioner Stoker seconded the motion.
A voice vote was taken; vote passed (6-0)

The meeting concluded at 7:30 p.m.

Respectfully Submitted,

Jac Zader

Attachment: Planning Comm Minutes_02.19.24 FINAL (9247 : Planning Commission meeting minutes of February 19, 2024)

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PUBLIC SAFETY COMMITTEE
Tuesday, February 13, 2024
5:45 PM
Lower Conference Room

Minutes

1) Call to Order and Roll Call
Present:
Chair Gregg Bach
Alderman Dale Mayr
Alderman Kelly Tolocko

Also Present: City Administrator Jones, Assistant City Administrator Schoenemann, Fire Chief Bialk, City Attorney Sajdak, Administrative Coordinator Bowen.

2) Approve Meeting Minutes
   a. Public Safety Committee - Regular Meeting - Jan 9, 2024 6:00 PM

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Mayr
SECONDED BY:	Alderman Tolocko

AYES:	Bach, Mayr, Tolocko

3) Resolutions
Action requested: review and recommend approval
   a. **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

Fire Chief Bialk discussed the proposed amendment to the Intergovernmental Agreement Between the City of Mequon and the Village of Thiensville.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Mayr
SECONDED BY:	Alderman Tolocko

AYES:	Bach, Mayr, Tolocko

4) Adjourn
   a. Motion to adjourn

A motion to adjourn the meeting was made at 6:03 PM.

Attachment: Public Safety mins_02-13-24 (9245 : Public Safety Committee meeting minutes of February 13, 2024)

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 mins_02-13-24 (9245 : Public Safety Committee meeting minutes of February 13, 2024)

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www.ci.mequon.wi.us Office of the City Administrator

PUBLIC WELFARE COMMITTEE
Tuesday, February 13, 2024
6:00 PM
Lower Conference Room

Minutes

I) Call to Order

Present:
Chair Dale Mayr
Alderman Gregg Bach
Alderman Kathleen Schneider

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

II) Approval of Meeting Minutes

1. January Meeting Minutes

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

AYES:	Mayr, Bach, Schneider

III) Ordinances

Action requested: review and recommend approval

1. **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

Inspections Supervisor Golden explained to the Committee how the previous recommendations made by the Public Welfare Committee were taken to the Planning Commission where one modification was made. The Commission wanted to provide a clear path for those whose requests were denied. If denied, a resident could appeal to the Architectural Board. Attorney Sajdak provided the Committee members with updated language to make the changes consistent with the rest of the code.

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

Attachment: Pub Welfare Minutes 02-13-24 (9262 : Public Welfare Committee meeting minutes of February 13, 2024)

MOVED BY: Alderman Schneider
SECONDED BY: Alderman Bach

AYES: Mayr, Bach, Schneider

IV) Discussion

1. 2025 Community Survey Process Timeline

Assistant City Administrator Schoenemann presented the Community Survey Timeline to the Committee, beginning with the discussion that was had at Committee of the Whole in December with the expressed desire to have the survey completed by July 2025 in advance of the 2026 Budget and the Strategic Plan. The timeline was completed by Assistant City Administrator Schoenemann and Executive Assistant Enea and plans were to start reaching out to vendors by the end of the month. Before the March meeting, they will develop a matrix of criteria and narrow down the vendors to three. The three vendors will present their proposals to the Public Welfare Committee (PWC) from April-June and the Common Council will approve the PWC's vendor choice at the August meeting. The second half of 2024 will be designated for stakeholder feedback and question development. The survey instrument is anticipated to be finalized around January 2025 and the survey will be ready for release in May. The Committee had a brief discussion about there being enough time for question development. They could have more than one meeting per month if needed or add more time between January-May 2025. The selected vendor will help the Committee with question development as well.

V) Work Calendar

Next month, the Community Survey Vendor Matrix will be presented.

VI) Adjourn

Alderwoman Schneider moved to adjourn at 6:24 P.M. and Alderman Bach seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant

Attachment: Pub Welfare Minutes 02-13-24 (9262 : Public Welfare Committee meeting minutes of February 13, 2024)

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Public Works Department

PUBLIC WORKS COMMITTEE
Tuesday, February 13, 2024
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Chair Schneider called the meeting to order at 6:30 PM.

Present:
Chair Kathleen Schneider
Alderman Jeffrey Hansher
Alderman Kelly Tolocko

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Deputy Director of Public Works Weyker, Fleet Superintendent Zeller, Buildings Superintendent Bodoh and Administrative Assistant Schlereth.

2) Approval of Minutes

a. December 12, 2023, Minutes

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

AYES:	Schneider, Hansher, Tolocko

3) Resolutions

Action requested: review and recommend approval

a. **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

Attachment: Public Works mins 02-13-24 (9260 : Public Works Committee meeting minutes of February 13, 2024)

Committee members questioned whether the design includes all the necessary work needed on the HVAC and if there are any other components of the system that looks like it's close to failure.

Staff clarified that the entire HVAC system will not be replaced, but instead the entirety of the components that failed earlier in the year. Staff further stated that this addresses all the components that have failed or are close to failure. The City may need to replace components in the future but this should be the extent of design.

Committee Members further questioned whether the design includes window replacement and questioned the material for the flooring.

Staff indicated that the bid pricing will ultimately dictate which additives will be included and that decision will be made at the time of construction contract award. The flooring material will depend on the costs and the acoustics of the room.

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

AYES:	Schneider, Hansher, Tolocko

b. **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 Voice Acclamation [Unanimous]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Tolocko

AYES:	Schneider, Hansher, Tolocko

c. **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.

Annual required approval to spend over $25,000.

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

AYES:	Schneider, Hansher, Tolocko

Attachment: Public Works mins 02-13-24 (9260 : Public Works Committee meeting minutes of February 13, 2024)

4) Discussion Items

Discussion and Possible Action

a. 2024 Annual Road Program

b. Public Works Work Plan (2.13.24)

5) Adjourn

a. Motion to Adjourn at 6:40 PM

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

AYES:	Schneider, Hansher, Tolocko

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: Public Works mins 02-13-24 (9260 : Public Works Committee meeting minutes of February 13, 2024)

	A	B	C	D	E	F	G	I	J	K
1				**CODE ENFORCEMENT SUMMARY APRIL 1, 2024**						
2										
3	0					OTC	REQUIREMENT	COURT DATE	COMMENTS	ACTIVE
4	DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION TYPE/COMPLAINT	ISSUED	DATE		(See Key Column)	YES/NO
5	8	151050504000	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	6	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

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	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	150300800400	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	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	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	NO
89	7	150560205000	1425 W ZEDLER LANE	BRADFORD FIGG	GARBAGE	5/10/2022	5/13/2022		#5 CITATION 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	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 GENSRICK	TEMPORARY STRUCTURE	6/21/2022	6/28/2022		1	NO
110	6	150710405000	11433 N COUNTRY LANE	WILLIAM GENSRICK	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	3327 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	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	TAOFIKI 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	XXXXXXXXX	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	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

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	A	B	C	D	E	F	G	I	J	K
123	1	XXXXXXXXX	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	XXXXXXXXX	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	150300802300	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	1515 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	8/26/2022		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	1560 W MEQUON ROAD	FIFTH MAIN	A FRAME	8/19/2022	8/25/2022		1	NO
139	6	RENTAL	11035 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	EIECTRIC 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	3631 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	12666 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	7180 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 GENSRICK	OUTSIDE STORAGE	10/6/2022	10/27/2022		1	NO
171	6	150710405000	11433 N COUNTRY LANE	WILLIAM OR CAROL GENSRICK	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

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	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	140080080200	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	11/10/2022	12/2/2022		1	NO
187	6	150191602300	1350 W MEQUON ROAD	CONCORD 37 LLC	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
188	8	150320700200	10000 N PORT WASHINGTON ROAD	PARK AVENUE PLAZA OF MEQUON	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
189	6	151850001000	1511 MARKET STREET	LAKESIDE DEVELOPMENT COMPANY	OUTSIDE MAINTENANCE	11/10/2022	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	OUSTIDE 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	151530001000	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	3	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	2/3/2023		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	OPEN		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	140271600600	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 CHIROPRATIC	SIGN	3/16/2023	3/23/2023		1	NO

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	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	BRIXMOR 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	140300600500	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	140300500400	11805-11807 W MEQUON ROAD	MAE BRIELMAIER	PARKING	5/16/2023	5/26/2023		1	NO
262	1	140300500400	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 ZIEDLER 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 CAFÉ	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 KRIEGEL	OUSIDE STORAGE	6/29/2023	7/6/2023		1	NO
284	4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGEL	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 PORTWASHINGTON 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

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	A	B	C	D	E	F	G	I	J	K
306	7	150850000002	3100 W COUNTRY CLUB DRIVE	NORTH SHORE COUNTRY CLUB	COMMUNITY SPIRIT LETTER	10/25/2024	OPEN		1	NO
307	6	150900101500	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		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	150900101500	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	150900402000	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 PORTWASHINGTON ROAD	GUZAM PROPERTIES LLC	OUTSIDE MAINTENANCE	12/11/2023	2/29/2024		#5 CITATION 1	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 LINSCOTT	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	10962 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		#5 CITATION 1	YES
345	6	150191600300	1550 W MEQUON ROAD	FIFTH-MAIN	BANNER	2/20/2024	2/27/2024		1	NO
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		EXTENSION	YES
348	5	150170800500	12531 N LAKE SHORE DRIVE	STEVEN BROWN	REFUSE CONTAINER	3/7/2024	3/12/2024		1	NO
349	3	140280600200	8813 W MEQUON ROAD	TOLULOPE OLANDINI OR VICTORIA HANNEMAN	OUTSIDE STORAGE	3/22/2024	4/5/2024			YES
350	2	140580401000	4618 W GRACE AVENUE	GAIL SKIFF	BUILDING PERMITS	3/22/2024	4/5/2024			YES
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Attachment: Zoning & Enforcement through 4-01-24 (9252 : Zoning Enforcement and Site Compliance

11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2902
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of Community Development**

TO: **Common Council**
FROM: **Kim Tollefson, Director of Community Development**
DATE: **April 9, 2024**
SUBJECT: **ORDINANCE 2024-1661 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, in Connection with Clarifying Certain Definitions, Design Standards and Location Standards for Residential Development within the City's Town Center and Arrival Corridor Zoning Districts**

Background

As part of the ongoing efforts to revitalize and encourage redevelopment of the Town Center neighborhood, staff is recommending a text amendment that corrects specific development and design standards within the two applicable zoning districts: Town Center Zoning District and Arrival Corridor Zoning District.

In 2017, certain development and design standards were added to the Code to address the scale and massing of residential dwellings whether within a mixed-use development, mixed-use building and dependent upon its location within each zoning district. Staff has discovered that certain terminology used in 2017 did not directly align with uses, development types and structure types as defined in the Zoning Code's Specific Development and Design Standards. Consistency is critical due to distinct design standards and the required entitlement process associated with the variety of projects that could be applied for. This issue was, and continues to be, at the forefront of staff's analysis at the creation of these zoning districts, due to the mixed-use nature desired for the neighborhood.

Analysis

Staff is proposing text amendments related to the following ***terms*** for clarification of design standards under multiple development scenarios and locations, and for clarification of entitlement processes:

- Mixed-Use buildings
- Multiple-Family dwellings, up to 16 units
- Multiple-Family dwellings, greater than 16 units
- Planned Residential Development
- Single-Family dwellings
- Two-Family dwellings

Staff is proposing a text amendment to the limitation of Planned Unit Developments (PUDs) in the Arrival Corridor zoning district, which restricted the ability to request, through a PUD, the

ability to have more than a total of 16 dwelling units, regardless of building type. Staff recommends protecting an applicant's ability to legally request this through a PUD, ultimately reserving approval authority for such a project to the Common Council.

Staff notes that the text amendments are not otherwise substantive, apart from the above noted for PUDs in the Arrival Corridor Zoning District. There are no other changes to policy, type of development, building mass, building design or density in any manner (see attached Town Center/Arrival Corridor Process and Standards Chart that outlines the process and standards in each district). The proposed text simply protects the City of its intent related to scale, density and location, as well as ensuring consistent administration of the Zoning Code with those intents, while providing transparency to the private market about legal applications and entitlement processes.

Fiscal Impact

The text amendment is fiscally neutral.

Recommendation

The Planning Commission recommended approval on March 18, 2024, by a vote of 7-0.

Attachments:
Process Standards Chart Exhibit (PDF)
58-301 and 58-302 TRACK CHANGES (DOCX)
58-303 SSDS TRACK CHANGES (DOCX)
Zoning Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2024-1661

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, in Connection with Clarifying Certain Definitions, Design Standards and Location Standards for Residential Development within the City's Town Center and Arrival Corridor Zoning Districts

RECITALS

A. Pursuant to the authority granted to it under Section 62.23(7) of the Wisconsin Statues, the City of Mequon previously adopted a comprehensive Zoning Code for the City which includes Sections 58-301, 58-302 and 58-303 of the Municipal Code related to residential development in the Town Center neighborhood.

B. The Planning Commission, by a majority vote, adopted a recommendation to approve a text amendment changing some definitions, design standards and locational standards for residential development on March 18, 2024.

C. Following a public hearing on the proposed changes, and based upon all available information before it, the Common Council desires to amend the regulations for residential properties in the form attached hereto.

D. The zoning regulations, including the regulation of design and location, furthers 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

Sections 58-301, 58-302 and 58-303 related to residential development in the Town Center and Arrival Corridor Zoning Districts within the Mequon Municipal Code are amended to read as attached in Exhibit A.

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 be in full force and effect upon its passage and on the day after its publication.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____
Caroline Fochs, City Clerk

Published: _____

Town Center / Arrival Corridor Process and Standards Chart

		Town Center	Development Lot Size	Mixed Use Required	Other Rqmnts	Process
Residential Use						
Home Occupations		X	1/2 acre			P
Artist's Live/Work Units		X	1/2 acre			P
Multiple-Family Dwellings 8 units or less		X	1/2 acre	Yes 30% must be commercial	structure must contain 2-16 units + design	P
Multiple-Family Dwellings 9 to units 16 units		X	1/2 acre	Yes 30% must be commercial	structure must contain 2-16 units + design	CUG
Bed and Breakfast		X	1/2 acre			CUG
Planned Residential Development:		X	1 acre			PUD
	SF	X	per CC approval		design	
	Two Family	X	per CC approval		design	
	MF Dwelling: 3-16	X	1 acre since no individual lot			
	MF Dwelling:17+	X	1 acre since no individual lot	Yes 30% must be commercial	Must be within a mixed-use structure	
		Arrival Corridor	**Development Lot Size**	**Mixed Use Required**	**Other Rqmnts**	**Process**
Residential Use						
Home Occupations		X	1 acre			P
Artist's Live/Work Units		X	1 acre			P
Multiple-Family Dwellings 8 units or less		X	1 acre		structure must contain 2-8 units + design	P
Multiple-Family Dwellings 9 to units 16 units		X	1 acre		structure must contain 2-16 units + design	PUD
Bed and Breakfast		X	1 acre			CUG
Planned Residential Development:		X	1 acre			PUD
	SF	X	per CC approval		design	
	Two Family	X	per CC approval		design	
	MF Dwelling: 3-16	X	1 acre since no individual lot			
	MF Dwelling:17+	NA				

Dwellings = structure

Development = whole site

Attachment: Process Standards Chart Exhibit (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)

EXHIBIT A

TRACK CHANGES

Town Center

58-301(j)(3) General district regulations.

(3) *Mixed-use building.* Secured access is required for the residential uses when part of a mixed-use building. A minimum of 75 percent of the ground floor of a mixed-use building shall be commercial uses. A mixed-use building is not subject to section 58-303, Specific Development Standards, Multiple-family dwellings, up to 16 units, for the following design standards: b., e., f., g.

Arrival Corridor

58-302(h)(3) Lot dimension requirements.

(3) *Maximum number of dwelling units.* The maximum number of dwelling units allowed per development is 16 units, except as approved ~~and may not be varied~~ through a PUD.

58-302(j)(3) General district regulations.

(3) *Mixed-use building.* Secured access is required for the residential uses when part of a mixed-use building. A minimum of 75 percent of the ground floor of a mixed-use building shall be commercial uses. A mixed-use building is not subject to section 58-303, Specific Development Standards, Multiple-family dwellings, up to 16 units, for the following design standards: b., e., f., g.

Attachment: 58-301 and 58-302 TRACK CHANGES (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)

EXHIBIT A
TRACK CHANGES

Sec. 58-303. - Specific development and design standards.

(a) *Purpose.* Specific development and design standards are established to provide supplemental regulations to address unique characteristics of certain land uses.

(b) *Standards.* The uses listed below are subject to the following specific development standards, in addition to all other applicable regulations:

Mixed-use development. A mixed-use development contains residential and non-residential uses authorized in Table 58-301-1 and Table 58-302-1 within a building, or set of buildings on a development site. A mixed-use development shall contain a minimum 30 percent of the development's total square footage as non-residential use(s) and shall contain landscaped and outdoor public spaces for the use of consumers and residents.

Multiple family dwellings, up to 16 units. A development that includes multiple-family dwellings containing more than two units, and up to 16 units, with or without non-residential uses, located in the Town Center or Arrival Corridor district shall comply with the following:

a. The height shall not exceed two and one-half stories.

b. Distinct second story dwelling units shall be prohibited.

c. The placement of dwellings shall not be located on a lot that abuts Mequon Road.

d. The placement of dwellings shall reinforce the street, maximize natural surveillance and visibility and facilitate pedestrian access and circulation.

e. The front façade of the structure shall include one principal entrance and a porch, with a minimum depth of six feet, for each dwelling and shall be placed directly towards the adjacent primary public or private street or front yard as determined by the Department of Community Development.

f. A pedestrian access from the adjacent primary public or private street or front yard to the principal entrance of each dwelling shall be provided and maintained.

g. A landscaped front yard for each unit adjacent to the primary adjacent public or private street or front yard shall provide and maintain a minimum of one tree.

h. Parking between the dwelling and the street shall be prohibited.

Attachment: 58-303 SSDS TRACK CHANGES (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)

i. Vehicular access shall only be from the rear or interior side and shall include below-grade parking and, or an attached garage with a private driveway that can accommodate a minimum of one vehicle.

j. All facades shall create orderly variation, including projections such as balconies, covered patios and bay windows.

Multiple-family dwellings greater than 16 units. Multiple-family dwellings greater than 16 units, with or without non-residential uses, are prohibited in the Arrival Corridor district. Multiple-family dwellings greater than 16 units, may be located in the Town Center district if part of a mixed-use development as defined in section 58-303 Specific Development and Design Standards; however, if located on a lot that abuts Mequon Road, or Cedarburg Road south of Mequon Road, such dwelling shall be within a mixed-use building as defined in section 58-301(j)(3), general district regulation.

Nightclubs. A nightclub is an establishment engaged in the sale of alcoholic beverages for consumption on the premises, including taverns, bars, cocktail lounges and similar uses or a sit-down restaurant which provides more than 50 percent of its service to the sale of alcoholic beverages.

Ornamental metals. Ornamental metals shall be allowed only as accent materials such as grills, railing, panels and gutters.

Painted metal roof. Metal roof shall include copper coated, terne metal or painted metal to resemble weathered copper.

Parking facilities. The design of a parking facility shall not dominate the street frontage or building facade which faces a public street or significant public space. All vehicles shall be screened from view and at least 60 percent of the first floor facade shall by occupied with active uses and shall be designed with architectural detail and windows to create visual interest.

Pet supply stores, pet grooming facilities and pet daycares. The specific requirements are set forth in division 11.

Planned residential development. A development containing any of the following residential dwellings, combination thereof, with or without non-residential uses, may be allowed through application of section 58-331, Planned Unit Development Overlay and subject to each as defined by section 58-303, Specific Development and Design Standards:

a. *Single-family dwellings.* ~~Single-family dwellings, of any number, located in the Town Center or Arrival Corridor districts shall comply with the following:~~

~~1. The minimum lot area shall be established by the Council through an approved PUD.~~

~~2. The required street frontage shall be a minimum of 36 feet and a maximum of 80 feet.~~

Attachment: 58-303 SSDS TRACK CHANGES (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)

~~3. The front yard setback shall be a minimum of ten feet and a maximum of 25 feet from the abutting street.~~

~~4. The side and rear yards shall be a minimum of five feet and shall be increased by two for every additional story above the ground floor and increased by one foot for a half-story.~~

~~5. The height shall not exceed two and one-half stories and shall be architecturally designed with a gable or hip roof form.~~

~~6. The placement of dwellings shall not be located on a lot that abuts Mequon Road.~~

~~7. The placement of dwellings shall reinforce the street, maximize natural surveillance and visibility and facilitate pedestrian access and circulation.~~

~~8. The front façade of dwellings shall include one principal entrance and a porch, with a minimum depth of six feet, and shall be placed directly towards the adjacent primary public or private street.~~

~~9. A pedestrian access from the adjacent primary public or private street to the principal entrance of the dwelling shall be provided and maintained.~~

~~10. A landscaped front yard for each unit adjacent to the primary adjacent public or private street shall provide and maintain a minimum of one tree.~~

~~11. Parking between the dwelling and the street shall be prohibited.~~

~~12. Vehicular access shall only be from the rear and shall include an attached garage and a private driveway that can accommodate a minimum of one vehicle~~.

b. *Two-family dwellings.* ~~Two-family dwelling, of any number, located in the Town Center or Arrival Corridor districts shall comply with the specific development and design standards listed above for single-family dwellings.~~

~~c. *Elderly housing.* Elderly housing, of any number of dwellings, located in the Town Center or Arrival Corridor districts shall comply with the same specific development and design standards as defined in 58-303, Multiple family dwellings.~~

c~~d~~. *Multiple-family dwellings, up to 16 units.*

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d. *Multiple-family dwellings greater than 16 units.* Multiple-family dwellings greater than 16 units are prohibited in the Arrival Corridor district through a PUD.~~Multiple-family dwellings greater than 16 units, with or without non-residential uses, are prohibited in the Arrival Corridor district. Multiple-family dwellings greater than 16 units, may be located in the Town Center district if part of a mixed-use development as defined in section 58-303 Specific development and design standards; however, if located on a lot that abuts Mequon Road, or Cedarburg Road~~

~~south of Mequon Road, such dwelling shall be within a mixed-use building as defined in section 58-301(j)(3), general district regulation.~~

Pre-cast stone. Pre-cast stone shall be allowed in a finish approved by the planning commission.

Rubber as a roof material. Rubber is permitted where not visible from ground level.

a. *Single-family dwellings.* Single-family dwellings, of any number, located in the Town Center or Arrival Corridor districts shall comply with the following:

1. The minimum lot area shall be established by the Council through an approved PUD.

2. The required street frontage shall be a minimum of 36 feet and a maximum of 80 feet.

3. The front yard setback shall be a minimum of ten feet and a maximum of 25 feet from the abutting street.

4. The side and rear yards shall be a minimum of five feet and shall be increased by two for every additional story above the ground floor and increased by one foot for a half-story.

5. The height shall not exceed two and one-half stories and shall be architecturally designed with a gable or hip roof form.

6. The placement of dwellings shall not be located on a lot that abuts Mequon Road.

7. The placement of dwellings shall reinforce the street, maximize natural surveillance and visibility and facilitate pedestrian access and circulation.

8. The front façade of dwellings shall include one principal entrance and a porch, with a minimum depth of six feet, and shall be placed directly towards the adjacent primary public or private street.

9. A pedestrian access from the adjacent primary public or private street to the principal entrance of the dwelling shall be provided and maintained.

10. A landscaped front yard for each unit adjacent to the primary adjacent public or private street shall provide and maintain a minimum of one tree.

11. Parking between the dwelling and the street shall be prohibited.

12. Vehicular access shall only be from the rear and shall include an attached garage and a private driveway that can accommodate a minimum of one vehicle.

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Sit-down restaurants. A sit-down restaurant is engaged in the preparation and retail sale of food and beverages, which is characterized by table service to the customer and is not a delicatessen, fast food or coffee shop. Drive-thru services shall be prohibited.

Town center brewery. A town center brewery is an establishment that produces less than 10,000 barrels of beer on site per year.

Two-family dwellings. Two-family dwellings, of any number, located in the Town Center or Arrival Corridor districts shall comply with the Specific Development and Design Standards listed above for *single-family dwellings*.

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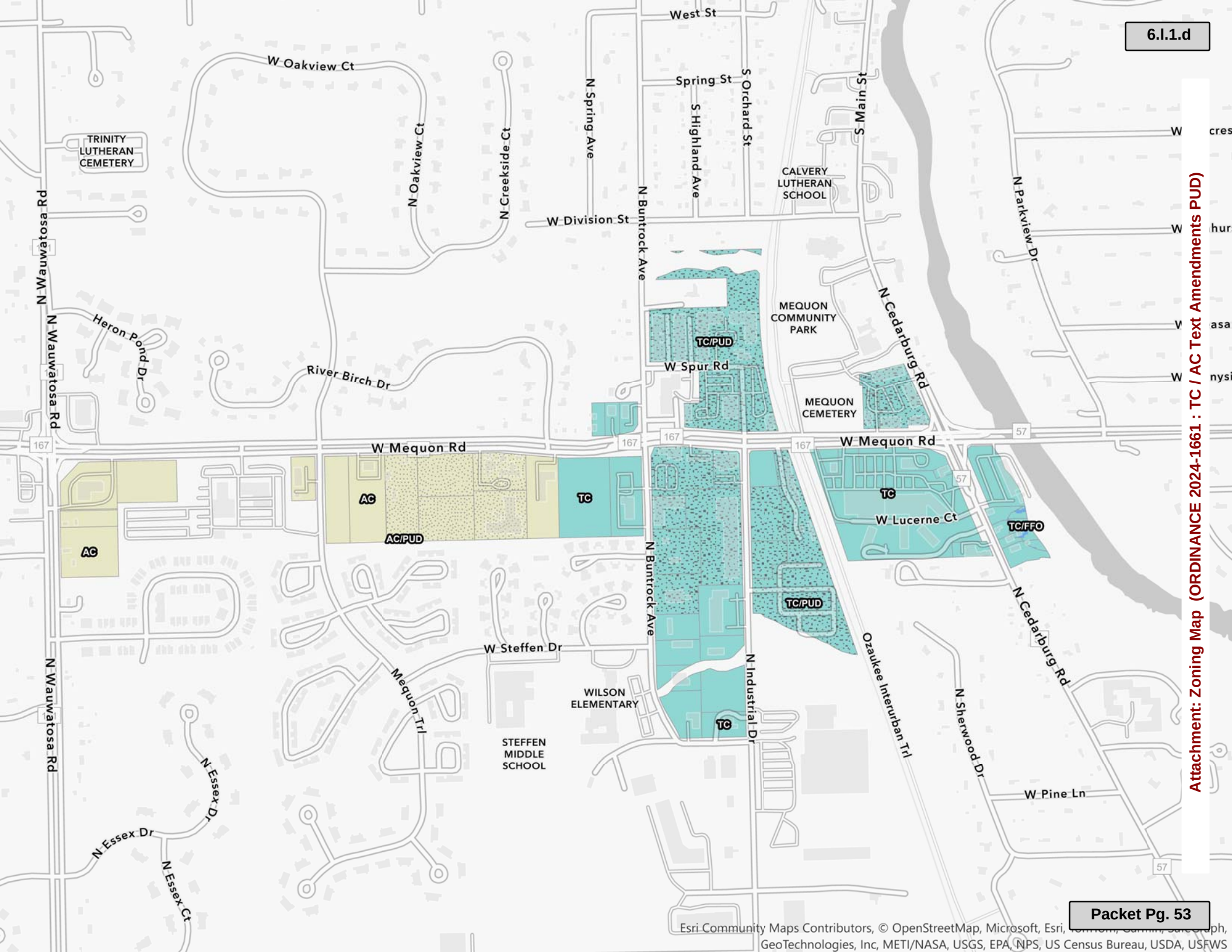
Window signs. The size of the sign shall not account for more than 20 percent of the window size.

Attachment: 58-303 SSDS TRACK CHANGES (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)



Attachment: Zoning Map (ORDINANCE 2024-1661 : TC / AC Text Amendments PUD)

Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

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www.ci.mequon.wi.us **Office of Community Development**

TO: **Common Council**
FROM: **Kim Tollefson, Director of Community Development**
DATE: **April 9, 2024**
SUBJECT: **ORDINANCE 2024-1662 An Ordinance Repealing and Recreating Article XI within Chapter 58 of the Mequon Municipal Code, as it Relates to Floodplain Zoning**

Background

Recently, the Federal Emergency Management Agency (FEMA) released updated draft floodplain maps and corresponding Flood Insurance Studies for all communities in Ozaukee County. In order to remain in the National Flood Insurance Program, the City is required to adopt the new maps by July 31, 2024. In addition, the Wisconsin Department of Natural Resources (WDNR) is requiring the City to adopt an updated model floodplain ordinance and flood storage district maps as part of this process.

Analysis

Based on the feedback received at the Committee of the Whole's meeting on March 12, staff presented the draft floodplain ordinance to the Planning Commission on March 18, 2024. The ordinance includes provisions of Act 175 and those associated with being a part of the Community Rating System. Act 175 gives communities an option to eliminate the "50% rule" for structural alterations to a dwelling, provided that certain steps are undertaken, including the elevation of the structure above the base flood elevation.

The provisions related to the Community Rating System are more stringent than what the model ordinance requires but would allow for the potential of lower insurance rates for the community if the City decided to participate in the program (see attached pamphlet for more information). Other changes to the Ordinance that were recommended by the Planning Commission include the following:

- Clarifying which City Department is responsible for enforcing provisions of the updated Ordinance
- Codifying requirements that are addressed in other parts of the Code
- Eliminating provisions that would permit certain uses in the floodplain
- Further clarifying vague language within the model ordinance

The proposed draft ordinance has been sent to the WDNR for their review. If the Common Council makes any further changes to the proposed ordinance as a result of the Committee of the Whole discussion scheduled for April 9, those changes will be sent to WDNR, with the

anticipation that they will be reviewed and approved prior to Common Council action in May.

The attached ordinance in track-changes format shows modifications made by staff in blue and by the City Attorney in red. Highlighted areas of the ordinance in yellow, pink and blue were created by WDNR as areas that need to be addressed by the City.

Fiscal Impact
The fiscal impact is neutral.

Recommendation
The Planning Commission recommended approval of the proposed ordinance at its March 18, 2024, meeting by a vote of 8-0.

Attachments:
Exhibit A: Draft Model Ordinance (DOCX)
Exhiblt B: CRS Guide(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2024-1662

An Ordinance Repealing and Recreating Article XI within Chapter 58 of the Mequon Municipal Code, as it Relates to Floodplain Zoning

RECITALS

A. The Common Council previously adopted Article XI within Chapter 58 of the Mequon Municipal Code, which regulates development in floodplains within the City pursuant to Wis. Stat. §§ 62.23 and 87.30.

B. The Federal Emergency Management Agency prepared and adopted revised floodplain maps for the Milwaukee River watershed, which must be adopted by July 31, 2024.

C. As part of the adoption of the revised floodplain maps, the Wisconsin Department of Natural Resources (WDNR) requires the adoption of a floodplain zoning ordinance substantially similar to the model ordinance the Department has prepared.

D. The Planning Commission recommended approval of the proposed ordinance on March 18, 2024.

E. Based upon the Planning Commission's recommendation, and all public input provided at the public hearing before the Common Council, the Common Council finds that development and use of the floodplains and rivers of the City would impair the public health, safety, convenience, general welfare and tax base, and that reasonable regulation of such development is necessary.

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

SECTION I

Article XI of Chapter 58 of the Mequon Municipal Code is repealed and recreated to read as shown on the attached Exhibit A.

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: April 9, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____
Caroline Fochs, City Clerk

Published: _____

Floodplain Ordinance for City of Mequon

Effective: Date

A cooperative effort of
WI Department of Natural Resource (~~DNR~~WDNR)
and
Federal Emergency Management Agency (FEMA)

Adoption schedule tracking

1. Date of Public Hearing:_____
   a. (Requires a Class 2 Hearing Notice of Publication or Posting)
2. Date of Adoption: _____
3. Dates of Publication or Posting: _____
   a. (Second/last date must be at least 7 days before hearing, see definition, Ch 985 Stats)
4. Date of Publication or Posting of Notice of Enacted Ordinance:
   a. _____

Attachment: Exhibit A: Draft Model Ordinance (ORDINANCE 2024-1662 : FEMA Model Ord)

!! Instructional Information Only !!

[Please delete THIS ENTIRE PAGE when ordinance update is complete.]

After all updates are done, you will need to update the table of contents. Because this is a linked function within document, the page references will update automatically when you tell it to do so:

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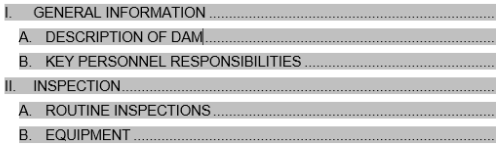
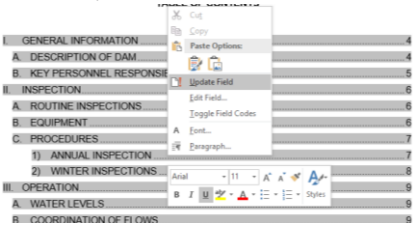
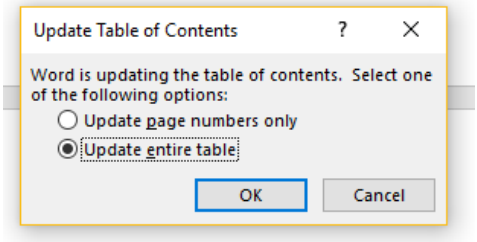


2. Right click anywhere in the table of contents so that a window pops up. Select “Update Field”



3. Select “Update entire table” so that both the headings and page numbers update. If you changed heading names you may notice that some of the headings will not be capitalized correctly – you will need to find them in the document for formatting and then repeat steps 1-3.



If you make further changes (like deleting this page) and just need to update the page numbers, repeat steps 1-3…this time, you can select “Update page numbers only”.

Attachment: Exhibit A: Draft Model Ordinance (ORDINANCE 2024-1662 : FEMA Model Ord)

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1.0 STATUTORY AUTHORIZATION, FINDING OF FACT, STATEMENT OF PURPOSE, TITLE, AND GENERAL PROVISIONS

1.1 STATUTORY AUTHORIZATION

This ~~ordinance~~article is adopted pursuant to the authorization in s. ~~61.35 and~~ 62.23; and ~~the requirements in~~ s. 87.30, Stats.

1.2 FINDING OF FACT

The common council finds that Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare, and tax base, and that reasonable regulation of such development is necessary.

1.3 STATEMENT OF PURPOSE

This ~~ordinance~~article is intended to regulate floodplain development to:

(1) Protect life, health and property.
(2) Minimize expenditures of public funds for flood control projects.
(3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers.
(4) Minimize business interruptions and other economic disruptions.
(5) Minimize damage to public facilities in the floodplain.
(6) Minimize the occurrence of future flood blight areas in the floodplain.
(7) Discourage the victimization of unwary land and homebuyers.
(8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and
(9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

1.4 TITLE

This ~~ordinance~~article shall be known as the Floodplain Zoning Ordinance for Mequon, Wisconsin.

1.5 GENERAL PROVISIONS

(1) AREAS TO BE REGULATED

This ~~ordinance~~article regulates all areas of special flood hazard identified as zones A, AO, AH, A1-30, AE, on the Flood Insurance Rate Map. Additional areas identified on maps approved by the Department of Natural Resources (~~DNR~~WDNR) and local community may also be regulated under the provisions of this ~~ordinance~~article, where applicable.

(2) OFFICIAL MAPS & REVISIONS

Special Flood Hazard Areas (SFHA) are designated as zones A, A1-30, AE, AH, AO, on the Flood Insurance Rate Maps (FIRMs) based on flood hazard analyses summarized in the Flood Insurance Study (FIS) listed in subd. (a) below. Additional flood hazard areas subject to regulation under this ~~ordinance~~article are identified on maps based on studies approved by the ~~DNR~~WDNR and listed in subd. (b) below. These maps and revisions are on file in the office of the Department of Community Development, City of Mequon. If more than one map or revision is referenced, the most restrictive information shall apply. In the event that the maps adopted by this article are in conflict with previously adopted maps, the most restrictive information and provisions shall apply.

(a) OFFICIAL MAPS: Based on the Flood Insurance Study (FIS)

1. Flood Insurance Rate Map (FIRM), panel number 165, 168, 169, 188, 189, 193, 194, 230. 231, 232, 233, 234, 251, 252, 253, 254, 256, 257, 258, 259 dated **7/31/2024**

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2. Flood Insurance Study (FIS) for Ozaukee County, dated 7/31/2024).

(b) OFFICIAL MAPS**:** Based on other studies. Any maps referenced in this section must be approved by the ~~DNR~~WDNR and be more restrictive than those based on the FIS at the site of the proposed development.

1. Floodplain study for Little Menomonee Creek and Little Menomonee River completed by Laura Herrick, SEWRPC and approved by the Department of Natural Resources on 1/14/2022.

2. Flood Storage Map, panel number 8 dated 7/31/24 approved by the ~~DNR~~WDNR.

(3) ESTABLISHMENT OF FLOODPLAIN ZONING DISTRICTS

The ~~flood hazard areas~~ regulated ~~by this ordinance~~SFHA within the city are divided into districts as follows:

a) The Floodway District (FW) is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters, within AE Zones as shown on the FIRM, or within A Zones shown on the FIRM when determined according to s. 5.1(5).

b) The Floodfringe District (FF) is that portion of a riverine special flood hazard area outside the floodway within AE Zones on the FIRM, or, when floodway limits have been determined according to s. 5.1(5), within A Zones shown on the FIRM.

c) The Flood Storage District (FSD) is that area of the floodplain where storage of floodwaters is calculated to reduce the regional flood discharge.

~~c)~~d) The General Floodplain District (GFP) is those riverine areas that may be covered by floodwater during the regional flood in which a floodway boundary has not been delineated on the FIRM and also includes shallow flooding areas identified as AH and AO zones on the FIRM.

(4) LOCATING FLOODPLAIN BOUNDARIES

Discrepancies between the exterior boundaries of zones A1-30, AE, AH, or A on the official floodplain zoning map and actual field conditions may be resolved using the criteria in subd (a) or (b) below. If a significant difference exists, the map shall be amended according to s. 8.0 *Amendments*. The ~~zoning administrator~~Director of Community Development can rely on a boundary derived from a profile elevation to grant or deny a land use permit, whether or not a map amendment is required. The ~~zoning administrator~~ Director of Community Development shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined and for initiating any map amendments required under this section. Disputes between the ~~zoning administrator~~Director of Community Development and an applicant over the district boundary line shall be settled according to s. 7.3(3) and the criteria in (a) and (b) below**.** Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to s. 8.0 *Amendments*.

a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.

b) Where flood profiles do not exist for projects, including any boundary of zone A, AO, the

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location of the boundary shall be determined by the map scale, visual on-site inspection, and any information provided by the WDNR.

(5) REMOVAL OF LANDS FROM FLOODPLAIN

All or a portion of a property may be removed from the floodplain boundary and thus regulation under this article by one of the following methods:

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a) Compliance with the provisions of this ~~ordinance~~article shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to s. 8.0 *Amendments.*

b) The delineation of any of the Floodplain Districts may be revised by the community where natural or man-made changes have occurred and/or where more detailed studies have been conducted. However, prior to any such change, approval must be obtained from the Wisconsin Department of Natural Resources and Federal Emergency Management Agency. A completed Letter of Map Revision is a record of this approval. The floodplain administrator shall not sign a community acknowledgement form unless all criteria set forth in the following paragraphs are met:

1. The land and/or land around the structure must be filled at least two feet above the regional or base flood elevation.

2. The fill must be contiguous to land outside the floodplain; Applicant shall obtain floodplain development permit before applying for a LOMR or LOMR-F.

c) Removal of lands from the floodplain may also occur by operation of §87.30(1)~~(e)~~€, Wis. Stat. if a property owner has obtained a letter of map amendment from the federal emergency management agency under 44 C.F.R. ~~70.~~70. Does not need to comply with Section (a) above.

(6) COMPLIANCE

a) No structure or use within areas regulated by this ~~ordinance~~article shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged, or altered without full compliance with the terms of these regulations and all other applicable regulations that apply to uses within the jurisdiction of these regulations.

b) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with s. 9.0.

c) Floodplain development permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the use, and arrangement, set forth in such approved plans and applications, or amendments thereto if approved by the Floodplain Administrator. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and punishable in accordance with s. 9.0.

(7) MUNICIPALITIES AND STATE AGENCIES REGULATED

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ~~ordinance~~article and obtain all necessary permits. State agencies are required to comply if s. 13.48(13), Stats., applies. The construction, reconstruction, maintenance and

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repair of state highways and bridges by the Wisconsin Department of Transportation (WisDOT) is exempt when s. 30.2022, Stats., applies. Although exempt from a local zoning permit and permit fees, WisDOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with Federal, State, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under s. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: the applicant provides documentation to the community development department that the proposed project is a culvert or bridge replacement having a span of less than 20 feet, the relocation is in the same location, the project is exempt from a WDNR permit under Wis. Stat. § 30.123(6)(d), the water flow capacity through or under the replacement structure is not decreased, the road profile and grade is not raised.~~The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20' span at the same location, the project is exempt from a DNR permit under s. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised,~~ and no floodway data is available from a federal, state, or other source. If floodway data is available in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

(8) ABROGATION AND GREATER RESTRICTIONS

a) This ~~ordinance~~article supersedes all the provisions of any municipal zoning ordinance enacted under s. 62.23 for cities or s. 87.30, Stats. which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.

b) This ~~ordinance~~article is not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. If this ~~ordinance~~article imposes greater restrictions, the provisions of this ~~ordinance~~article shall prevail.

(9) INTERPRETATION

In their interpretation and application, the provisions of this ~~ordinance~~article shall be held to be ~~are~~ the minimum requirements and shall be liberally construed in favor of the ~~governing body~~city and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this ~~ordinance~~article, required by ch. NR 116, Wis. Adm. Code, is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of this ~~ordinance~~article or in effect on the date of the most recent text amendment to this ~~ordinance~~article.

(10)WARNING AND DISCLAIMER OF LIABILITY

The flood protection standards in this ~~ordinance~~article are based on engineering experience and research. Larger floods may occur, or the flood height may be increased by man-made or natural causes. This ~~ordinance~~article does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. This ~~ordinance~~article does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this ~~ordinance~~article.

(11)SEVERABILITY

Should any portion of this ~~ordinance~~article be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ~~ordinance~~article shall not be affected.

(12)ANNEXED AREAS FOR CITIES AND VILLAGES

The Ozaukee County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the municipality for all annexed areas until the municipality adopts and enforces an ordinance which meets the requirements of ch. NR 116,

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Wis. Adm. Code and 44 CFR 59-72, *National Flood Insurance Program* (NFIP). These annexed lands are described on the municipality's official zoning map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the municipal ~~zoning administrator~~Director of Community Development. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

2.0 GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS

The ~~community~~ city shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding as defined in ~~44.65.2 (c)~~ 44 C.F.R. § 65.2 and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law.

1) If a proposed building site is in a flood-prone area, as defined in 44 C.F.R. § 59.1, all new construction and substantial improvements shall:

   a. be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy if the structure is less than two feet above the base flood elevation.

   b. be constructed with flood-resistant materials.

   c. be constructed by methods and practices that minimize flood damage~~s~~ if the lowest finished floor structure is less than two feet above the base flood ;elevation; and

   d. Mechanical and utility equipment must be elevated ~~to or~~ one foot above the flood protection elevation so as to prevent water from entering or accumulating within the components during conditions of flooding.

2) A subdivision or other proposed new development that is in a flood-prone area, as defined in 44 C.F.R. § 59.1, shall:

   a. be designed to ensure that the lowest finished floor elevation of any structure will be constructed a minimum of two feet above the flood protection elevation;

   b. be designed in a manner that is consistent with the need to minimize flood damage within the flood-prone area;

   c. be designed to ensure that all public utilities and facilities such as sewer, gas, electric, and water systems will be located and constructed to minimize or eliminate flood damage;

   d. be designed to ensure that adequate drainage is provided to reduce exposure to flood hazards;

   e. include regional flood elevation and floodway data for any development that meets the definition of a subdivision in this article, including manufactured home parks; and

   ~~2)~~ f. be designed and constructed in compliance with the terms of this article. ~~If a subdivision or other proposed new development is in a flood-prone area, the community shall assure that~~ the lowest finish floor is two feet above the base flood elevation and~~:~~

   ~~a. such proposed subdivision or other proposed new development is consistent with the~~

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need to minimize flood damage within the flood-prone area.

b. public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and

c. adequate drainage is provided to reduce exposure to flood hazards.

All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this ordinance and all other requirements in s. 7.1(2).

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2.1 HYDRAULIC AND HYDROLOGIC ANALYSES

1) No floodplain development shall:

a. Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or

b. Cause any increase in the regional flood height due to floodplain storage area lost.

2) The zoning administratorDirector of Community shallDevelopment shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of s. 8.0 *Amendments* are met.

2)3)All design and methods of construction shall be conducted and certified by a professional engineer licensed in the State of Wisconsin and meet the requirements of this document and the Wisconsin Administrative Code NR 116.

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2.2 WATERCOURSE ALTERATIONS

No land use permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the local official has notified in writing all adjacent municipalities, the Department and FEMA regional offices, and required the applicant to secure all necessary state and federal permits. The standards of s. 2.1 must be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to s. 8.0 *Amendments,* the community shall apply for a Letter of Map Revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNRWDNR through the LOMC process.

2.3 CHAPTER 30, 31, WIS. STATS., DEVELOPMENT

Development which requires a permit from the Department, under chs. 30 and 31, Stats., such as docks, piers, wharves, bridges, culverts, dams, and navigational aids, may be allowed if the necessary permits are obtained and amendments to the floodplain zoning ordinanceis article are made according to s. 8.0 *Amendments*.

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2.4 PUBLIC OR PRIVATE CAMPGROUNDS

Public or private campgrounds shall have a low flood damage potential and shall meet the following provisions:

1) The campground is approved by the Department of Agriculture, Trade and Consumer Protection.

2) A land use permit for the campground is issued by the zoning administratorDirector of Community Development.

3) The character of the river system and the campground elevation are such that a 72-hour warning of an impending flood can be given to all campground occupants.

4) There is an adequate flood warning procedure for the campground that offers the minimum notice required under this section to all persons in the campground. This procedure shall include a written agreement between the campground owner, the floodplain zoning agency or zoning administratorDirector of Community Development, the municipal emergency government coordinator and the chief law enforcement official which specifies the flood elevation at which evacuation shall occur, personnel responsible for monitoring flood elevations, types of warning systems to be used and the procedures for notifying at-risk parties, and the methods and personnel responsible for conducting the evacuation;

5) This agreement shall be for no more than one calendar year, at which time the agreement shall be reviewed and updated - by the officials identified in sub. (4) - to remain in compliance with all applicable regulations, including those of the state Department of Agriculture, Trade and Consumer Protection and all other applicable regulations.

6) All mobile recreational vehicles placed on site must meet one of the following:

   a. Be fully licensed, if required, and ready for highway use; or

   b. Not occupy any site in the campground for more than 180 consecutive days, at which time the recreational vehicle must be removed from the floodplain for a minimum of 24 hours: or

   c. Meet the requirements in either s. 3.0, 4.0, 5.1, or for the floodplain district in which the structure is located.

   A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

7) All camping units that remain on site for more than 30 days shall be issued a limited authorization by the campground operator, a written copy of which is kept on file at the campground. Such authorization shall allow placement of a camping unit consistent with 2.4(6) and shall ensure compliance with all the provisions of this section.

8) The municipality shall monitor the limited authorizations issued by the campground operator to assure compliance with the terms of this section.

9) The campground shall have signs clearly posted at all entrances warning of the flood hazard and the procedures for evacuation when a flood warning is issued; and

10) All service facilities, including but not limited to refuse collection, electrical service, gas lines,

propane tanks, sewage systems and wells shall be properly anchored and placed at or floodproofed to the flood protection elevation; and

11) Standards for structures in a campground:

a. All structures must comply with section 2.4 or meet the applicable requirements in ss. 3.0, 4.0, 5.1, or for the floodplain district in which the structure is located.

b. Deck/landing-a portable landing may be allowed for a camping unit for each entry provided that the landing is not permanently attached to the ground or camping unit, is no more than 200 square feet in size, shall be portable, contain no walls or roof, and can be removed from the campground by a truck and/or trailer. Sections of such portable landings may be placed together to form a single deck not greater than 200 square feet at one entry point. Provisions for the removal of these temporary landings during flood events must be addressed within the written agreement with the municipality compliant with section 2.4(4). Any such deck/landing structure may be constructed at elevations lower than the flood protection elevation but must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

c. Decks/patios that are constructed completely at grade may be allowed but must also comply with applicable shoreland zoning standards.

d. Camping equipment and appurtenant equipment in the campground may be allowed provided that the equipment is not permanently attached to the ground or camping unit, is not used as a habitable structure, and must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood. Provisions for the removal of this equipment during flooding events shall be addressed within the written agreement with the municipality compliant with section 2.4(4).

e. Once a flood warning in the written agreement has been issued for the campground, the campground owner or the designated operator shall ensure that all persons, camping units, decks, camping equipment and appurtenant equipment in the campground shall be evacuated within the timelines specified within the written agreement with the municipality compliant with section 2.4(4).

12) A land use permit shall be obtained as provided under 7.1(2) before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated.

1.0 FLOODWAY DISTRICT (FW)

3.1 APPLICABILITY

This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to s. 5.1(5).

3.2 PERMITTED USES

The following open space uses are allowed in the Floodway District and the floodway areas of the General Floodplain District, if:

- they are not prohibited by any other ordinance.
- they meet the standards in s. 3.3 and 3.4; and
- all permits or certificates have been issued according to s. 7.1.

1) Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture, and wild crop

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harvesting.

2) ~~Nonstructural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.~~

~~3)~~2) Nonstructural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap, and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of s. 3.3(4).

~~4)~~3) Uses or structures accessory to permanent public open space uses or classified as historic structures that comply with s. 3.3 and 3.4.

~~5)~~4) ~~Extraction of sand, gravel or other materials that comply with s. 3.3(4~~).

~~6)~~5) Functionally water-dependent public uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with chs. 30 and 31, Stats.

~~7)~~6) Public utilities, streets and bridges that comply with s. 3.3(3).

~~8) Portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and Ch. SPS 383, Wis. Adm. Code.~~

~~9)~~7) Public or private wells used to obtain potable water for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.

~~10) Wastewater treatment ponds or facilities permitted under s. NR 110.15(3)(b), Wis. Adm. Code.~~

~~11)~~8) Sanitary sewer or water supply lines to service existing or proposed development located outside the floodway that complies with the regulations for the floodplain area occupied.

3.3 STANDARDS FOR DEVELOPMENT IN THE FLOODWAY

1) GENERAL

a. Any development in the floodway shall comply with s. 2.0 and have a low flood damage potential.

b. Applicants shall provide an analysis calculating the effects of this proposal on the regional flood height to determine the effects of the proposal according to s. 2.1 and 7.1(2)(c). The analysis must be completed by a registered professional engineer in the state of Wisconsin.

c. Any encroachment in the regulatory floodway is prohibited unless the data submitted for subd. 3.3(1)(b) above demonstrates that the encroachment will cause no increase in flood elevations in flood events up to the base flood at any location or removes the encroached area from the regulatory floodway as provided in s. 1.5(5).

~~c.~~d. All setbacks, offsets and lot coverage requirements in the FW district shall be the same as the regulations found in the comparable residential zoning district with a minimum lot size smaller than, but closest in size to, the property.

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2) STRUCTURES

Structures accessory to permanent public open space uses, including utility and sanitary facilities, or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

a. Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage.

b. Shall either have the lowest floor elevated to or above the flood protection elevation or shall meet all the following standards:

   1. Have the lowest floor elevated to or above the regional flood elevation and be dry floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water and completely dry to the flood protection elevation without human intervention during flooding.

   2. Have structural components capable of meeting all provisions of Section 3.3(2)(g) and.

   3. Be certified by a registered professional engineer or architect, through the use of a Federal Emergency Management Agency Floodproofing Certificate, that the design and methods of construction are in accordance with Section 3.3(2)(g).

c. Must be anchored to resist flotation, collapse, and lateral movement.

d. Mechanical and utility equipment must be elevated to or above the flood protection elevation; and

e. Must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

f. For a structure designed to allow the automatic entry of floodwaters below the Regional Flood Elevation, the applicant shall submit a plan that meets s. 3.3(2)(a) through 3.3(2)(e) and meets or exceeds the following standards:

   1. The lowest floor must be elevated to or above the regional flood elevation.

   2. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.

   3. the bottom of all openings shall be no higher than one foot above the lowest adjacent grade; openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters, otherwise must remain open.

   4. The use must be limited to parking, building access or limited storage.

g. Certification: Whenever floodproofing measures are required, a registered professional engineer or architect shall certify that the following floodproofing measures will be utilized, where appropriate, and are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the regional flood:

   1. Reinforcement of floors and walls to resist rupture, collapse, or lateral movement caused by water pressures or debris buildup.

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2. Construction of wells, water supply systems and waste treatment systems so as to prevent the entrance of flood waters in such systems and must be in accordance with provisions in Sections 3.4(4) and 3.4(5).

3. Subsurface drainage systems to relieve external pressures on foundation walls and basement floors.

4. Cutoff valves on sewer lines or the elimination of gravity flow basement drains; and

5. Placement of utilities to or above the flood protection elevation.

3) PUBLIC UTILITIES, STREETS AND BRIDGES
Public utilities, streets and bridges may be allowed by permit, if:

a. Adequate floodproofing measures are provided to the flood protection elevation; and

b. Construction meets the development standards of s. 2.1.

4) FILLS OR DEPOSITION OF MATERIALS
Fills or deposition of materials may be allowed by permit, if:

a. The requirements of s. 2.1 are met.

b. No material is deposited in navigable waters unless a permit is issued by the Department pursuant to ch. 30, Stats., and a permit pursuant to s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and all other requirements have been met.

c. The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and

d. The fill is not classified as a solid or hazardous material.

3.4 PROHIBITED USES
All uses not listed as permitted uses in s. 3.2 are prohibited, ~~including the following uses:~~

~~Habitable structures, structures with high flood damage potential, or those not associated with permanent open-space uses.~~

~~Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life.~~

~~Uses not in harmony with or detrimental to uses permitted in the adjoining districts.~~

~~Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and ch. SPS 383, Wis. Adm. Code.~~

~~Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and chs. NR 811 and NR 812, Wis. Adm. Code.~~

~~Any solid or hazardous waste disposal sites.~~

~~Any wastewater treatment ponds or facilities, except those permitted under s. NR 110.15(3)(b), Wis. Adm. Code; and~~

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~~Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.~~

4.0 FLOODFRINGE OVERLAY DISTRICT (FFO)

4.1 APPLICABILITY

This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified pursuant to s. 5.1(5).

4.2 PERMITTED USES

Any structure, land use, or development is allowed in the Floodfringe District if the standards in s. 4.3 are met, the use is not prohibited by this, or any other ordinance or regulation and all permits or certificates specified in s. 7.1 have been issued.

4.3 STANDARDS FOR DEVELOPMENT IN THE FLOODFRINGE

In addition to the requirements of the underlying base zoning district and division 2 of this article, the following requirements according to the use requested shall also apply. In the event of a conflict between the requirements of the base zoning district, and the provisions below, the more restrictive provision shall apply.~~Section 2.0 shall apply in addition to the following requirements, in addition to the base zoning district, according to the use requested.~~ Any existing structure in the floodfringe must meet the requirements of s. 6.0 *Nonconforming Uses*.~~:~~

(1) RESIDENTIAL USES

Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards. Any existing structure in the floodfringe must meet the requirements of s. 6.0 *Nonconforming Uses*;

a) All new construction, including placement of manufactured homes, and substantial improvement of residential structures, shall have the lowest floor elevated to or above the flood protection elevation on fill. The fill around the structure shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure. No area may be removed from the floodfringe district unless it can be shown to meet s. 1.5(5).

b) Notwithstanding s. 4.3 (1)(a), a basement or crawlspace floor may be placed at the regional flood elevation if the basement or crawlspace is designed to make all portions of the structure below the flood protection elevation watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. No floor of any kind is allowed below the regional flood elevation.

Commented [CVH1]: Replace with "one (1) foot above regional flood elevation" for CRS communities.

BFE +1 required for CRS.

c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in subd. (d).

d) In developments where existing street or sewer line elevations make compliance with subd. (c) impractical, the municipality may permit new development and substantial improvements where roads are below the regional flood elevation, if:

1. The municipality has written assurance from police, fire and emergency services that rescue, and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or

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2. The municipality has a ~~DNR~~WDNR-approved emergency evacuation plan that follows acceptable hazard mitigation planning guidelines.

(2) ACCESSORY STRUCTURES OR USES

~~In addition to s. 2.0, n~~New construction and substantial improvements of Accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) COMMERCIAL USES

~~In addition to s. 2.0 u~~Unless otherwise prohibited, any commercial structure which is erected, altered, or moved into the floodfringe shall meet the requirements of s. 4.3(1). Subject to the requirements of s. 4.3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(4) MANUFACTURING AND INDUSTRIAL USES

~~In addition to s. 2.0, u~~Unless otherwise prohibited, any manufacturing or industrial structure which is erected, altered, or moved into the floodfringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in s 7.5. Subject to the requirements of s. 4.3(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) STORAGE OF MATERIALS

Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish, or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with s. 7.5. Adequate measures, as determined by the Department of Community ~~shall~~Development shall be taken to ensure that such materials will not enter the water body during flooding.

(6) PUBLIC UTILITIES, STREETS AND BRIDGES

All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and

a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with s. 7.5.

b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) SEWAGE SYSTEMS

All sewage disposal systems shall be designed to minimize or eliminate infiltration of flood water into the system, pursuant to s. 7.5(3), to the flood protection elevation and meet the provisions of all local ordinances and ch. SPS 383, Wis. Adm. Code.

(8) WELLS

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All wells shall be designed to minimize or eliminate infiltration of flood waters into the system, pursuant to s. 7.5(3), to the flood protection elevation and shall meet the provisions of chs. NR 811 and NR 812, Wis. Adm. Code.

(9) SOLID WASTE DISPOSAL SITES
Disposal of solid or hazardous waste is prohibited in floodfringe areas.

(10) DEPOSITION OF MATERIALS
Any deposited material must meet all the provisions of this ~~ordinance~~article and Section 58.603~~.~~

(11) MANUFACTURED HOMES

a) Owners or operators of all manufactured home parks and subdivisions shall provide adequate surface drainage to minimize flood damage, and prepare, secure approval, and file an evacuation plan, indicating vehicular access and escape routes, with local emergency management authorities.

b) In existing manufactured home parks, all new homes, replacement homes on existing pads, and substantially improved homes shall:

1. have the lowest floor elevated to the flood protection elevation; and

2. be anchored so they do not float, collapse, or move laterally during a flood.

c) Outside of existing manufactured home parks, including new manufactured home parks and all single units outside of existing parks, all new, replacement and substantially improved manufactured homes shall meet the residential development standards for the floodfringe in s. 4.3(1).

(12) MOBILE RECREATIONAL VEHICLES
All mobile recreational vehicles must be on site ~~for less~~ in accordance with 58.441 (11) ~~than 180 consecutive days~~ and be ~~either:~~

a) fully licensed and ready for highway use; or

b) shall meet the elevation and anchoring requirements in s. 4.3 (11)(b) and (c).

A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.

5.0 OTHER FLOODPLAIN DISTRICTS

5.1 GENERAL FLOODPLAIN DISTRICT (GFP)

1) APPLICABILITY

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The provisions for the General Floodplain District shall apply to development in all floodplains mapped as A, AO, AH, and in AE zones within which a floodway is not delineated on the Flood Insurance Rate Maps identified in s. 1.5(2)(a).

2) FLOODWAY BOUNDARIES
For proposed development in zone A, or in zone AE within which a floodway is not delineated on the Flood Insurance Rate Map identified in s. 1.5(2)(a), the boundaries of the regulatory floodway shall be determined pursuant to s. 5.1(5). If the development is proposed to encroach upon the regulatory floodway, the development is subject to the standards of s 3.0. If the development is located entirely within the floodfringe, the development is subject to the standards of s. 4.0.

3) PERMITTED USES
Pursuant to s. 5.1(5) it shall be determined whether the proposed use is located within the floodway or floodfringe. Those uses permitted in the Floodway (s. 3.2) and Floodfringe (s. 4.2) Districts are allowed within the General Floodplain District, according to the standards of s. 5.1(4) provided that all permits or certificates required under s. 7.1 have been issued.

4) STANDARDS FOR DEVELOPMENT IN THE GENERAL FLOODPLAIN DISTRICT
Section 3.0 applies to floodway areas, determined to pursuant to 5.1(5); Section 4.0 applies to floodfringe areas, determined to pursuant to 5.1(5).

a) New construction and substantial improvement of structures in zone AO shall have the lowest floor, including basement, elevated:

1. To or above the depth, in feet, as shown on the FIRM above the highest adjacent natural grade; or

2. If the depth is not specified on the FIRM, two (2) above the highest adjacent natural grade or higher.

b) New Construction and substantial improvement of structures in zone AH shall have the lowest floor, including basement, elevated to or above the flood protection elevation.

c) In AO/AH zones, provide adequate drainage paths to guide floodwaters around structures.

d) All development in zones AO and zone AH shall meet the requirements of s. 4.0 applicable to flood fringe areas.

5) DETERMINING FLOODWAY AND FLOODFRINGE LIMITS
Upon receiving an application for development within zone A, or within zone AE where a floodway has not been delineated on the Flood Insurance Rate Maps, the ~~zoning administrator~~Director of Community Development shall:

a) Require the applicant to submit two copies of an aerial photograph or a plan which shows the proposed development with respect to the general floodplain district limits, stream channel, and existing floodplain developments, along with a legal description of the property, fill limits and elevations, building floor elevations and flood proofing measures and the flood zone as shown on the FIRM.

b) Require the applicant to furnish any of the following information deemed necessary by the Department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and to determine floodway boundaries.

1. A Hydrologic and Hydraulic Study as specified in s. 7.1(2)(c).

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The CRS prerequisite applies to AO zones as well as AE z ll zones where a specific elevation is required by NFIP minir standards.

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The CRS prerequisite applies to AO zones as well as AE z ll zones where a specific elevation is required by NFIP minir standards.

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2. Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location, and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information.

3. Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

5.2 FLOOD STORAGE DISTRICT

The flood storage district delineates that portion of the floodplain where storage of floodwaters has been taken into account and is relied upon to reduce the regional flood discharge. The district protects the flood storage areas and assures that any development in the storage areas will not decrease the effective flood storage capacity which would cause higher flood elevations.

(1) APPLICABILITY

The provisions of this section apply to all areas within the Flood Storage District (FSD), as shown on the official floodplain zoning maps.

(2) PERMITTED USES

Any use or development which occurs in a flood storage district must meet the applicable requirements in s. 4.3.

(3) STANDARDS FOR DEVELOPMENT IN FLOOD STORAGE DISTRICTS

a. Development in a flood storage district shall not cause an increase equal or greater than 0.00 of a foot in the height of the regional flood.

b. No development shall be allowed which removes flood storage volume unless an equal volume of storage as defined by the pre-development ground surface and the regional flood elevation shall be provided in the immediate area of the proposed development to compensate for the volume of storage, which is lost, (compensatory storage). Excavation below the groundwater table is not considered to provide an equal volume of storage.

c. If compensatory storage cannot be provided, the area may not be developed unless the entire area zoned as flood storage district – on this waterway – is rezoned to the floodfringe district. This must include a revision to the floodplain study and map done for the waterway to revert to the higher regional flood discharge calculated without floodplain storage, as per s. 8.0 *Amendments* of this ~~ordinance~~article.

d. No area may be removed from the flood storage district unless it can be shown that the area has been filled to the flood protection elevation and is contiguous to other lands lying outside of the floodplain.

2.0 NONCONFORMING USES

6.1 GENERAL

1) Applicability

a) The standards in this section shall apply to all uses and buildings that do not conform to the provisions contained within a floodplain zoning ordinance or with s. 87.30, Stats. and §§ NR 116.12-14, Wis. Adm. Code and 44 CFR 59-72., these standards shall apply to all modifications or additions to any nonconforming use or structure and to the use of any structure or premises which was lawful before the passage of this ordinance or any

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amendment thereto. A party asserting existence of a lawfully established nonconforming use or structure has the burden of proving that the use or structure was compliant with the floodplain zoning ordinance in effect at the time the use or structure was created.

b) As permit applications are received for additions, modifications, or substantial improvements to nonconforming buildings in the floodplain, municipalities shall develop a list of those nonconforming buildings, their present equalized assessed value, and a list of the costs of those activities associated with changes to those buildings.

2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this ~~ordinance~~article may continue subject to the following conditions:

a) No modifications or additions to a nonconforming use or structure shall be permitted unless they comply with this ~~ordinance~~article. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance.

The construction of a ~~deck~~single deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification, or addition. The roof of the structure may extend over ~~a portion~~ 16 square feet of the deck at a doorway in order to provide safe ingress and egress to the principal structure.

b) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this ~~ordinance~~article.

c) The municipality shall keep a record which lists all nonconforming uses and nonconforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent.

d) No modification or addition to any nonconforming structure or any structure with a nonconforming use, which over the life of the structure would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ~~ordinance~~article. If the cost exceeds 50% as defined above, ~~c~~Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1). The costs of elevating the lowest floor of a nonconforming building or a building with a nonconforming use to the flood protection elevation are excluded from the 50% provisions of this paragraph.

e) No maintenance on a per event basis to any nonconforming structure or any structure with a nonconforming use, the cost of which would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ~~ordinance~~article. If the cost exceeds 50% as defined above, ~~C~~contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1). Maintenance to any nonconforming structure, which does not exceed 50% of its present equalized assessed value on a per event basis, does not count against the cumulative calculations over the life of the structure for substantial improvement calculations.

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f) If on a per event basis the total value of the work being done under (d) and (e) equals or exceeds 50% of the present equalized assessed value, the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ~~ordinance~~article. Contiguous dry land access must be provided for residential and commercial uses in compliance with s. 4.3(1).

g) Except as provided in subd. (h), if any nonconforming structure or any structure with a nonconforming use is destroyed or is substantially damaged by a flood, it cannot be replaced, reconstructed, or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50% of the structure's present equalized assessed value.

h) For nonconforming buildings that are substantially damaged or destroyed by a nonflood disaster, the repair or reconstruction of any such nonconforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the following minimum requirements are met, and all required permits have been granted prior to the start of construction:

1. Residential Structures

   a. Shall have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts, or perimeter walls. Perimeter walls must meet the requirements of s. 7.5(2).

   b. Shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be constructed with methods and materials resistant to flood damage.

   c. Shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.

   d. In A Zones, obtain, review, and utilize any flood data available from a federal, state or other source.

   e. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 5.1(4).

   f. in AO Zones, shall have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.

   ~~f.~~g. Contiguous dryland access is not required.

2. Nonresidential Structures

   a. Shall meet the requirements of s. 6.1(2)(h)1a-f.

   b. Shall either have the lowest floor, including basement, elevated to or above the regional flood elevation; or, together with attendant utility and sanitary facilities, shall meet the standards in s. 7.5 (1) or (2).

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c. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in s. 5.1(4).

3) A nonconforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with s. 3.3 (1), flood resistant materials are used, and construction practices and floodproofing methods that comply with s. 7.5 are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of s. 6.1 (2)(h)1 if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.

4) Notwithstanding anything in this chapter to the contrary, modifications, additions, maintenance, and repairs to a nonconforming building shall not be prohibited based on cost and the building's nonconforming use shall be permitted to continue if:

a) Any living quarters in the nonconforming building are elevated to be at or above the flood protection elevation;

b) The lowest floor of the nonconforming building, including the basement, is elevated to or above the regional flood elevation;

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c) The nonconforming building is permanently changed to conform to the applicable requirements of 2.0;

d) If the nonconforming building is in the floodway, the building is permanently changed to conform to the applicable requirements of 3.3(1), 3.3(2)(b) through (e), 3.3(3), 3.3(4), and 6.2. Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4);

e) If the nonconforming building is in the floodfringe, the building is permanently changed to conform to the applicable requirements of 4.3 and 6.3;

f) Repair or reconstruction of nonconforming structures and substantial improvements of residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation;

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g) Repair or reconstruction of nonconforming structures and substantial improvements of non-residential buildings in zones A1-30, AE, and AH must have the lowest floor (including basement) elevated to or above the base flood elevation, or (together with attendant utility and sanitary facilities) be designed so that below the base flood elevation the building is watertight with walls substantially impermeable to the passage of water and with structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy:

i. Where a non-residential structure is intended to be made watertight below the base flood elevation, a registered professional engineer or architect must develop and/or review structural design, specifications, and plans for the construction, and must certify that the design and methods of construction are in accordance with accepted standards of practice for meeting the provisions of s. 6.1(4)(g) above.

ii. The community must maintain a record of such certification including the specific elevation to which each such structure is floodproofed;

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h) Fully enclosed areas below the lowest floor of repair or reconstruction of nonconforming structures and substantial improvements in zones A1-30, AE, and AH that are usable solely for parking of vehicles, building access, or storage, must be designed to adequately equalize hydrostatic forces on exterior walls by allowing for the entry and exit of floodwaters. Subsequent improvements to repaired or reconstructed nonconforming structures must not increase the degree of their nonconformity. Designs for meeting this requirement must either be certified by a registered professional engineer or architect, or meet the following criteria:

i. A minimum of two openings into each enclosed area must be located below the base flood elevation and provide a total net area of not less than one square inch for every square foot of enclosed area.

ii. The bottom of all openings must be no higher than one foot above the adjacent grade.

iii. Openings may be equipped with screens, louvers, valves, or other coverings if they permit the automatic entry and exit of floodwaters;

~~i) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH outside of a manufactured home park or subdivision, in a new manufactured home park or subdivision, in an expansion to an existing manufactured home park or subdivision, or in an existing manufactured home park or subdivision on which a manufactured home has incurred substantial damage as a result of flood, must be elevated on a permanent foundation such that the lowest floor of the manufactured home is at or above the base flood elevation, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;~~

~~j) Manufactured homes that are placed or substantially improved within zones A1-30, AE, and AH on existing sites in an existing manufactured home park that is not undergoing expansion and on which a manufactured home has not incurred substantial damage as a result of flood must be elevated so that either the lowest floor of the manufactured home is at or above the base flood elevation, or the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade, and be securely anchored to an adequately anchored foundation system to resist flotation, collapse, and lateral movement;~~

~~k)~~i) Recreational vehicles placed on sites within zones A1-30, AH, and AE shall~~:~~ ~~be~~ must ~~either:~~

i. Comply with the provisions of sec. 58-441(11)~~Be on site for fewer than 180 consecutive days;~~ ~~in accordance with 58.441 (11)~~ ~~or~~ and

ii. Be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions); ~~or~~

~~iii. Meet the elevation and anchoring requirements for manufactured homes in s. 6.1(4)(i) above;~~

~~l)~~j) In a regulatory floodway that has been delineated on the FIRM in zone A1-30 or AE, encroachments, including repair or reconstruction of nonconforming structures, substantial improvement, or other development (including fill) must be prohibited unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment will not result in any increase

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in flood levels within the community during the occurrence of the base flood discharge. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;

~~m)~~k) In zone A, the community must obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state, or other source as criteria for requiring repair or reconstruction of nonconforming structures, substantial improvement, and other development to meet ss. 6.1(4)(f) through (l) (inclusive) above. Any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;

~~n)~~l) In zones A1-30 or AE where a regulatory floodway has not been delineated on the FIRM, repair or reconstruction of nonconforming structures, substantial improvement, or any development that adds additional fill or creates an encroachment in the floodplain from beyond the original nonconforming structure's 3-D building envelope must determine the floodway in accordance with section 5.1(5). If the encroachment is in the floodway, it must meet the standards in section 3.3(4). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity;

~~o)~~m) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of residential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified). Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity; or

~~p)~~n) In zone AO, repair or reconstruction of nonconforming structures and substantial improvements of nonresidential structures must have the lowest floor (including basement) elevated above the highest adjacent grade at least as high as the depth number specified in feet on the FIRM (at least two feet if no depth number is specified), or (together with attendant utility and sanitary facilities) be structurally dry-floodproofed to that level according to the standard specified in s. 6.1(4)(g) above. Subsequent improvements to repair or reconstructed nonconforming structures must not increase the degree of their nonconformity.

6.2 FLOODWAY DISTRICT

1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use in the Floodway District, unless such modification or addition:

   a) Has been granted a permit or variance which meets all ordinance requirements.

   b) Meets the requirements of s. 6.1.

   c) Shall not increase the obstruction to flood flows or regional flood height.

   d) Any addition to the existing structure shall be floodproofed, pursuant to s. 7.5, by means other than the use of fill, to the flood protection elevation; and,

   e) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:

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1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade.

2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials.

3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

4. The use must be limited to parking, building access or limited storage.

2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the Floodway District. Any replacement, repair, or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, s. 7.5(3) and Ch. SPS 383, Wis. Adm. Code.

3) No new well or modification to an existing well used to obtain potable water shall be allowed in the Floodway District. Any replacement, repair, or maintenance of an existing well in the Floodway District shall meet the applicable requirements of all municipal ordinances, s. 7.5(3) and chs. NR 811 and NR 812, Wis. Adm. Code.

6.3 FLOODFRINGE DISTRICT

1) No modification or addition shall be allowed to any nonconforming structure or any structure with a nonconforming use unless such modification or addition has been granted a permit or variance by the municipality and meets the requirements of s. 4.3 except where s. 6.3(2) is applicable.

2) Where compliance with the provisions of subd. (1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the Board of Appeals, using the procedures established in s. 7.3, may grant a variance from those provisions of subd. (1) for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

   a) No floor is allowed below the regional flood elevation for residential or commercial structures.

   b) Human lives are not endangered.

   c) Public facilities, such as water or sewer, shall not be installed.

   d) Flood depths shall not exceed two feet.

   e) Flood velocities shall not exceed two feet per second; and

   f) The structure shall not be used for storage of materials as described in s. 4.3(5).

3) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, s. 7.5 (3) and ch. SPS 383, Wis. Adm. Code.

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4) All new wells, or addition to, replacement, repair, or maintenance of a well shall meet the applicable provisions of this ~~ordinance~~article, s. 7.5 (3) and ch. NR 811 and NR 812, Wis. Adm. Code.

6.4 FLOOD STORAGE DISTRICTS

No modifications or additions shall be allowed to any nonconforming structure in a flood storage area unless the standards outlined in 5.2(3) are met.

7.0 ADMINISTRATION

~~Where a zoning administrator, planning agency or a board of appeals has already been appointed to administer a zoning ordinance adopted under ss. 62.23(7), Stats., these officials shall also administer this ordinance.~~The department of community development shall administer this article.

~~1.1~~7.1 DIRECTOR OF COMMUNITY DEVELOPMENT

1) DUTIES AND POWERS

The Director of Community Development or its designee is authorized to administer this ~~ordinance~~article and shall have the following duties and powers:

a) Advise applicants of the ~~ordinance~~ provisions of this article, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.

b) Issue permits and inspect properties for compliance with provisions of this ~~ordinance~~ article and issue certificates of compliance where appropriate.

c) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.

d) Keep records of all official actions such as:
   1. All permits issued, inspections made, and work approved.
   2. Documentation of certified lowest floor and regional flood elevations.
   3. Floodproofing certificates.
   4. Water surface profiles, floodplain zoning maps and ordinances, nonconforming uses and structures including changes, appeals, variances and amendments.
   5. All substantial damage assessment reports for floodplain structures.
   6. List of nonconforming structures and uses.

e) Submit copies of the following items to the Department Regional office:
   1. Within 10 days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments.
   2. Copies of case-by-case analyses and other required information.
   3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.

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f) Investigate, prepare reports, and report violations of this ~~ordinance~~article to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the Department Regional office.

g) Submit copies of amendments to the FEMA Regional office.

2) BUILDING PERMIT
A building permit shall be obtained before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the department of community development shall include:

a) GENERAL INFORMATION

1. Name and address of the applicant, property owner and contractor.

2. Legal description, proposed use, and whether it is new construction or a modification.

b) SITE DEVELOPMENT PLAN
A site plan drawn to scale shall be submitted with the permit application form and shall contain:

1. Location, dimensions, area and elevation of the lot.

2. Location of the ordinary highwater mark of any abutting navigable waterways.

3. Location of any structures with distances measured from the lot lines and street center lines.

4. Location of any existing or proposed on-site sewage systems or private water supply systems.

5. Location and elevation of existing or future access roads.

6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps.

7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD).

8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of s. 3.0 or 4.0 are met; and

9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to s. 2.1. This may include any of the information noted in s. 3.3(1).

c) HYDRAULIC AND HYDROLOGIC STUDIES TO ANALYZE DEVELOPMENT
All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the State. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed and approved by the Department.

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1. Zone A floodplains and in AE zones within which a floodway is not delineated:
   a. Hydrology
      i. The appropriate method shall be based on the standards in ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge.*

   b. Hydraulic modeling
      The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

      i. determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.

      ii. channel sections must be surveyed.

      iii. minimum four-foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.

      iv. a maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope including a survey of the channel at each location.

      v. the most current version of HEC-RAS shall be used.

      vi. a survey of bridge and culvert openings and the top of road is required at each structure.

      vii. additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.

      viii. standard accepted engineering practices shall be used when assigning parameters for the base model such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high-water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.

      ix. the model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.

   c. Mapping
      A work map of the reach studied shall be provided, showing all cross-section locations, floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.

      i. If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.

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ii. If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

2. Zone AE Floodplains

a. Hydrology
If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on ch. NR 116.07(3), Wis. Admin. Code, *Hydrologic Analysis: Determination of Regional Flood Discharge.*

b. Hydraulic model
The regional flood elevation shall be based on the standards in ch. NR 116.07(4), Wis. Admin. Code, *Hydraulic Analysis: Determination of Regional Flood Elevation* and the following:

i. Duplicate Effective Model
The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot.

ii. Corrected Effective Model.
The Corrected Effective Model shall not include any man-made physical changes since the effective model date but shall import the model into the most current version of HEC-RAS for Department review.

iii. Existing (Pre-Project Conditions) Model.
The Existing Model shall be required to support conclusions about the actual impacts of the project associated with the Revised (Post-Project) Model or to establish more up-to-date models on which to base the Revised (Post-Project) Model.

iv. Revised (Post-Project Conditions) Model.
The Revised (Post-Project Conditions) Model shall incorporate the Existing Model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.

v. All changes to the Duplicate Effective Model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.

vi. Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and result in water surface elevations and top widths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The Effective Model shall not be truncated.

c. Mapping
Maps and associated engineering data shall be submitted to the Department for review which meet the following conditions:

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i. Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, bridge plans.

ii. Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.

iii. Annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries.

iv. If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used, then all supporting documentation or metadata must be included with the data submission along with the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications.

v. The revised floodplain boundaries shall tie into the effective floodplain boundaries.

vi. All cross sections from the effective model shall be labeled in accordance with the effective map and a cross section lookup table shall be included to relate to the model input numbering scheme.

vii. Both the current and proposed floodways shall be shown on the map.

viii. The stream centerline, or profile baseline used to measure stream distances in the model shall be visible on the map.

d) EXPIRATION
All permits issued under the authority of this ~~ordinance~~article shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause. If the permitted work has not started within 180 days of the permit date, the development must comply with any regulation, including any revision to the FIRM or FIS, that took effect after the permit date.

3) CERTIFICATE OF COMPLIANCE
No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt, or replaced shall be occupied until a certificate of compliance is issued by the ~~zoning administrator~~Director of Community Development, except where no permit is required, subject to the following provisions:

a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this ~~ordinance~~article;

b) Application for such certificate shall be concurrent with the application for a permit;

c) If all ordinance provisions are met, the certificate of compliance shall be issued within 10 days after written notification that the permitted work is completed;

d) The applicant shall submit a certification signed by a registered professional engineer, architect, or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of s. 7.5 are met.

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e) Where applicable pursuant to s. 5.1(4), the applicant must submit a certification by a registered professional engineer or surveyor of the elevation of the bottom of the lowest horizontal structural member supporting the lowest floor (excluding pilings or columns), and an indication of whether the structure contains a basement.

f) Where applicable pursuant to s. 5.1(4), the applicant must submit certifications by a registered professional engineer or architect that the structural design and methods of construction meet accepted standards of practice as required by s. 5.1(4).

4) OTHER PERMITS
Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including but not limited to those required by the U.S. Army Corps of Engineers under s. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

7.2 ~~AGENCY~~THE DEPARTMENT OF COMMUNITY DEVELOPEMENT

1) The Department of Community Development shall:

a) oversee the functions of the office and

b) review and advise the governing body on all proposed amendments to this ~~ordinance~~article, maps, and text.

c) publish adequate notice pursuant to Ch. 985, Stats., specifying the date, time, place, and subject of the public hearing.

2) The Department of Community Development shall not:

a) grant variances to the terms of th~~is~~ article ~~ordinance~~ in place of action by the Board of Appeals; or

b) amend the text or zoning maps in place of official action by the governing body.

7.3 BOARD OF APPEALS

The Board of Appeals, created under s.62.23(7)(e), Stats., is hereby authorized or shall be appointed to act for the purposes of this ~~ordinance~~article. The Board shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The Director of Community Development shall not be the secretary of the Board.

1) POWERS AND DUTIES
The Board of Appeals shall:
a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this ~~ordinance~~article.

b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and

c) Variances - Hear and decide, upon appeal, variances from the ~~ordinance~~ standards of this article.

2) APPEALS TO THE BOARD

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a) Appeals to the board may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the ~~zoning administrator~~Director of Community Development or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the board all records regarding the matter appealed.

b) NOTICE AND HEARING FOR APPEALS INCLUDING VARIANCES

1. Notice - The board shall:

   a. Fix a reasonable time for the hearing.
   b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place, and subject of the hearing; and
   c. Assure that notice shall be mailed to the parties in interest and the Department Regional office at least 10 days in advance of the hearing.

2. Hearing - Any party may appear in person or by agent. The board shall:
   a. Resolve boundary disputes according to s. 7.3(3).
   b. Decide variance applications according to s. 7.3(4); and
   c. Decide appeals of permit denials according to s. 7.4.

c) DECISION: The final decision regarding the appeal or variance application shall:

1. Be made within a reasonable time.

2. Be sent to the Department Regional office within 10 days of the decision.

3. Be a written determination signed by the chairman or secretary of the Board.

4. State the specific facts which are the basis for the Board's decision.

5. Either affirm, reverse, vary or modify the order, requirement, decision, or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and

6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the Board proceedings.

3) BOUNDARY DISPUTES

The following procedure shall be used by the Board in hearing disputes concerning floodplain district boundaries:

a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary.

b) The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the Board; and

c) If the boundary is incorrectly mapped, the Board should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to s. 8.0 *Amendments*.

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4) VARIANCE

a) The Board may, upon appeal, grant a variance from the standards of this ~~ordinance~~article if an applicant convincingly demonstrates that:

1. Literal enforcement of th~~is~~is~~e ordinance~~ article will cause unnecessary hardship.

2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended.

3. The variance is not contrary to the public interest; and

4. The variance is consistent with the purpose of this ~~ordinance~~article in s. 1.3.

b) In addition to the criteria in subd. (a), to qualify for a variance under FEMA regulations, the Board must find that the following criteria have been met:

1. The variance shall not cause any increase in the regional flood elevation.

2. The applicant has shown good and sufficient cause for issuance of the variance.

3. Failure to grant the variance would result in exceptional hardship.

4. Granting the variance will not result in additional threats to public safety, extraordinary expense, create a nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.

5. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.

c) A variance shall not:

1. Grant, extend or increase any use prohibited in the zoning district.

2. Be granted for a hardship based solely on an economic gain or loss.

3. Be granted for a hardship which is self-created.

4. Damage the rights or property values of other persons in the area.

5. Allow actions without the amendments to this ~~ordinance~~article or map(s) required in s. 8.0 *Amendments*; and

6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.

d) When a floodplain variance is granted, the Board ~~shall~~ may notify the applicant in writing that it may increase risks to life and property and flood insurance premiums could increase up to $25.00 per $100.00 of coverage. A copy shall be maintained with the variance record.

7.4 TO REVIEW APPEALS OF PERMIT DENIALS

(1) The ~~Zoning Agency (s. 7.2) or~~ Board shall review all data related to the appeal. This may include:

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a. Permit application data listed in s. 7.1(2).

b. Floodway/floodfringe determination data in s. 5.1(5).

c. Data listed in s. 3.3(1)(b) where the applicant has not submitted this information to the ~~zoning administrator~~Director of Community Development; and

d. Other data submitted with the application or submitted to the Board with the appeal.

(2) For appeals of all denied permits the Board shall:

a. Follow the procedures of s. 7.3.

b. Consider zoning agency recommendations; and

c. Either uphold the denial or grant the appeal.

(3) For appeals concerning increases in regional flood elevation the Board shall:

a. Uphold the denial where the Board agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of s. 8.0 *Amendments*; and

b. Grant the appeal where the Board agrees that the data properly demonstrates that the project does not cause an increase provided no other reasons for denial exist.

7.5 FLOODPROOFING STANDARDS

(1) No permit or variance shall be issued for a non-residential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to or above the flood protection elevation and submits a FEMA Floodproofing Certificate. Floodproofing is not an alternative to the development standards in ss. 2.0, 3.0, 4.0, or 5.1.

(2) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:

a. certified by a registered professional engineer or architect; or

b. meeting or exceeding the following standards:
   1. a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding.
   2. the bottom of all openings shall be no higher than one foot above grade; and
   3. openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(3) Floodproofing measures shall be designed, as appropriate, to:

a. Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors.

b. Protect structures to the flood protection elevation.

c. Anchor structures to foundations to resist flotation and lateral movement.

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d. Minimize or eliminate infiltration of flood waters.

e. Minimize or eliminate discharges into flood waters.

f. Placement of essential utilities to or above the flood protection elevation; and

g. If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:

1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade.

2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials.

3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and

4. The use must be limited to parking, building access or limited storage.

7.6 PUBLIC INFORMATION

(1) All maps, engineering data and regulations shall be available and widely distributed.

8.0 AMENDMENTS

Obstructions or increases may only be permitted if amendments are made to this ~~ordinance~~article, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 8.1.

(1) In AE Zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ~~ordinance~~article, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with s. 8.1. Any such alterations must be reviewed and approved by FEMA and the ~~DNR~~WDNR.

(2) In A Zones increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ~~ordinance~~article, the official floodplain maps, floodway lines, and water surface profiles, in accordance with s. 8.1.

8.1 GENERAL

The governing body shall change or supplement the floodplain zoning district boundaries and this ~~ordinance~~article in the manner outlined in s. 8.2 below. Actions which require an amendment to the ordinance and/or submittal of a Letter of Map Change (LOMC) include, but are not limited to, the following:

(1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height.

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(2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM.

(3) Any changes to any other officially adopted floodplain maps listed in s. 1.5 (2)(b).

(4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain.

(5) Correction of discrepancies between the water surface profiles and floodplain maps.

(6) Any upgrade to a floodplain zoning ordinance text required by s. NR 116.05, Wis. Adm. Code, or otherwise required by law, or for changes by the municipality; and

(7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

8.2 PROCEDURES

Ordinance amendments may be made upon petition of any party according to the provisions of s. 62.23, Stats. The petitions shall include all data required by s. 5.1(5) and 7.1(2). The Building Permit shall not be issued until a Letter of Map Revision is issued by FEMA for the proposed changes.

(1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the Department Regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of s. 62.23, Stats.

(2) No amendments shall become effective until reviewed and approved by the Department.

(3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

9.0 ENFORCEMENT AND PENALTIES

~~10.0~~ Any violation of the provisions of this article by any person or entity shall be unlawful and an offense under this article, punishable as provided in section 1-7 of this code. Each day of continued violation shall constitute a separate offense. Every violation of this article is declared to be a public nuisance and the creation may be enjoined and the maintenance may be abated by action at suit of the City of Mequon, the state, or any citizen thereof pursuant to Wis. Stat. § 87.30. ~~Any violation of the provisions of this ordinance by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty in accordance with Section….of not more than $50.00 (fifty dollars), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to s. 87.30, Stats.~~

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10.0 DEFINITIONS

Unless specifically defined, words and phrases in this ~~ordinance~~article shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural, and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

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1. A ZONES – Those areas shown on the Official Floodplain Zoning Map which would be inundated by the regional flood. These areas may be numbered or unnumbered A Zones. The A Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

2. AH ZONE – See "AREA OF SHALLOW FLOODING".

3. AO ZONE – See "AREA OF SHALLOW FLOODING".

4. ACCESSORY STRUCTURE OR USE – A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.

5. ALTERATION – An enhancement, upgrade or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.

6. AREA OF SHALLOW FLOODING – A designated AO, AH, AR/AO, AR/AH, or VO zone on a community's Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.

7. BASE FLOOD or BASE FLOOD EVENT (BFE) – Means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.

8. BASEMENT – Any enclosed area of a building having more than one-half of the story height below gradeits floor sub-grade on all sides.

9. BUILDING – See STRUCTURE.

10. BULKHEAD LINE – A geographic line along a reach of navigable water that has been adopted by a municipal ordinance and approved by the Department pursuant to s. 30.11, Stats., and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this ordinancearticle.

11. CAMPGROUND – Any parcel of land which is designed, maintained, intended, or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or which is advertised or represented as a camping area.

12. CAMPING UNIT – Any portable device, no more than 400 square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.

13. CERTIFICATE OF COMPLIANCE – A certification issued by the department of community development that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this ordinancearticle.

14. CHANNEL – A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

15. CRAWLWAYS or CRAWL SPACE – An enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.

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16. DECK – An unenclosed exterior structure that has no roof or sides and has a permeable floor which allows the infiltration of precipitation.

17. DEPARTMENT – The Wisconsin Department of Natural Resources.

18. DEVELOPMENT – Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged building, structure, or accessory structure, or the improvement or renovation of any building, structure, or accessory structure, regardless of percentage of damage or improvement; the placement of buildings, structures, or accessory structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

19. DRYLAND ACCESS – A vehicular access route which is above the regional flood elevation, and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and which is wide enough for wheeled rescue and relief vehicles.

20. ENCROACHMENT – Any fill, structure, equipment, use or development in the floodway.

21. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – The federal agency that administers the National Flood Insurance Program.

22. FLOOD INSURANCE RATE MAP (FIRM) – A map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.

23. FLOOD or FLOODING – A general and temporary condition of partial or complete inundation of normally dry land areas caused by one or more of the following conditions:
    - The overflow or rise of inland waters.
    - The rapid accumulation or runoff of surface waters from any source.
    - The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or
    - The sudden increase caused by an unusually high-water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.

24. FLOOD FREQUENCY – The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent (%) chance of occurring in any given year.

25. FLOODFRINGE – That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.

26. FLOOD HAZARD BOUNDARY MAP – A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study and a Flood Insurance Rate Map.

27. FLOOD INSURANCE STUDY – A technical engineering examination, evaluation, and

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determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-Zones. Flood Insurance Rate Maps, that accompany the Flood Insurance Study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.

28. FLOODPLAIN – Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe and may include other designated floodplain areas for regulatory purposes.

29. FLOODPLAIN ISLAND – A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

30. FLOODPLAIN MANAGEMENT – Policy and procedures to ensure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.

31. FLOOD PROFILE – A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

32. FLOODPROOFING – Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.

33. FLOOD PROTECTION ELEVATION – An elevation of two feet of freeboard above the Regional Flood Elevation. (Also see: FREEBOARD.)

34. FLOOD STORAGE – Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.

35. FLOODWAY – The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.

36. FREEBOARD – A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.

37. HABITABLE STRUCTURE – Any structure or portion thereof used or designed for human habitation.

38. HEARING NOTICE – Publication or posting meeting the requirements of Ch. 985, Stats. For appeals, a Class 1 notice, published once at least one week (7 days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (7 days) before the hearing. ~~Local ordinances or bylaws may require additional notice, exceeding these minimums.~~The requirements of sec. 58-43 of this code shall also apply as applicable.

39. HIGH FLOOD DAMAGE POTENTIAL – Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

40. HIGHEST ADJACENT GRADE – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

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41. HISTORIC STRUCTURE – Any structure that is either:
    - Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register.
    - Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district.
    - Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
    - Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior, or by the Secretary of the Interior in states without approved programs.

42. INCREASE IN REGIONAL FLOOD HEIGHT – A calculated upward rise in the regional flood elevation greater than 0.00 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.

43. LAND USE – Any nonstructural use made of unimproved or improved real estate. (Also see DEVELOPMENT.)

44. LOWEST ADJACENT GRADE – Elevation of the lowest ground surface that touches any of the exterior walls of a building.

45. MAINTENANCE – The act or process of ordinary upkeep and repairs, including redecorating, refinishing, nonstructural repairs, or the replacement of existing fixtures, systems or equipment with equivalent fixtures, systems, or structures.

46. MANUFACTURED HOME – A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."

47. MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION – A parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.

48. MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION, EXISTING – A parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this ~~ordinance~~article. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.

49. MOBILE/MANUFACTURED HOME PARK, EXPANSION TO EXISTING – The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring if concrete pads.

50. MOBILE RECREATIONAL VEHICLE – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational

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vehicles."

51. MODEL, CORRECTED EFFECTIVE – A hydraulic engineering model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model.

52. MODEL, DUPLICATE EFFECTIVE – A copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.

53. MODEL, EFFECTIVE – The hydraulic engineering model that was used to produce the current effective Flood Insurance Study.

54. MODEL, EXISTING (PRE-PROJECT) – A modification of the Duplicate Effective Model or Corrected Effective Model to reflect any man-made modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model.

55. MODEL, REVISED (POST-PROJECT) – A modification of the Existing or Pre-Project Conditions Model, Duplicate Effective Model or Corrected Effective Model to reflect revised or post-project conditions.

56. MUNICIPALITY or MUNICIPAL – The county, city or village governmental units enacting, administering, and enforcing this zoning ordinance.

57. NAVD or NORTH AMERICAN VERTICAL DATUM – Elevations referenced to mean sea level datum, 1988 adjustment.

58. NGVD or NATIONAL GEODETIC VERTICAL DATUM – Elevations referenced to mean sea level datum, 1929 adjustment.

59. NEW CONSTRUCTION – Structures for which the start of construction commenced on or after the effective date of a floodplain zoning regulation adopted by this community and includes any subsequent improvements to such structures.

60. NON-FLOOD DISASTER – A fire or an ice storm, tornado, windstorm, mudslide, or other destructive act of nature, but excludes a flood.

61. NONCONFORMING STRUCTURE – An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this ~~ordinance~~article for the area of the floodplain which it occupies. (For example, an existing residential structure in the floodfringe district is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is nonconforming.)

62. NONCONFORMING USE – An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this ~~ordinance~~article for the area of the floodplain which it occupies. (Such as a residence in the floodway.)

63. OBSTRUCTION TO FLOW – Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.

64. OFFICIAL FLOODPLAIN ZONING MAP – That map, adopted and made part of this ~~ordinance~~article, as described in s. 1.5(2), which has been approved by the Department and

Attachment: Exhibit A: Draft Model Ordinance (ORDINANCE 2024-1662 : FEMA Model Ord)

FEMA.

65. OPEN SPACE USE – Those uses having a relatively low flood damage potential and not involving structures.

66. ORDINARY HIGHWATER MARK – The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

67. PERSON – An individual~~,~~ or group of individuals, corporation, limited liability company, partnership, association, municipality, or state agency.

68. PRIVATE SEWAGE SYSTEM – A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the Department of Safety and Professional Services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure.

69. PUBLIC UTILITIES – Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer, and storm sewer.

70. REASONABLY SAFE FROM FLOODING – Means base flood waters will not inundate the land or damage structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

71. REGIONAL FLOOD or REGIONAL FLOOD EVENT (RFE) – A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.

72. START OF CONSTRUCTION – The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

73. STRUCTURE – Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lakebed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.

74. SUBDIVISION – Has the meaning given in s. 236.02(12), Wis. Stats.

75. SUBSTANTIAL DAMAGE – Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the

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equalized assessed value of the structure before the damage occurred.

76. SUBSTANTIAL IMPROVEMENT – Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term does not include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

77. UNNECESSARY HARDSHIP – Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of this article~~e ordinance~~.

78. VARIANCE – An authorization by the board of adjustment or appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the floodplain zoning ordinance.

79. VIOLATION – The failure of a structure or other development to be fully compliant with ~~the floodplain zoning ordinance~~this article. A structure or other development without required permits, lowest floor elevation documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.

80. WATERSHED – The entire region contributing runoff or surface water to a watercourse or body of water.

81. WATER SURFACE PROFILE – A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

82. WELL – means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

Attachment: Exhibit A: Draft Model Ordinance (ORDINANCE 2024-1662 : FEMA Model Ord)

National Flood Insurance Program

Community Rating System

A Local Official's Guide to Saving Lives, Preventing Property Damage, and Reducing the Cost of Flood Insurance

FEMA B 573 / 2018

FEMA

The Community Rating System Works

Every year, flooding causes hundreds of millions of dollars' worth of damage to homes and businesses around the country. Standard homeowners and commercial property insurance policies do not cover flood losses. To meet the need for this vital coverage, the Federal Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP).

The NFIP offers reasonably priced flood insurance to all properties in communities that comply with minimum standards for floodplain management.

The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. The CRS is similar to—but separate from—the private insurance industry's programs that grade communities on the effectiveness of their fire suppression and building code enforcement efforts.

CRS discounts on flood insurance premiums range from 5% up to 45% (see Table 1), based on CRS credit points that are awarded to communities. The discounts provic an incentive for communities to implement new flood protection activities that can help save lives a property when a flood occurs.

The CRS provides credit under 19 public information and floodplain management activities described i the *CRS Coordinator's Manual.*

You're probably already doing mar of these activities. To get credit, community officials will need to prepare documentation that verifie these efforts.

The CRS assigns credit points for e activity. Table 2 lists the activities the possible number of credit poin for each one. The table also shows average number of credit points communities earn for each activity These averages may give you a bet indication than the maximums of v your community can expect.

To be eligible for a CRS discount, y community must do Activity 310, Elevation Certificates. If you're a designated repetitive loss commun you must also do Activity 510, Floodplain Management Planning. other activities are optional.

Based on the total number of points your community earns, the CRS assigns you to one of ten classes. Your discount on flood insurance premiums is based on your class.

For example, if your community earns 4,500 points or more, it qualifies for Class 1, and property owners in the in the Special Flood Hazard Area (SFHA) get a 45% discount on their insurance premiums. If your community earn as little as 500 points, it's in Class 9 and property owners in the SFHA g a 5% discount. If a community doe not apply or fails to receive at least 500 points, it's in Class 10, and property owners get no discount.

Table 1, below, shows the number points required for each class and t corresponding discount.

Table 1.
How much discount property owners in your community can get

Rate Class	Discount for SFHA*	Discount for Non-SFHA**	Credit Points Required
1	45%	10%	4,500 +
2	40%	10%	4,000–4,499
3	35%	10%	3,500–3,999
4	30%	10%	3,500–3,499
5	25%	10%	3,000–2,999
6	20%	10%	2,500–2,499
7	15%	5%	1,500–1,999
8	10%	5%	1,000–1,499
9	5%	5%	500–999
10	0	0	0–499

* Special Flood Hazard Area

** Preferred Risk Policies are available only in B, C, and X Zones for properties that are shown to have a minimal risk of flood damage. The Preferred Risk Policy does not receive premium rate credits under the CRS because it already has a lower premium than other policies. Although they are in SFHAs, Zones AR and A99 are limited to a 5% discount. Premium reductions are subject to change.

Attachment: Exhiblt B: CRS Guide (ORDINANCE 2024-1662 : FEMA Model Ord)

Table 2.

What You Can Do to Get Credit

The CRS grants credit for 19 different activities that fall into four series:

Series 300	Public Information	Maximum Points*	Average Points
	This series credits programs that advise people about the flood hazard, flood insurance, and ways to reduce flood damage. The activities also provide data insurance agents need for accurate flood insurance rating.		
310	**Elevation Certificates** • Maintain FEMA elevation certificates for new construction in the floodplain. (At a minimum, a community must maintain certificates for buildings built after the date of its CRS application.)	116	38
320	**Map Information Service** • Provide Flood Insurance Rate Map information to those who inquire, and publicize this service.	90	73
330	**Outreach Projects** • Distribute outreach projects with messages about flood hazards, flood insurance, flood protection measures, and/or the natural and beneficial functions of floodplains.	350	87
340	**Hazard Disclosure** • Real estate agents advise potential purchasers of flood-prone property about the flood hazard. • Regulations require notice of the hazard.	80	14
350	**Flood Protection Information** • The public library and/or community's website maintains references on flood insurance and flood protection.	125	38
360	**Flood Protection Assistance** • Give inquiring property owners technical advice on how to protect their buildings from flooding, and publicize this service.	110	55
370	**Flood Insurance Promotion** • Assess flood insurance coverage within the community and implement a plan to promote flood insurance.	110	39
	Series 300 Total	981	3448

*Maximum and average points are subject to change. See the current *CRS Coordinator's M* for the latest information.

Attachment: Exhibit B: CRS Guide (ORDINANCE 2024-1662 : FEMA Model Ord)

Series 400	Mapping & Regulations	Maximum Points*	Avera Points
	This series credits programs that limit floodplain development or provide increased protection to new and existing development.		
410	**Floodplain Mapping** • Develop new flood elevations, floodway delineations, wave heights, or other regulatory flood hazard data for an area not mapped in detail by the flood insurance study. • Have a more restrictive mapping standard.	802	60
420	**Open Space Preservation** • Guarantee that currently open public or private floodplain parcels will be kept free from development. • Zone the floodplain for minimum lot sizes of 5 acres or larger.	2,020	509
430	**Higher Regulatory Standards** • Limit new buildings and/or fill in the floodplain. • Require freeboard. • Require soil tests or engineered foundations. • Require compensatory storage. • Require coastal construction standards in AE Zones. • Have regulations tailored to protect critical facilities or areas subject to special flood hazards (for example, alluvial fans, ice jams, subsidence, or coastal erosion).	2,042	270
440	**Flood Data Maintenance** • Keep flood and property data on computer records. • Use better base maps. • Maintain elevation reference marks.	222	115
450	**Stormwater Management** • Regulate new development throughout the water-shed to ensure that post-development runoff is no greater than pre-development runoff. • Regulate new construction to minimize soil erosion and protect or improve water quality.	755	132
	Series 400 Total	5,841	1,08

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Series 500	Flood Damage Reduction	Maximum Points*	Avera Points
	This series credits programs that reduce the flood risk to existing development.		
510	**Floodplain Management Planning** • Prepare, adopt, implement, and update a comprehensive flood hazard mitigation plan using a standard planning process. • Prepare an analysis of the repetitive flood loss areas within the community. *Note: category C repetitive loss communities must receive credit for either the floodplain management plan or the repetitive loss area analysis, above.* • Prepare, adopt, implement, and update a plan to protect natural functions within the community's floodplain.	622	175
520	**Acquisition and Relocation** • Acquire and/or relocate floodprone buildings so that they are out of the floodplain.	2,250	195
530	**Flood Protection** • Protect existing floodplain development by floodproofing, elevation, or minor flood control projects.	1,600	73
540	**Drainage System Maintenance** • Have a program for and conduct annual inspections of all channels and detention basins; remove debris as needed.	570	218
	Series 500 Total	5,042	661

Attachment: Exhiblt B: CRS Guide (ORDINANCE 2024-1662 : FEMA Model Ord)

Series 600	Flood Preparedness	Maximum Points*	Avera Point
	This series credits flood warning, levee safety, and dam safety projects.		
610	**Flood Warning and Response** • Provide early flood warnings to the public, and have a detailed flood response plan keyed to flood crest predictions.	395	254
620	**Levees** • Annually inspect and maintain existing levees; have a system for recognizing the threat of levee failure and/or overtopping, disseminating warnings, and providing emergency response; and coordinate with operators of critical facilities.	235	157
630	**Dams** • Have a high-hazard-potential dam that could affect the community; have a system for recognizing the threat of dam failure, disseminating warnings, planning and practicing emergency responses; and coordinating with operators of critical facilities.	160	35
	Series 600 Total	790	446
	All Series Total	12,654	2,53

Attachment: Exhiblt B: CRS Guide (ORDINANCE 2024-1662 : FEMA Model Ord)

Additional Credit

Your community can get additional credit for regulating development outside the SFHA to the same standards as development inside the SFHA. There is also credit for assessing future flood conditions, including the impacts of future development, urbanization, and changing weather patterns. See the *CRS Coordinator's Manual* for full details.

Many communities can qualify for what the CRS calls "state-based credit," based on the activities or regulations a state or regional agency implements within communities. For example, some states have disclosure laws eligible for credit under Activity 340 (Hazard Disclosure). Any community in those states can receive the state-based credit.

Your community may want to consider floodplain management activities not listed in the *CRS Coordinator's Manual.* You sho evaluate these activities for their ability to increase public safety, reduce property damage, avoid economic disruption and loss, and protect the environment. In additic you can request a review of these activities to determine whether the could be eligible for CRS credit. FEI welcomes innovative ways to prev or reduce flood damage.

Attachment: Exhiblt B: CRS Guide (ORDINANCE 2024-1662 : FEMA Model Ord)

How to Apply

Participation in the CRS is voluntary. If your community is in full compliance with the rules and regulations of the NFIP, you may apply. There's no application fee, and all CRS publications are free.

Your community's chief executive officer (your mayor, city manager, or other top official) must appoint a CRS coordinator to serve as the liaison between the community and FEMA. The coordinator should know the operations of all departments that deal with floodplain management and public information. And the coordinator should be able to speak for the community's chief executive officer.

To begin the application process, your community submits a letter of interest to your FEMA Regional Office and documents that you are implementing floodplain management activities that warrant at least 500 CRS credit points. On the CRS Resources website (www.CRSresources.org) you can find a sample letter; the CRS Quick Check, a tool that helps you assess your community's possible credit points; and further instructions.

You may also want to download fr that website a copy of the *CRS Coordinator's Manual,* which describes the program in full and provides specific information, including eligible activities, require documentation, and resources for assistance.

Help is also available through the contact information below.

CRS-related materials and many m resources are available at the CRS Resources website and on FEMA's website (https://www.fema.gov/ national-flood-insurance-program community-rating-system).

After your community applies for a CRS classification, the CRS will veri the information and arrange for flo insurance premium discounts.

For more info, write, phone, or fax:

NFIP/CRS
P.O. Box 501016
Indianapolis, IN 46250-1016
(317) 848-2898
Fax: (201) 748-1936
e-mail: nfipcrs@iso.com

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11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2914
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of City Clerk**

TO: **Common Council**
FROM: **Caroline Fochs, City Clerk**
DATE: **April 2, 2024**
SUBJECT: **ORDINANCE 2024-1663 An Ordinance Repealing and Recreating the City of Mequon Aldermanic District Map, Due to 2024 Senate and Assembly Redistricting**

Background

In December 2023, the Wisconsin Supreme Court ruled that the existing state legislative maps must be redrawn, thus Wisconsin 2023 Act 94 was signed by the Governor in February of this year, which adopted new Senate/Assembly districts. Due to the new boundaries, several wards have changed within their Aldermanic Districts.

Analysis

The new assembly boundaries bisect Wards 7 and 11, creating new Wards 7A and 11A. In addition, the wards previously split by the old assembly districts (Ward 2A and Ward 11A) will be absorbed into pre-existing wards. The end result will eliminate Ward 2A and existing Ward 11A, and create new Ward 7A and new Ward 11A. Attached is the revised Aldermanic District Map with the updated wards. It should be noted that no County Supervisory Districts or Aldermanic District boundaries will change due to this readjustment.

Fiscal Impact

No fiscal impact.

Recommendation

A recommendation is forthcoming from the Public Welfare Committee on April 9, 2024.

Attachments:
Aldermanic (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2024-1663

An Ordinance Repealing and Recreating the City of Mequon Aldermanic District Map, Due to 2024 Senate and Assembly Redistricting

RECITALS

A. The City of Mequon adopted new Aldermanic Districts with Ordinance 2021-1598, following completion of the 2020 Federal Census.

B. This map was revised with Ordinance 2022-1622 due to the drawing of new Senate and Assembly Districts by the Legislature.

C. On December 22, 2023, the Wisconsin Supreme Court ruled these maps to be unconstitutional.

D. On February 19, 2024, a new Senate and Assembly map was signed into law, creating a redistricting plan for Wisconsin Congressional, Assembly and Senate districts.

E. The new map divides Ward 7 into Ward 7 and Ward 7A, and Ward 11 into Ward 11 and Ward 11A, due to the Assembly boundaries bisecting these wards.

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

SECTION I

The Aldermanic District Map established and maintained in effect heretofore, is hereby repealed and recreated to readjust and relocate the wards within the City's eight (8) Aldermanic Districts, as shown on the map attached hereto and incorporated herein by reference.

SECTION II

The terms and provision of this ordinance are severable. Should any term of 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 be in full force and effect upon its passage and on the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

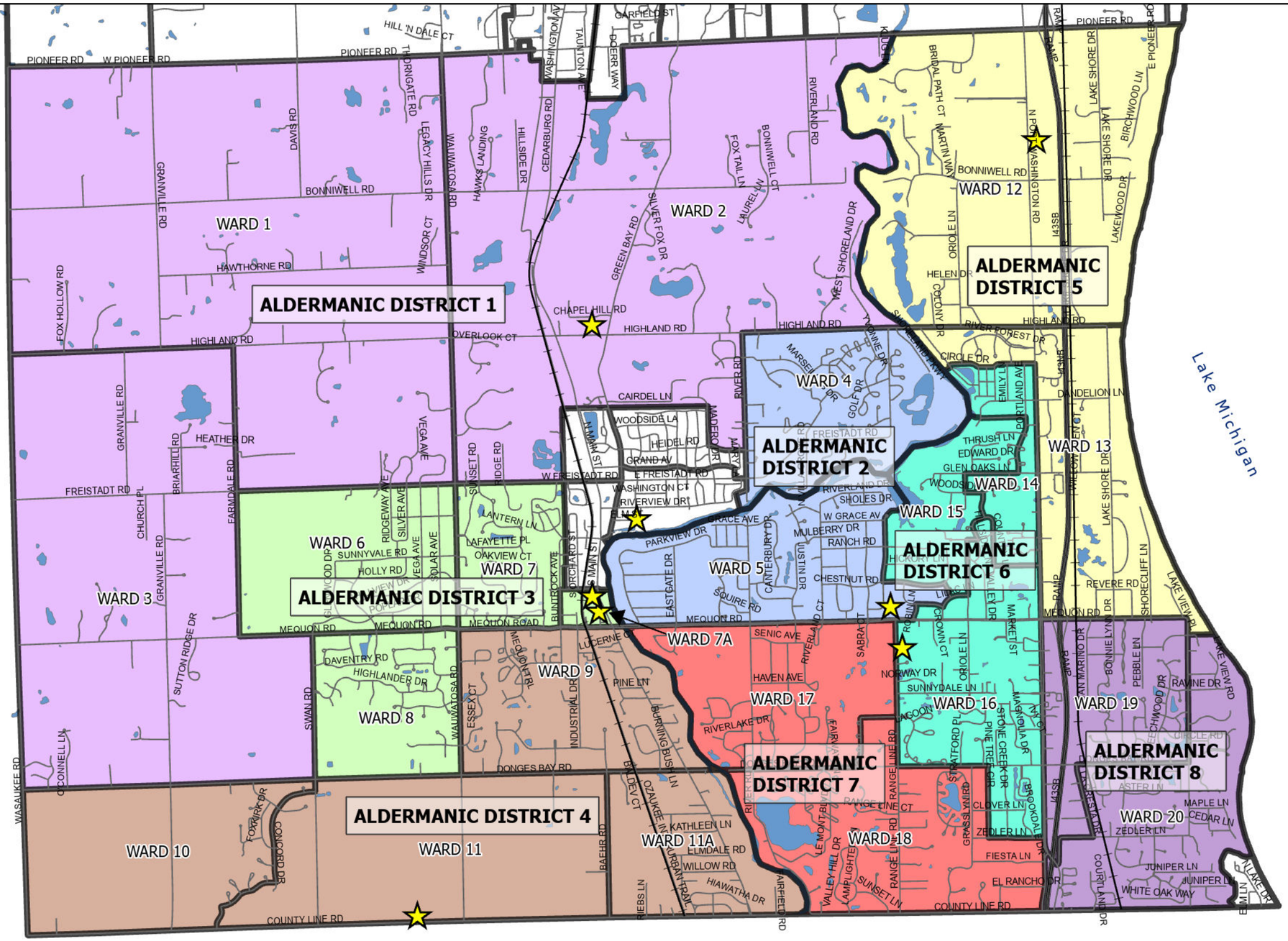
I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk

Published: _____

CITY OF MEQUON

Aldermanic Districts, Voting Wards & Polling Places



N

Date: 4/1/2024

Polling Locations

Wards

Crossroads Church, 6031W Chapel Hill Rd (wards 1-3)	Ald Dist 1
City Hall, 11333N Cedarburg Rd (wards 4-5)	Ald Dist 2
Frank L. Weyenberg Library, 11345N Cedarburg Rd (wards 6-8)	Ald Dist 3
Pieper Power Education Center, 8200W County Line Rd (wards 9-11)	Ald Dist 4
Unitarian Church North, 13800N Port Washington Rd (wards 12-13)	Ald Dist 5
Range Line School, 11040N Range Line Rd (wards 14-16)	Ald Dist 6
Lumen Christi Church, 2750W Mequon Rd (wards 17-18)	Ald Dist 7
Range Line Community Center, 11040N Range Line Rd (wards 19-20)	Ald Dist 8

OZAUKEE COUNTY

Attachment: Aldermanic (ORDINANCE 2024-1663 : Aldermanic District Wards)

11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3500
Fax: 262-242-9655

www.ci.mequon.wi.us **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") to meet this requirement. NEWPRS was developed by the Green Bay Police Department, which has been hosting the service on their servers at no cost to other departments. Recently, the City was informed that Green Bay will no longer be operating NEWPRS, and that the Department will be transitioning its 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 also 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 what 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

On March 12, 2024, the Public Safety Committee approved a recommendation in favor of adopting the proposed ordinance amendment by a vote of 3-0.

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: deleted text is ~~struck-through~~; added text is underlined):

(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: April 9, 2024

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____
Caroline Fochs, City Clerk

Published: _____

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2956
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Finance

TO: **Common Council**
FROM: **Jennifer Engroff, Finance Director**
DATE: **February 28, 2024**
SUBJECT: **RESOLUTION 4110 A Resolution Dissolving Tax Incremental District No. 2, and Authorizing Distribution of Excess Incremental Revenue to the Affected Taxing Jurisdictions**

Background

Tax Increment District (TID) No. 2 was created in September of 2002 in order to facilitate the development and expansion of the Mequon Business Park. In 2023, TID 2 reported a current value of over $40M compared to its base value of $5.9M, realizing an almost 600% increase in value over its lifespan. The original project plan was comprised of numerous activities including Sanitary Sewer, Storm Water Management, Water, Street, Street Lighting, Landscaping, Grading, Electrical, and Gas improvements totaling an estimated $4.9M, excluding any debt service interest.

Analysis

A TID closes or terminates when one of three of the following occur:

1) The municipality receives aggregate tax increments in an amount equal to the aggregate of all project costs under the project plan and any amendments to the project plan.
2) The TID reaches its maximum life. Maximum life varies and is determined by the TID type and resolution date.
3) A municipality chooses to dissolve the district early.

Per the timetable within the project plan established at the TID's inception, TID 2 can have a maximum life of twenty-three (23) years, or sixteen (16) years past the final expenditure, whichever occurs first. Therefore, its mandatory termination date is September 17, 2025, twenty-three (23) years after its creation date of September 17, 2002. At the Joint Review Board Meeting held November 16, 2023, it was determined that based on positive cash flow projections due to all expenditures (including debt) having been paid in 2023, TID 2 will close one year earlier. Accordingly, the municipality governing body must approve the termination via resolution. Additionally, the City Code requires a recommendation from the Economic Development Board.

In addition to the approved resolution, the City will also need to facilitate the following:

1) Written notice to the Wisconsin Department of Revenue (DOR) prior to the deadline of April 15, 2024. Notice should include the Final Accounting for Terminated TID Agreement (Form PE-223) and the adopted municipal termination resolution.

2) Notification to the Property Lister, Municipal Assessor, and all overlying Taxing Jurisdictions for the TID.
3) Completion of the TID Final Audit by the submission date established on Form PE-223.
4) Electronic filing of the TID Final Accounting Report (Form PE-110) with the DOR by the date established in #3 above.

Fiscal Impact

After the audit is finalized, the City Treasurer will distribute the estimated 2024 excess increment to the affected taxing districts. Based on the enclosed cash flow projections, the estimated amount to distribute is $343,382. The proportional share to the City and Sewer Utility District is estimated to be approximately 20% and 10% of this total respectively. Beginning with the 2024 tax bills/2025 budget year, the incremental increase in property tax revenue will go directly to the affected taxing districts.

Additionally, with this increase in the tax base, the City can potentially expect to see a slight decrease in its tax rate moving forward. Also, there will be a one-time levy limit adjustment available the year after closure which is a base building adjustment that can increase the City's allowable levy moving forward.

Recommendation

On March 19, 2024, the Economic Development Board approved a recommendation in favor of approving the proposed resolution by a vote of 5-0. A recommendation is forthcoming from the Finance-Personnel Committee on April 9, 2024.

Attachments:
TID 2 Annual Report (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4110

A Resolution Dissolving Tax Incremental District No. 2, and Authorizing Distribution of Excess Incremental Revenue to the Affected Taxing Jurisdictions

RECITALS

A. The City of Mequon created Tax Increment District (TID) 2 on September 17, 2002, and adopted a project plan in the same year.

B. All TID 2 projects were completed within the statutorily allowed time limit.

C. Sufficient increment was collected as of the 2023 tax roll, payable in 2024, to cover TID project costs and debt payments.

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

1. The City of Mequon terminates TID 2.

2. The City Clerk shall notify the Wisconsin Department of Revenue (DOR), within sixty (60) days of this resolution or prior to the deadline of April 15, 2024, whichever comes first.

3. The City Clerk shall sign the required DOR Final Accounting Submission Date Form (PE-223) agreeing on a date by which the City shall submit final accounting information to DOR.

4. The City Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as determined in the final audit by the City's auditor, Baker Tilly US, LLP.

5. The City of Mequon shall accept all remaining debts for TID 2 as determined in the final audit by the City's auditor, Baker Tilly US, LLP.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

November 16, 2023

ANNUAL TAX INCREMENT DISTRICT REPORT FOR:

City of Mequon, WI

Tax Increment District No. 2

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
N19W24400 Riverwood Drive,
Suite 100
Waukesha, WI 53188

Phil Cosson, Senior Municipal Advisor
Brian Roemer, Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Attachment: TID 2 Annual Report (RESOLUTION 4110 : Resolution Dissolving Tax Incremental District No. 2)

Annual Tax Increment District Report

City of Mequon, Wisconsin
Tax Increment District No. 2

Purpose:	State law requires municipalities with an active Tax Incremental District (TID) to electronically file an Annual Report for each TID by July 1 of each calendar year. This is a summary of that filing to be used at the annually required meeting of the standing Joint Review Board.
District Summary:	Tax Increment District No. 2 ("District") was proposed to facility the development and expansion of the Mequon Business Park and was created on September 17, 2002 as an Industrial District. The District has not been amended. The TID has an expenditure period that ended on September 17, 2020 and has a mandatory termination date of September 17, 2025.

Background Data:

Base Value	$5,911,600
Incremental Value (as of January 1, 2022)	$25,108,000
Incremental Value (as of January 1, 2023)	$34,110,000
Year End Fund Balance (2021)	$-150,401
Projected Closure (based on current cash flow*)	2024

* The projected closure year identified is based on current cash flow projections only

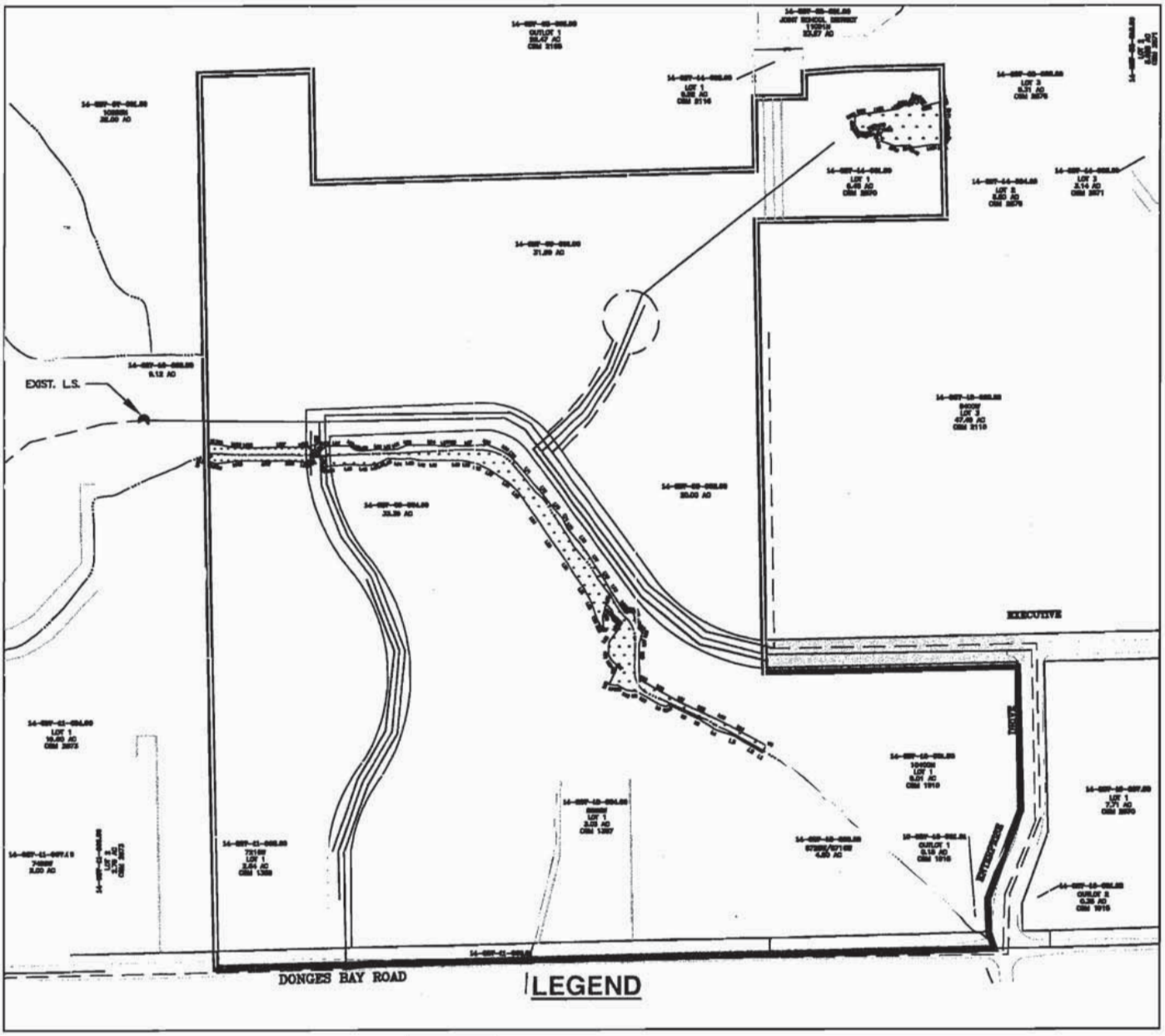
Notes:	Minimal value change is expected
Joint Review Board Action:	Resolution acknowledging filing of Annual TID Report and compliance with annual meeting requirements.

Attachments:

- TID Boundary Map
- TID Increment Projection
- TID Cash Flow Projection (Detail)
- State Submittal (DOR Form PE-300)

Attachment: TID 2 Annual Report (RESOLUTION 4110 : Resolution Dissolving Tax Incremental District No. 2)

EXHIBIT VIII



City of Mequon

Attachment: TID 2 Annual Report (RESOLUTION 4110 : Resolution Dissolving Tax Incremental District No. 2)

ct 03, 2002 8:33am
:\Community Development\Bge\Mequon Business Park\Ruekert-Mielke\ZCEXT1001.dwg Layout1

City of Mequon, Wisconsin

Tax Increment District #2

Tax Increment Projection Worksheet

Type of District	Ind (Pre 10-1-04)	
District Creation Date	September 17, 2002	
Valuation Date	Jan 1,	2002
Max Life (Years)	23	
Expenditure Period/Termination	18	9/17/2020
Revenue Periods/Final Year	23	2026
Extension Eligibility/Years	Yes	3
Eligible Recipient District	No	

Base Value	5,911,600
Appreciation Factor	0.00%
Base Tax Rate	$13.59
Rate Adjustment Factor	

	Construction Year	Value Added		Valuation Year	Inflation Increment	Total Increment	Revenue Year	Tax Rate	Tax Increment
14	2015	-2,980,400		2016	0	12,115,500	2017	$14.31	**173,372**
15	2016	2,116,700		2017	0	14,232,200	2018	$15.87	**225,861**
16	2017	688,200		2018	0	14,920,400	2019	$15.44	**230,875**
17	2018	1,793,100		2019	0	16,713,500	2020	$15.02	**250,962**
18	2019	2,112,700		2020	0	18,826,200	2021	$15.50	**291,759**
19	2020	2,090,300		2021	0	20,916,500	2022	$14.91	**311,881**
20	2021	4,191,500		2022	0	25,108,000	2023	**$13.59**	**341,186**
21	2022	9,002,000		2023	0	**34,110,000**	2024	$13.59	**463,512**
22	2023	0	0	2024	0	34,110,000	2025	$13.59	**463,512**
23	2024	0		2025	0	34,110,000	2026	$13.59	**463,512**
	Totals							**Future Value of Increment**	**1,731,721**

Notes:

Document: TID 2 Annual Report (RESOLUTION 4110 : Resolution Dissolving Tax Incremental District No. 2)

City of Mequon, Wisconsin

Tax Increment District #2

Cash Flow Projection

Year	Projected Revenues				Expenditures						Balances			
					2020 GO Refunding Bonds 2020A									
	Tax Increments	Computer Aid	Other Tax revenue	Total Revenues	Dated Date: Principal	02/06/20 Est. Rate	Interest	Prof. Services	Admin.	Total Expenditures	Annual	Cumulative	Principal Outstanding	Y
2021	291,759	3,528		295,287	290,000	3.00%	22,880	1,750	250	314,880	(19,593)	(158,885)	580,000	2(
2022	311,881	3,528	25	315,434	290,000	3.00%	15,050	1,750	150	306,950	8,484	(150,401)	290,000	2(
2023	341,186	3,352		344,538	290,000	3.00%	8,700	1,750	250	300,700	43,838	(106,563)	0	2(
2024	463,512	3,184		466,696				1,750	15,000	16,750	449,946	343,382	0	2(
2025	463,512	3,025		466,537						0	466,537	809,919	0	2(
2026	463,512	2,874		466,385						0	466,385	1,276,304	0	2(
Total	2,335,361	19,490	3,466	2,354,876	870,000		46,630	7,000	15,650	939,280				To

Notes:

Projected TID Closure

TID Closure Definitely Happening - DOR Report in April & Resolution.
Levy limit worksheet - TID Closure Adj in 2025
Dropping tax rates as a result as well - something to be aware of
Audit end of 2024. Payout of ~ 343k. Then full amount in 2025. News Graphic - Advertise the good success. OED & Bulletin as well.

ent: TID 2 Annual Report (RESOLUTION 4110 : Resolution Dissolving Tax Incremental District No. 2)

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2914
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of City Clerk

TO: **Common Council**
FROM: **Caroline Fochs, City Clerk**
DATE: **April 1, 2024**
SUBJECT: **RESOLUTION 4111 A Resolution Approving Revisions to the Mequon Ward Listing, Ward Map and Polling Site Designations, Due to 2024 Senate and Assembly Redistricting**

Background

In December 2023, the Wisconsin Supreme Court ruled that the existing state legislative maps must be redrawn, thus Wisconsin 2023 Act 94 was signed by the Governor in February of this year, which adopted new Senate/Assembly districts. The impact to Mequon will be the retention of Senate District 8, and Assembly District 23, but Assembly District 24 will become District 22. All three of these seats are up for re-election in November and take office with the inauguration in January 2025.

As indicated below, State Statute mandates that municipal wards cannot cross the boundary of congressional or assembly districts, therefore a renumbering of two wards is required:

> Wis. Stat. § 5.15(6)(a) dictates that "no ward line adjustment may cross the boundary of a congressional, assembly, or supervisory district." Wis. Stat. § 5.15(4)(c) further authorizes the numbering of the new wards "with a combination of whole numbers and letters" that are created to effect wards created by the legislative redistricting process.

Analysis

The new assembly boundaries bisect Wards 7 and 11, creating Wards 7A and 11A. In addition, the wards previously split by the old assembly districts (Wards 2A and 11A) will be absorbed into the pre-existing ward. The end result will eliminate Ward 2A and existing Ward 11A, and create Ward 7A and a new Ward 11A. It should be noted that no County Supervisory District or Aldermanic District boundaries will change due to this readjustment, and that the wards affected by these changes are located in City Aldermanic Districts 1, 3 & 4.

Fiscal Impact

New signage reflecting the newly drawn assembly districts and wards will be required, with an estimated cost of $750.

Recommendation

A recommendation is forthcoming from the Public Welfare Committee on April 9, 2024.

Attachments:

Exhibit 1 (PDF)
Exhibit 2 (DOCX)
Assembly Districts (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4111

A Resolution Approving Revisions to the Mequon Ward Listing, Ward Map and Polling Site Designations, Due to 2024 Senate and Assembly Redistricting

RECITALS

A. On December 22, 2023, the Wisconsin Supreme Court ruled that the existing state legislative maps were unconstitutional.

B. On February 19, 2024, new maps were signed into law by the Governor of this state.

C. The newly drawn maps bisect two municipal wards requiring the creation and naming of the new wards.

D. These wards must be reflected in a revised City of Mequon ward map and assigned to a City-designated polling site.

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

1. The division of the City into twenty-two (22) wards, as depicted on the Official Election Ward Map, and attached hereto as Exhibit 1, and by the Election Ward Listing, attached hereto as Exhibit 2, and which exhibits are incorporated herein by reference, is hereby approved.

2. The polling sites for the City of Mequon wards are hereby established as follows:

Aldermanic District 1 (Wards 1, 2, 3)	Crossroads Church 6031 W. Chapel Hill Road
Aldermanic District 2 (Wards 4, 5)	Mequon City Hall 11333 N. Cedarburg Road
Aldermanic District 3 (Wards 6, 7, 7A, 8)	Frank L. Weyenberg Library 11345 N. Cedarburg Road
Aldermanic District 4 (Wards 9, 10, 11, 11A)	Pieper Power Education Center 8200 W. County Line Road
Aldermanic District 5 (Wards 12, 13)	Unitarian Church North 13800 N. Port Washington Road

Aldermanic District 6 (Wards 14, 15, 16)	Range Line Recreational Center Gymnasium 11040 N. Range Line Road
Aldermanic District 7 (Wards 17, 18)	Lumen Christi Parish 2750 W. Mequon Road
Aldermanic District 8 (Wards 19, 20)	Range Line Recreational Center Conference Room 11040 N. Range Line Road

3. The primary emergency backup location for Districts 1 and 3 through 8 is Mequon City Hall. The primary emergency backup location for District 2 is the Frank L. Weyenberg Library.

4. This resolution shall be filed with the City Clerk who shall transmit a copy to the County Clerk within five (5) days of adoption.

_____

Approved by: Andrew Nerbun, Mayor

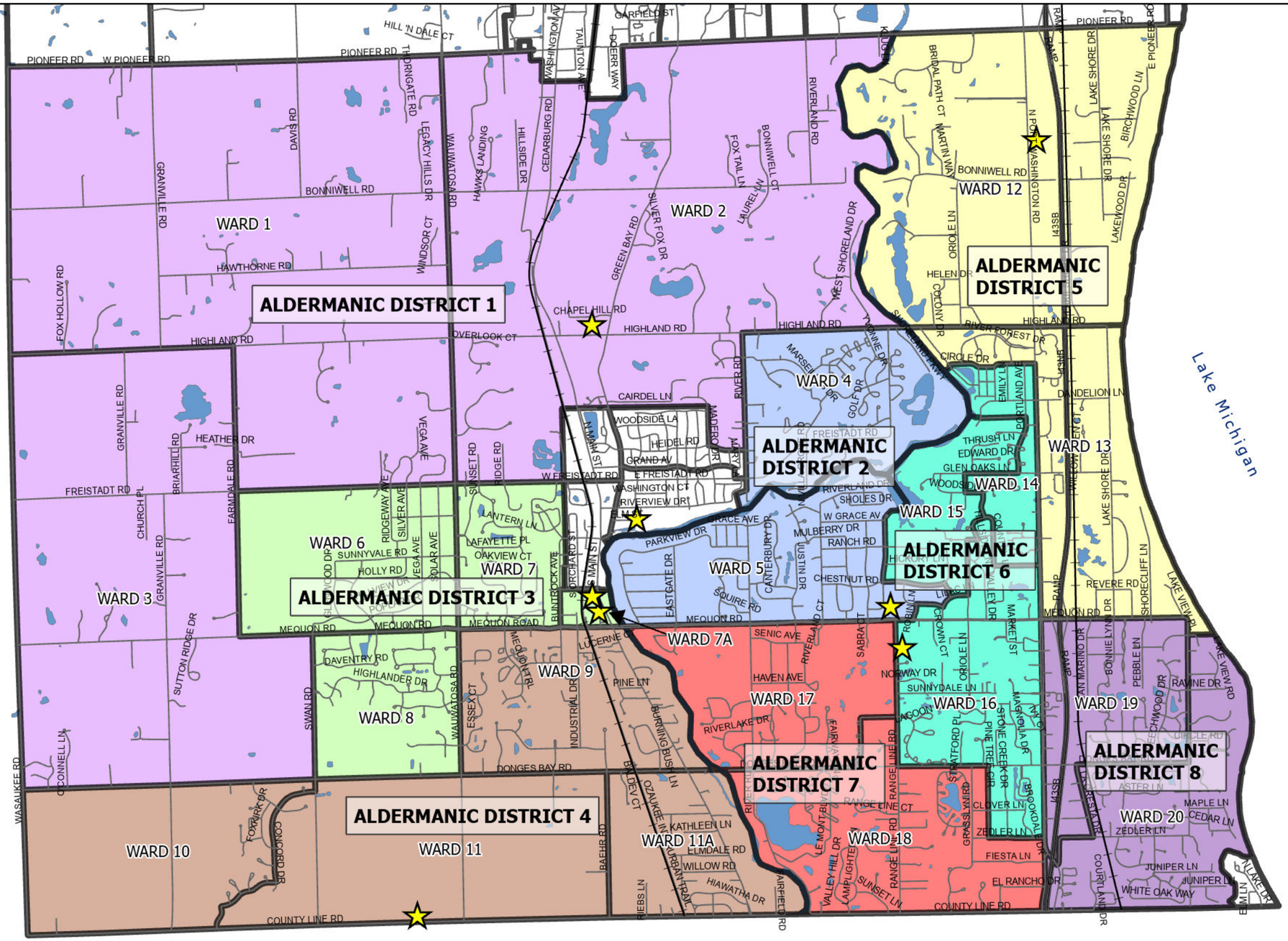
Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

City of Mequon Official Election Ward Map - April 9, 2024



N

Date: 4/2/2024

Polling Locations

Wards

Crossroads Church, 6031W Chapel Hill Rd (wards 1-3) Ald Dist 1	
City Hall, 11333N Cedarburg Rd (wards 4-5) Ald Dist 2	
Frank L. Weyenberg Library, 11345N Cedarburg Rd (wards 6-8) Ald Dist 3	
Pieper Power Education Center, 8200W County Line Rd (wards 9-11) Ald Dist 4	
Unitarian Church North, 13800N Port Washington Rd (wards 12-13) Ald Dist 5	
Range Line School, 11040N Range Line Rd (wards 14-16) Ald Dist 6	
Lumen Christi Church, 2750W Mequon Rd (wards 17-18) Ald Dist 7	
Range Line Community Center, 11040N Range Line Rd (wards 19-20) Ald Dist 8	

OZAUKEE COUNTY

Provided by the Ozauk

Attachment: Exhibit 1 (RESOLUTION 4111 : Wards)

Census Blocks for 2024 Redistricting

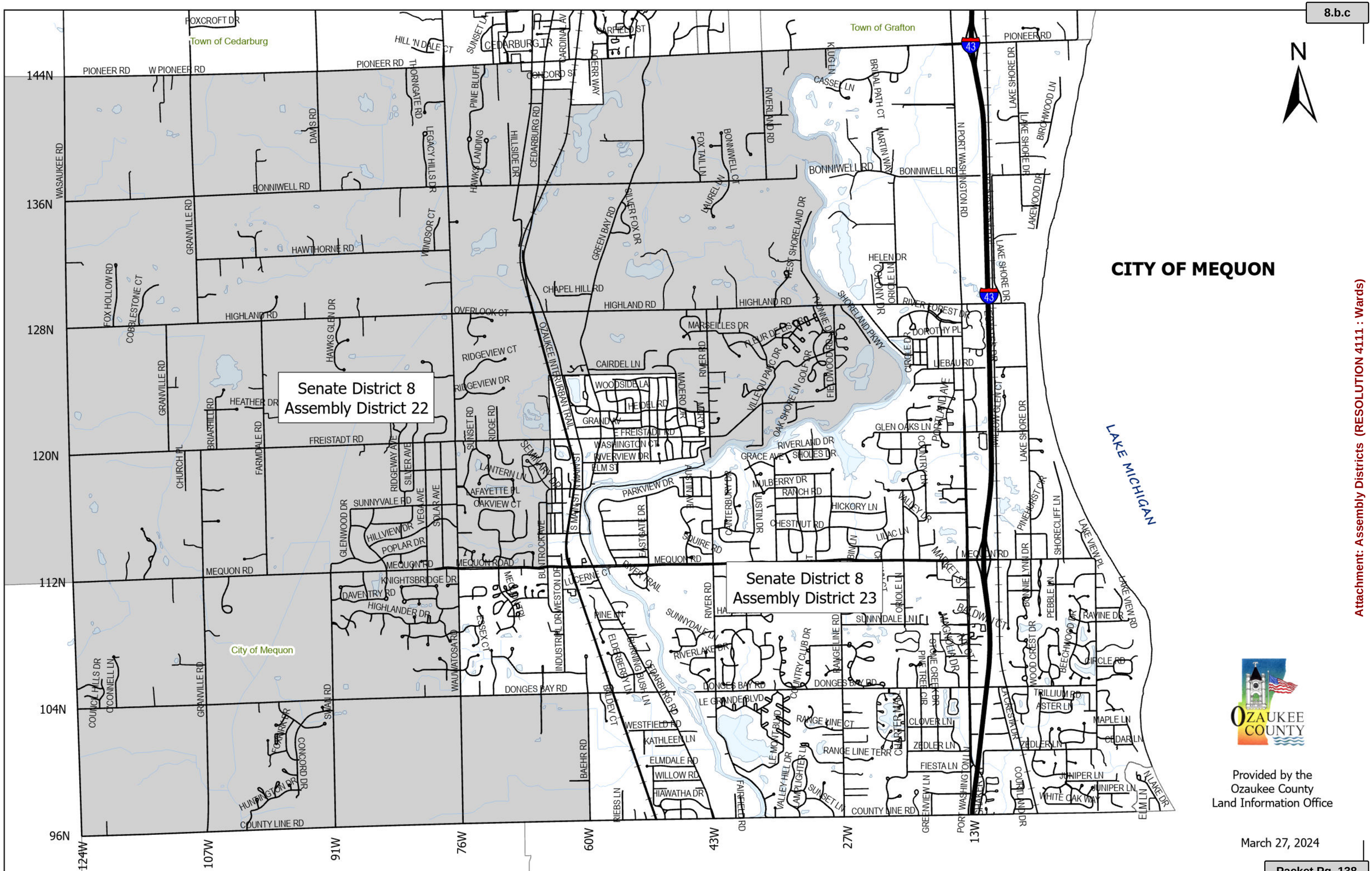
22nd Assembly District

That part of the city of Mequon comprising U.S. census tract 660201, blocks 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3020, and 3021; and tract 660202, blocks 1019, 2008, 2009, 2010, 2011, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, and 3019; and tract 660301, blocks 1007, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 2000, and 2002.

23rd Assembly District

That part of the city of Mequon comprising U.S. census tract 660202, blocks 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2012, 2013, 2014, 2015, 2029, 3020, 3021, 3022, 3023, 3024, 3025, and 3026; and tract 660301, blocks 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1008, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 2001, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016, 3017, 3018, 3019, 3020, 3021, 3022, 3023, 3024, 3025, 3026, 3027, 3028, 3029, 3030, 3031, 3032, 3033, 3034, 3035, 3036, 3037, 3038, 3039, 3040, 3041, 3042, 3043, 3044, 3045, 3046, 3047, 3048, 3049, 3050, 3051, 3052, 3053, 4000, 4001, 4002, 4003, 4004, 4005, and 4006; and tract 660303, blocks 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 3000, 3001, 3002, 3003, 3004, 3005, 3006, 3007, 3008, 3009, 3010, 3011, 3012, 3013, 3014, 3015, 4000, 4001, 4002, 4003, 4004, 4005, 4006, 4007, 4008, 4009, 4010, 4011, 4012, 4013, 4014, 4015, 4016, and 4017; and tract 660304, blocks 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, and 2014.

Attachment: Exhibit 2 (RESOLUTION 4111 : Wards)



Ozaukee County

Provided by the
Ozaukee County
Land Information Office

March 27, 2024

Attachment: Assembly Districts (RESOLUTION 4111 : Wards)

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2934
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Engineering

TO: **Common Council**
FROM: **Jeremy Dandy, Engineering Technician**
DATE: **April 9, 2024**
SUBJECT: **RESOLUTION 4112 A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Wanaukee, Wisconsin in an Amount Not-to-Exceed $97,000**

Background

At its February meeting, the Public Works Committee authorized staff to advertise contracts for the 2024 Annual Road Program. For the GSB-88 Bituminous Seal contract base bid, staff advertised 4.5 miles of GSB-88 Bituminous Pavement Sealing at an estimated total base cost of $92,300.

Additive bids A1-A7 included 1.6 miles of additional GSB-88 Bituminous Sealing. The estimate for all of the additional streets was $33,600. The additive bid items are bid per street so that any number of streets may be awarded in any combination. These additive bids were included to allow more work to be completed within budget, depending on bid prices received for the entire 2024 Annual Road Program.

The total estimate for the combined base bid and additive items was $126,000.

Please see the attached location map and street list for roads included in the bid.

Analysis

The City received two bids for the 2024 GSB-88 Bituminous Seal contract with a low base bid of $68,193.00 from Fahrner Asphalt Sealers, of Waunakee, Wisconsin.

The low base bid is approximately 26% less than the original base bid estimate. Staff recommends awarding the 4.5 miles of base bid streets and additive items A5-A7, which include an additional 0.8 miles. After reviewing the additive items, it has been determined not to award additive items A1-A4 due to their current condition, which are not conducive for GSB-88 as a surface treatment. Other treatments will be more applicable to these roads.

	Fahrner Asphalt Sealers	Gee Asphalt
Base Bid	$ 68,193	$ 74,550
Additive Bid Items A5-A7	$ 16,223	$ 14,100
Total	**$ 84,416**	**$ 88,650**

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 $97,000, which includes a contingency of approximately 15% for additionally authorized efforts. The contingency will not be used for additive bid items; it is intended for additional work needed as a result of the spring thaw.

Fahrner Asphalt Sealers has applied GSB-88 bituminous sealer in Mequon in the past and has provided a quality work product.

Work on this contract can start as soon as the contract is fully executed. The completion date for this work is August 30, 2024. The bid opening sheet is attached.

Staff recommends that the Public Works Committee favorably endorse, and the Common Council approve the resolution to award the contract for the annual GSB-88 project.

Fiscal Impact

There is adequate funding available in the Annual Road Program Maintenance account to award this project.

Recommendation

A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:
3762-24 GSB-88 Area Map (PDF)
3762-24 2024 Bid Opening Sheet GSB88 (PDF)
2024 GSB-88 Street List (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4112

A Resolution Approving Award of the 2024 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Wanaukee, Wisconsin in an Amount Not-to-Exceed $97,000

RECITALS

A. The City of Mequon Engineering Division has advertised and received bids for the 2024 GSB-88 Bituminous Seal contract.

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

C. The bids received for the total base bid project were less than estimated, therefore staff recommends award of the total base bid and additive bid items A5-A7.

D. 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 $97,000.

E. The project shall be invoiced to and paid for from the Annual Road Maintenance Capital Account (Project 10003).

F. The Public Works Committee, at its meeting on April 9, 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 GSB-88 Contract with Fahrner Asphalt Sealers of Waunakee, Wisconsin, in the form attached hereto, is approved and awarded 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

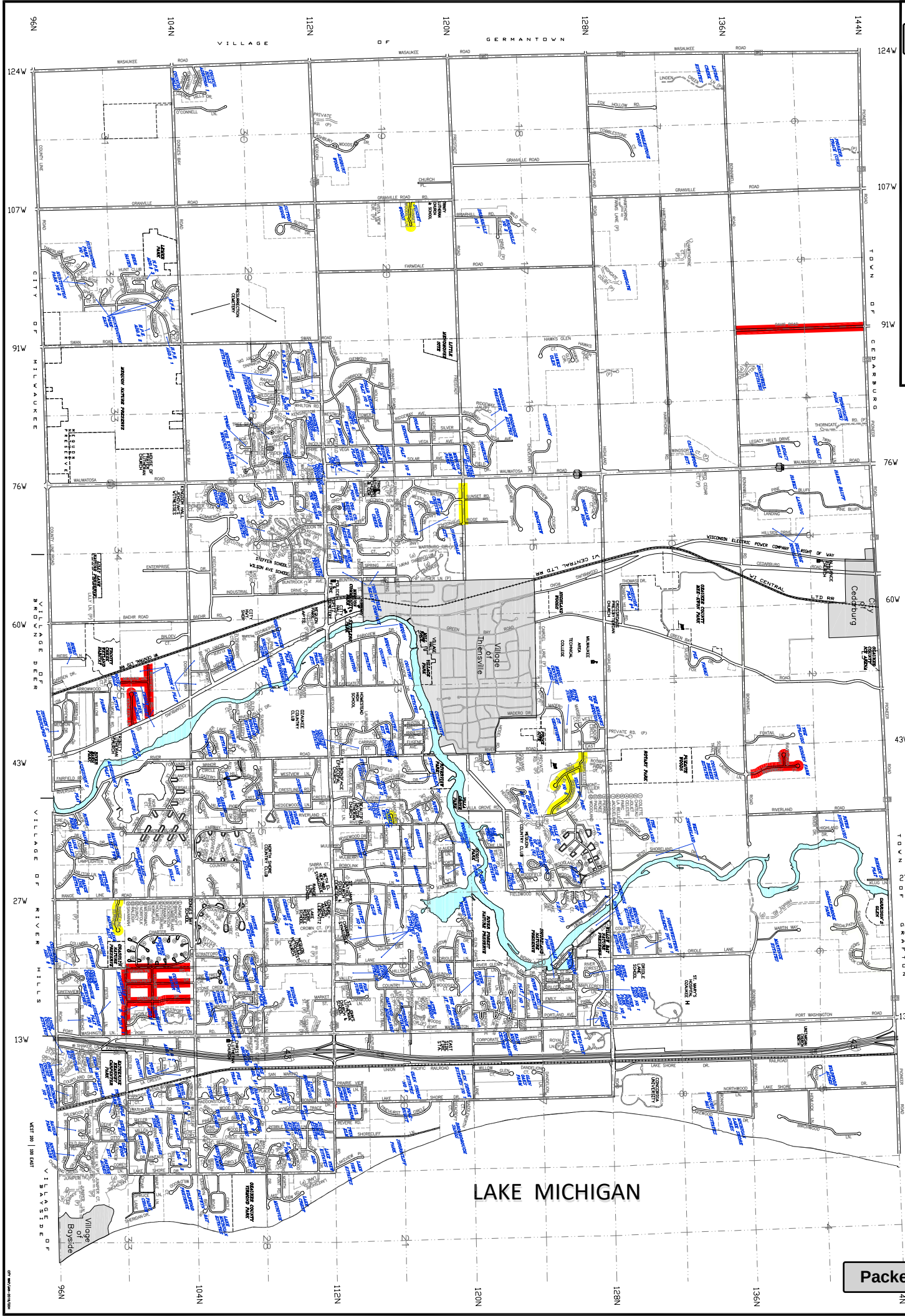
Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

ADDITIVE BID - GSB-88



Attachment: 3762-24 GSB-88 Area Map (RESOLUTION 4112 : 2024 GSB-88 Bituminous Seal Contract Award)

CITY OF MEQUON

WISCONSIN

BIDS RECEIVED FOR: 2024 GSB-88 BITUMINOUS SEAL FILE #3762-24

BID OPENING: 3/26/2024 (DATE) 2:00 PM (TIME)

BIDDER	TOTAL BASE BID
Gee	$74,550.00
Fahrner	$68,193.00

Attachment: 3762-24 2024 Bid Opening Sheet GSB88 (RESOLUTION 4112 : 2024 GSB-88 Bituminous Seal

BID PRICE SCHEDULE – 2024 GSB-88 BITUMINOUS SEAL

ITEM NO.	STREET	LOCATION FROM	LOCATION TO	W(ft.)	L(mi.) C/L	PRICE/STREET
	MAIN ROADS (West of Milwaukee River)					
1	Davis Road	Pioneer Road	Bonniwell Road	21	0.95	#15,371.00
	SUBDIVISIONS (West of Milwaukee River)					
2	Bonniwell Court	Bonniwell Road	CDS	22	0.40	#7,707.00
3	Ravenwood Court	Bonniwell Court	CDS	22	0.10	#2,073.00
4	Westfield Road	Cedarburg Road	End	22	0.39	#6,435.00
5	Meadow Lane	Westfield Road	End	22	0.20	#3,216.00
6	Kathleen Lane	Cedarburg Road	CDS	22	0.24	#4,743.00
	SUBDIVISIONS (East of Milwaukee River)					
7	Grasslyn Road	Donges Bay Road	Zedler Lane	24	0.50	#8,830.00
8	Sunnycrest Drive	Donges Bay Road	Zedler Lane	20	0.50	#2,891.00
9	Greenview Drive	Donges Bay Road	Zedler Lane	22	0.50	#3,167.00
10	Zedler Lane	Grasslyn Road	Donges Bay Road	22	0.32	#7,851.00
11	Clover Lane	Grasslyn Road	Brookdale Drive	22	0.37	#5,909.00
	TOTAL BASE BID - BID ITEMS 1 THROUGH 11:					#68,193.00

Contract Price - Base Item: Total Bid for Items 1 through 11

Sixty Eight Thousand, One Hundred Ninety Three dollars and zero cents (Written) $ 68,193.00 (Figures)

BID PRICE SCHEDULE – ADDITIVE BID ITEMS

ITEM NO.	STREET	LOCATION FROM	LOCATION TO	W(ft.)	L(mi.) C/L	PRICE/STREET
A1	Marseilles Drive	River Road	St. Anne Lane	22	0.13	#2,099.00
A2	St. Anne Lane	Marseilles Drive	St. Anne Court	22	0.12	#1,910.00
A3	St. Anne Court	Sherbrooke Drive	CDS	22	0.13	#4,423.00
A4	Sherbrooke Drive	St. Anne Lane	Marseilles Drive	22	0.37	#5,969.00
A5	Freistadt Road	Wauwatosa Road	Ridge Road	28	0.34	#7,949.00
A6	Sunset Woods Lane	Granville Road	CDS	21	0.20	#3,098.00
A7	Range Line Terrace	Range Line Road	CDS	24	0.26	#5,176.00

Attachment: 2024 GSB-88 Street List (RESOLUTION 4112 : 2024 GSB-88 Bituminous Seal Contract Award)

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Public Works

TO: **Common Council**
FROM: **Tim Weyker, Deputy Director of Public Works**
DATE: **April 9, 2024**
SUBJECT: **RESOLUTION 4113 A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of $34,900**

Background

The Department of Public Works (DPW) Equipment Replacement Program provides for the purchase and replacement of vehicles and equipment for the Department. The Sewer and Water Utilities have separate budgets that support the replacement of their respective equipment. The replacement program provides funding for smaller items such as lawn mowers and chain saws, as well as larger vehicles such as plow trucks, loaders, and excavators.

The equipment replacement presented in the attached resolution pertains only to the following unit:

- Replacement of a 2003 Befco Model 17420SFL Batwing Finish Mower (Unit #434) with a 2024 Land Pride Model AFM4522 Batwing Finish Mower

Analysis

A batwing finish mower is a 3-section mower towed behind a tractor for mowing very large turf areas such as sports fields and lawn areas in parks. The outside sections of these mowers (bat wings) are folded up for transportation, but when folded down cut a wide path to make faster work of cutting large areas. The Parks Division is responsible for mowing over 90 acres of parks turf per week during the mowing season.

The DPW fleet has two batwing finish mowers for turf cutting in City parks. Unit 434 is a 2003 Befco Model 17420SFL with a 20’ wide cut, and Unit 452 is a 2005 Befco Model 17417SFL with a 17’ wide cut. While these two units have served the Department well over the years, the older unit is experiencing more frequent breakdowns, and a longer lead-time to get repair parts.

After visiting with staff at several neighboring communities, parks and fleet staff received positive reviews on Land Pride batwing finish mowers. The Land Pride mowers are heavier duty and are approximately $10,000 less than comparable Befco mowers.

Fleet Superintendent Todd Zeller obtained the three quotes shown below for a Land Pride Model AFM4522 All Flex 21’9” mower:

John P. Lochen Co., Inc., Newburg, WI $34,900

St. Lawrence Equip. Inc., Hartford, WI	$34,970
Mid-State Equipment, Jackson, WI	$36,114

Fiscal Impact

There are adequate funds available in the Department of Public Works Equipment Replacement Account #410787-725012-10359 for this purchase. The old unit will be sold on Wisconsin Surplus Online Auction and the proceeds will be deposited back into the same account.

Recommendation

A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:
Land Pride AMF4522 All-Flex Mower Literature (PDF)
Land Pride AMF4522_Lochen (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4113

A Resolution Approving the Purchase of a Land Pride AFM4522 Batwing Finish Mower from John P. Lochen Co., Inc., of Newburg, Wisconsin in the Amount of $34,900

RECITALS

A. The City of Mequon Department of Public Works' 2024 Equipment Replacement Program includes replacing batwing finish mower unit #434.

B. The Department of Public Works' Fleet Division solicited quotes for the batwing finish mower replacement and received 3 quotes for a Land Pride Model AFM4522 All Flex 21'9" batwing finish mower.

C. All of the bid proposals and quotes were reviewed by staff for compliance with requirements specified.

D. Adequate funds are available for the batwing finish mower in the Department of Public Works equipment replacement fund, account # 410787-725012-10359.

E. The Public Works Committee, at its meeting on April 9, 2024, approved staff's recommendations.

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

1. The Agreement for the Purchase of a Land Pride Model AFM4522 All Flex 21'9" batwing finish mower as proposed is approved and awarded to John P. Lochen Co., Inc., Newburg, Wisconsin for $34,900 subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. Staff is authorized and directed to execute and deliver the same.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

Caroline Fochs, City Clerk

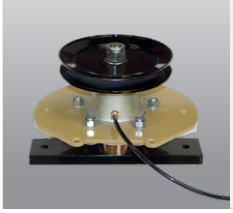
AFM4522 ALL-FLEX MOWER

65-100 HP | Pull-Type

Wide open spaces.

Land Pride's AFM4522 All Flex Mower is a commercial mower that can easily mow over 10 acres per hour. Contractors can make quick work of turf areas like parks, sports complexes, and sod farms. The high blade tip speed will produce a quality cut in bermuda, fescue, or rye turf grasses. The narrow transport width allows access to area with ease, easily fitting through any 10' gate.

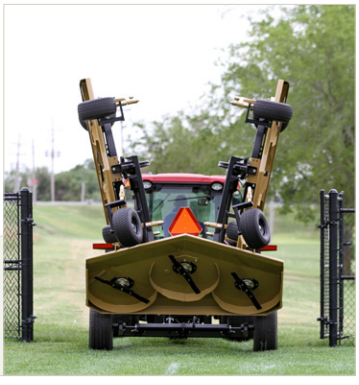
- Anti-scalp rollers on each deck reduces turf damage
- 18" Deck tires with sealant mean fewer pounds per square inch
- Single C-section belt with spring-loaded belt tensioner on each deck
- Single beam tongue for tight turning radius
- Rear discharge decks for even dispersal
- Adjustable clevis hitch to fit various draw bar heights
- Transport lights standard



The commercial duty 1-5/8" blade spindle features a cast iron housing, additional steel plate support, a 3/4" thick blade support bar and a remote greasing line.

2 YEAR LIMITED GEARBOX WARRANTY*

Transport width of 9'6" allows for safe transport from site to site.



	AFM4522
Horsepower	65-100 HP
Hitch	Pull-Type, Adjustable Clevis & Safety Tow Chain
Working Width (cm)	21' 9" (663)
Overall Width	22'
Transport Width	9' 6"
Positive Tongue Wt - lb	740
Weight - lb (kg)	4,150 (1,886)
Cutting Height	3/4" - 5-1/4" in 1/4" Incr.
Wing Cylinders	3-1/2" x 12"
Rear Deck Cylinder	2-1/2" x 8"
Gearbox	540 RPM, 3 Wing, 1 Splitter
Decks: 3 each	90"
Deck Thickness	3/16"
Deck Overlap	4-1/2"
Blade Hub	5 Bolt Casting
Blade Size	5/16" x 2-1/2" x 31-17/32"
Blade Overlap	2-1/4"
Blade Tip Speed	18,498 fpm
Blade Bearings	Greaseable Ball Bearings
Blade Spindles	1-5/8" Stressproof® Shaft
Blade Drive Belt	1 C-Section
Discharge	Rear
Deck Tires - 10 total	18 x 9.5 Air Tire, Sealant
Deck Wheel Spindles	1-1/4" w/Nylon Bushings
Transport Tires and Bearing	P27560SR, Tapered Bearings
Input Driveline	Cat. 4 CV w/Slip Clutch
Deck Driveline	Cat. 3
Mowing capacity @2mph	@2mph: 5.27 Acres/hr @4mph: 10.54 Acres/hr @6mph: 15.82 Acres/hr
Flex - Wings	23° L-R, 22° F-B
Flex - Center	10° L-R, 22° F-B
Colors	

Attachment: Land Pride AMF4522 All-Flex Mower Literature (RESOLUTION 4113 : 2024 Equipment Replacement - Batwing Finish Mower)

*See dealer for complete warranty information.

John P. Lochen Co.,Inc.

Matt Falkner
512 Franklin Street PO Box 110
Newburg, WI 53060-0110
(262) 675-6565 / (262) 483-1226 (mobile)
email: mfalkner@lochenequipment.com

EQUIPMENT QUOTE

Customer Name City of Mequon
Address
City,State,Zip
Phone Number Todd 414-333-9230
Date: 1/31/24 tzellere ci.mequon.wi.us

Equipment Description: Landpride All Flex Mower
AFM4522 21'9"
-55 hyd wing unlock

All For: 34900.00

Trade In Description

Value: $

Cash or Finance Balance $

Quote Offered By: Matt Falkner

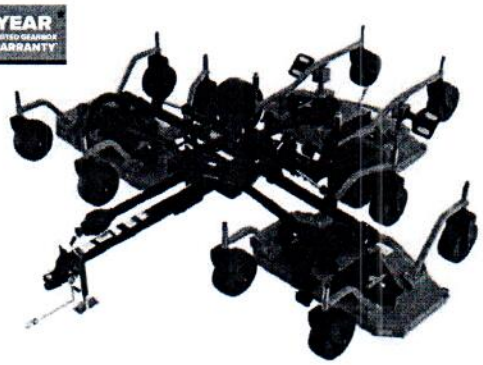
Attachment: Land Pride AMF4522_Lochen (RESOLUTION 4113 : 2024 Equipment Replacement - Batwing Finish Mower)

AFM42/45 Series All-Flex Mowers

RETURN TO INDEX

AFM4211: 30-65 HP • AFM4214/16: 40-70 HP • AFM45: 65-100 HP

5 YEAR LIMITED GEARBOX WARRANTY



Hitch: Pull Type, Adjustable Clevis Hitch & Safety Tow Chain
Tongue Screw Jack: 2200# Capacity
Discharge: Rear
Gearbox: 540 RPM, 3 Wing, 1 Splitter
Spring Loaded Idler with Overcenter Release
Automatic Transport Locks with Pull Rope Release
Deck Cylinders: Dual Acting
Hydraulic Outlets Required: 1 Set
Deck Flotation:
Individual Front to Rear and Side to Side
Input Driveline: Cat. 4 CV w/Slip-clutch
Wing Drivelines: Cat. 3
Blades - Fusion® edge
Safety Lights are Standard

Model No.	AFM4211	AFM4214	AFM4216	AFM4522
Cutting Width	11'1"	14'	16'8"	21'9"
Overall Width	11'3 1/2"	14'3"	16'10"	22'
Transport Width	7'8"	7'11"	8'5"	9'6"
Transport Length	10'11"	12'11"	13'4"	15'2"
Decks: 3 each	48"	60"	72"	90"
Deck Thickness	3/16"	3/16"	3/16"	3/16"
Deck Overlap	6"	6"	8"	4-1/2"
Height Adjustment	1"-5 1/2" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.	3/4" - 5 1/4" in 1/4" incr.
Blade Bearings	Sealed Ball Bearings	Sealed Ball Bearings	Sealed Ball Bearings	Sealed Ball Bearings
Blade Tip Speed	16,020 fpm	18,396 fpm	18,340 fpm	18,498 fpm
Blade Overlap	1 3/16"	1 1/4"	1 1/4"	2-1/4"
Drive Train	B-Section V Belt	B-Section V Belt	B-Section V Belt	1 C-Section
Input Driveline	Cat. 3 CV w/Slip-clutch	Cat. 4 CV w/Slip-clutch	Cat. 4 CV w/Slip-clutch	Cat. 4 CV
Deck Driveline	Cat. 3	Cat. 3	Cat. 3	Cat. 3 w/ Slip-clutch
Deck Tires - 10 ea., Air	13 x 5, Sealant	18 x 9.5, Sealant or 15 x 6.6	18 x 9.5, Sealant or 15 x 6.6	18 x 9.5, Sealant
Transport Tires	18 x 9.5, Sealant	23 x 10.5, Sealant	23 x 10.5, Sealant	P27560SR
Anti-Scalp Roller	Front Center and Outside Deck Corners	Front Center and Outside Deck Corners	Front Center and Outside Deck Corners	Front Center of Each Deck
Mowing Cap. @ 2 mph	2.68 acres	3.39 acres	4.0 acres	5.27 acres
@ 4 mph	5.37 acres	6.78 acres	8.1 acres	10.54 acres
@ 6 mph	8.10 acres	10.17 acres	12.1 acres	15.82 acres
Wing Flex - Degrees	23 L-R, 22 F-B	23 L-R, 22 F-B	23 L-R, 22 F-B	23 L-R, 22 F-B
Center Deck Flex - Degrees	13 F-B	10 L-R, 22 F-B	10 L-R, 22 F-B	10 L-R, 22 F-B

MODEL NUMBER	DESCRIPTION	MACHINE WEIGHT	SHIPPING WEIGHT	LIST PRICE
AFM4211-31	**42 SERIES ALL-FLEX MOWER - 11'1" width**	2425#	2425#	$ 26,145
AFM4214-1531	**42 SERIES ALL-FLEX MOWER - 14' width** with 15" Deck Tires	2745#	2745#	$ 27,520
AFM4216-1531	**42 SERIES ALL-FLEX MOWER - 16'8" width** with 15" Deck Tires	3285#	3285#	$ 30,823
	Options for 14' and 16'			
-18	For 18" Deck tires - delete 15 and add -18	50#	50#	$ 1,599
AFM4522*	**45 SERIES ALL-FLEX MOWER - 21'9" width** *(assembly required)*	4150#	4150#	$ 46,643
	Mulching Kits Available through the Parts Department			
ADD OPTION NUMBER	**FOR ALL AFMS**			
-55	Hydraulic Wing Unlock (315-722A) *(No extra hydraulic outlet required on AMF4211, AFM4214, AFM4216)* *(Extra hydraulic required on AFM4522)*	35#	35#	$ 691
	COLOR OPTIONS (No Option=Buckskin)			
-82	Orange			

NOTE: Hydraulic Wing Unlock is Dealer installed option. Allow 2 hours for installation.

** 2 Year Gearbox Warranty*

Attachment: Land Pride AMF4522_Lochen (RESOLUTION 4113 : 2024 Equipment Replacement - Batwing Finish Mower)

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2945
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Parks and Forestry

TO: **Common Council**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **RESOLUTION 4115 A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in an Amount Not-to-Exceed $50,500**

Background

On February 21, 2024, a formal Request for Proposals (RFP) was released by the City of Mequon requesting submissions related to the completion of five identified tasks, including: a Comprehensive Park, Recreation & Open Space Plan update, a Playground Inventory and Safety Assessment, a review of Park Impact Fees, a Master Plan for Katherine Kearney-Carpenter Park, and a Master Plan update for River Barn Park.

City staff invited five firms and posted the RFP on the City's website. Three firms attended a pre-proposal meeting and two consultants submitted proposals.

Analysis

MSA Professional Services and Harwood both submitted proposals that met all criteria of the RFP. Based on those submittals, the proposal, and scoring sheets were sent out to a four-person subcommittee of the Park & Open Space Board.

The subcommittee consensus based upon the average of the scoring sheets resulted in a recommendation in favor of MSA Professional Services. That subcommittee recommendation was considered by the POSB at the April 2, 2024, POSB meeting.

MSA's experience, approach, and outlined plan for moving the process forward seemed to be the most capable of producing the comprehensive set of documents that the staff and the POSB are looking for to represent Mequon Parks and Open Spaces.

While the base task of completing the update to the park plan could be awarded separately, funding is available to complete all of the tasks as outlined, and is recommended by staff. Please note that Task 4 for the Katherine Kearney-Carpenter Park Master Plan was issued based upon the west lot being eliminated and parking spots added to the north lot. The full RFP with associated scoping language is attached to this memo.

Fiscal Impact

Of the two proposals received, cost estimates, along with associated tasks identified in the City's RFP, are summarized as follows:

	MSA	Harwood
Comprehensive Plan Update	$21,200	$38,000
Playground Inventory & Safety Assessment	$7,500	$8,500
Impact Fee Review	$8,500	$6,000
Katherine Kearney-Carpenter Park Master Plan	$4,100	$10,500
River Barn Park Master Plan Update	$4,600	$7,000
Contingency	$4,600	$7,000
TOTAL:	$50,500	$77,000

Recommendation

On April 2, 2024, the Park & Open Space Board unanimously approved a recommendation in favor of awarding a contract to MSA Professional Services. A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:
2024 Update: CORSP RFP (PDF)
Proposal: MSA (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4115

A Resolution Awarding a Contract for an Update to the Comprehensive Park, Recreation & Open Space Plan to MSA Professional Services, Inc., of Mequon, Wisconsin, in an Amount Not-to-Exceed $50,500

RECITALS

A. Staff issued a Request for Proposals to update the City of Mequon's Comprehensive Park, Recreation & Open Space Plan, as required by the Wisconsin Department of Natural Resources every five years.

B. The City received two proposals, one from MSA Professional Services, Inc. of Mequon, Wisconsin which has experience and recommendations supporting the award of the project.

C. Staff identified five initial tasks: Comprehensive Park, Recreation & Open Space Plan update, Playground Inventory and Safety Assessment, Impact Fee Review, Katherine Kearney-Carpenter Park Master Plan, and River Barn Master Plan update and recommends award of all tasks.

D. Funding for the plan update was provided through the FY2024 budget.

E. The Park and Open Space Board at its meeting on April 2, 2024, meeting recommended the contract for award.

F. The Public Works Committee at its meeting on April 9, 2024, further recommended the contract for award.

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

1. The Contract for the 2024 Comprehensive Park, Recreation & Open Space Plan Update with MSA Professional Services, Inc., of Mequon, Wisconsin, in the form attached hereto is approved, and awarded 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: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

REQUEST FOR PROPOSAL
CITY OF MEQUON PARK AND OPEN SPACE BOARD
2024 UPDATE: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN

The City of Mequon Park and Open Space Board is seeking proposals from a select group of qualified consultants for the preparation of an update to its Comprehensive Park, Recreation and Open Space Plan.

Scope of Services:
At a minimum, planning services should include the following items: review, update, revise, and bring new ideas for consideration of innovative new trends. The consultant should feel free to expand items as necessary in preparing the proposal.

Task 1* – Comprehensive Park, Recreation & Open Space Plan Update
Scope to update the existing plan include, but are not limited to the following:

- Attend a kickoff meeting at the April 17, 2024, Park and Open Space Board meeting.
- Compile feedback regarding the existing Plan from the Park and Open Space Board and City Staff to utilize for the updated document and to serve as the Citizen Committee Public Input.
- Create user group survey to serve as the Informal Public Input.
- Provide standardized survey questions for an online resident survey platform to serve as the Needs Assessment Survey Public Input. Survey questions shall be provided first in draft form to be approved by the Park and Open Space Board and ultimately established in an online resident survey platform (i.e. SurveyMonkey) which includes analysis capabilities.
- Work with the Park and Open Space Board to either update the existing or generate new goals and objectives which are specific, measurable, achievable, results-focused, and time-bound.
- Update the existing document, dated 2019, in conformance with the Wisconsin Department of Natural Resources Bureau of Community Assistance Guidelines for Development of Local Comprehensive Outdoor Recreation Plans.
- Format the document to be easily consumable to the general public. Include information that can serve in a stand alone capacity, i.e. for budget requests, education of user groups, etc.
- In the document update, streamline the format of the document to eliminate duplicity, consolidate information, and provide an easy to read, user-friendly plan.
- In addition to the Individual Park Recommendations, create consolidated lists of all recommendations sorted by cost in descending order, by park type and by category, i.e. policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.

- Present a draft document in a Public Meeting and subsequently to the Park and Open Space Board to serve as the Public Meetings and Workshop Public Input.
- Attend meetings as outlined.

*The City of Mequon reserves the right to award a contract for Task 1 only.

Task 2 – Playground Inventory and Safety Assessment and Recommendation Analysis
There are six existing playground structures with the City of Mequon parks and open spaces. All but one of the structures currently exist within one of the Mequon Park systems, Community Parks. The only exception is the play structure in Riverview Park.

The Park and Open Space Board is looking to undertake a needs assessment plan that will incorporate the long and short term recommendations to make the play structures both safe and compliant from now and into the future, as well as the costs attributed with doing so. Needs assessment for long and short term needs of each existing playground structure. Recommendations for replacements or additions to the current playground structure inventory.

- Needs analysis of whether Mequon current has an adequate number of playground structures per capita.
- Safety analysis and recommendation for each structure, in accordance with a generally accepted standard, i.e. National Recreation and Park Association, National Program for Playground Safety of US Consumer Product Safety Commission
- Cost analysis of both maintenance or replacement of each structure
- Photographic documentation of deficiencies/safety needs
- Recommendation for replacement based on age and condition rating.

Task 3 – Impact Fee Review
The City of Mequon charges a Park Impact Fee per Wis. Stat. § 66.0617. If awarded, Task 3 would include completing a revised public facility needs assessment for the parks facilities utilizing the information from Task 1.

Task 4 – Katherine Kearney Carpenter Park Master Plan
In 2024, the City will design amendments to the City's only dog park, primarily consisting of the elimination of the west parking lot due to safety concerns with the new interchange, adding parking to the existing parking lot to the north and implementing drainage improvements. As a result of that design and recent tree removal, there is an opportunity to redesign how the dog park is used and the offerings of the park.

If awarded, Task 4 shall include a master plan for the dog park. The master plan shall consider both improving the existing park facilities and supplementing the park with additional appurtenances. The master plan shall also assess the safety of the park and make recommendations for improvements.

Task 5 – River Barn Master Plan Update

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

In 2019, the City completed master plan documents for three of its Community Parks. During the last five years amendments to the document that was approved for River Barn have been requested. As a result, the city is seeking a master plan update for River Barn Parks, master plan document.

If awarded, Task 5 shall include a master plan update for River Barn Park. The plan shall include the proposed new features, with identified locations, cost analysis, and park needs assessment updates.

Pre-Proposal Meeting
Staff will be offering a pre-proposal meeting to answer questions from possible consultants on Thursday March 7. The meeting will be held at the Mequon DPW Building (10800 N. Industrial Drive, Mequon, WI 53092 at 1:00pm.

Proposal Format
Consultants' proposals should include a brief resume of the firms' qualifications and a copy of a recently completed report in similar format. Proposals shall include an introduction to the project team and plan approach. The cost for each task shall be broken down as provided in the attached format.

The City reserves the right to reject any and all proposals. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

Consultants must submit their proposals to the City of Mequon Department of Public Works by 3:30 P.M. on March 13, 2024. Please provide 10 proposal copies and one example report. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The City will interview select consultants as part of the review process.

Consultant Interviews
Consultant interviews will be scheduled for Thursday, March 21. Please note that not all consultants may be requested to complete an interview. City Staff will contact consultants on Monday March 18 with their scheduled time slot.

Project Schedule

The schedule shall adhere to the following:

March 7:	Pre-proposal Meeting
March 13:	RFPs due to City Staff
March 14:	Proposals provided to review team for scoring
March 19:	Proposal Scoring Complete, due to Mike by 12:00 pm/PM – Schedule Interviews
March 21:	Consultant Interviews
March 25:	Final Consultant Selection

March 28:	Park and Open Space Board recommendation for Contract Award
April 9:	Contract Award at Common Council
April 10:	Notice of Award
April 17:	Project Kick-off Meeting/Park Board Meeting
May 6:	Consultant submittal deadline for draft survey questions
May 22:	Present Draft Survey Questions for Approval
June 3:	Consultant submittal deadline for draft Goals and Objectives
June 19:	Review of Draft Goals and Objectives
	Resident Deadline for Needs Assessment Study
	Review of Mini-Master Plan update
September 18:	Public Input Session/Park Board Review of Draft CORP
October 16:	Park Board Approval of CORP
October 21:	Planning Commission Approval of CORP
December 10:	Common Council Approval of CORP
December 31:	Deadline for Submittal to WDNR

Thank you for your interest in this project, and feel free to call (262) 512-1297 to discuss the scope of work.

Sincerely,

Michael Gies
City of Mequon, Parks and Forestry Superintendent

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	
Task 3	Impact Fee Review	
Task 4	Katherine Kearney-Carpenter Park Master Plan	
Task 5	River Barn Master Plan Update	
Task 6		
TOTAL		

Attachment: 2024 Update: CORSP RFP (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park,

MSA planning + design studio

PROPOSAL TO PROVIDE

Comprehensive Park, Recreation & Open Space Plan

1 LETTER OF INTEREST
2 FIRM QUALIFICATIONS
7 TEAM INTRODUCTION
11 PROJECT EXPERIENCE
17 PLAN APPROACH
21 COSTS

CORP REPORT SAMPLE
separate

Prepared for:
City of Mequon
Park and Open Space Board
March 13, 2024

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

MSA PROFESSIONAL SERVICES, INC.

12308 Corporate Parkway, Suite 400, Mequon, WI 53092

Contact:	Emily Soderberg
Phone:	(608) 579-9909
Email:	esoderberg@msa-ps.com
Website:	www.msa-ps.com

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

MSA planning + design studio

March 13, 2024

Michael Gies, Parks and Forestry Superintendent
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Re: Proposal to Provide a Comprehensive Park, Recreation and Open Space Plan Update

Dear Mr. Gies,

Over the past decade, we've witnessed a strong national trend of increased interest in community health and wellness. The result is an investment in parks and recreation amenities that encourage physical activity. These amenities improve our communities not only by promoting health but also by helping to attract and retain residents. Communities are improving their parks, connecting safe walking and bike routes, and exploring new advanced programs and amenities to attract users.

MSA is part of this trend and is committed to a leadership role in the park and recreation industry. We are active members of the National Recreation and Park Association, and we routinely present innovative ideas and projects at national and state conferences. In 2020, MSA was selected as the WPRA Commercial Member of the Year for our dedication and work with the chapter. Our expertise is distributed across our 17 offices and coordinated by a Community of Practice to share work and expertise. A key piece of that expertise is project funding — we have secured more than $5 million in grant funding for park and recreation projects in the past decade.

Another key piece of the MSA approach is a commitment to genuine community engagement. Each community is unique in the facilities and the level of service they provide. Effective park planning is about talking to residents, staff and elected officials to see what they need and then balancing that with funding capacity. We utilize a combination of in-person and online tools to make the process broadly accessible. We know people are strapped for time, so making participation as easy as possible is critical. Bundling the master plans with the Comprehensive Park, Recreation and Open Space Plan (CORP) is a great opportunity to use both your budget and stakeholder attention efficiently.

We're excited for the opportunity to partner with the City in pursuit of a robust, resilient, inclusive local park system. We have a deep track record preparing CORPs and park master plans — experience that fits your current needs precisely. The enclosed proposal describes our project team and qualifications, as well as our proposed scope of services and fees. Our scope and fee are based on your RFP and our understanding of your needs and funding capacities. We are open to negotiation and refinement to further fit our work to your needs. If you have questions or would like additional information, please do not hesitate to reach out to me directly at (608) 579-9909 or esoderberg@msa-ps.com.

Sincerely,

MSA Professional Services, Inc.

Emily Soderberg | Project Manager

Lucas Gieger, PLA, ASLA | Landscape Architect | Phase Manager

FIRM PROFILE

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to 1919. Our firm consists of 400+ engineers, architects, planners, landscape architects, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

WE'RE PROUD TO BE 100%
EMPLOYEE-OWNED

400+
TEAM MEMBERS

17
OFFICE LOCATIONS

POSITIVELY IMPACTING
THE LIVES OF OTHERS SINCE 1919

33
INDUSTRY AWARDS EARNED SINCE 2017

$625+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

CLIENT EXPERIENCE

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

To the right, you'll find the percentage of clients who say MSA met or exceeded their expectations based on the following categories.

98% ACCURACY

96% HELPFULNESS

98% RESPONSIVENESS

98% SCHEDULE

99% QUALITY

97% SCOPE & FEES

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

YOUR FULL-SERVICE PARKS AND RECREATION PARTNER

How residents perceive the quality of life within their community is linked to the quality of parks and recreational facilities available to them. Therefore, many communities see the benefits of completing a park and recreation plan. Having a plan becomes even more important as communities' demographics shift and redevelopment or development occurs which bring more people into the community. MSA has helped numerous clients meet the evolving parks needs in their communities through park planning.

PARKS AND RECREATION CoP

MSA has internally developed our own Community of Practice (CoP) focused solely on Parks and Recreation. This community strives to broaden knowledge sharing across the company and develop standards and technical information to raise the bar on project design and assure clients benefit from the collaborative expertise of all. Each of the MSA professionals listed in this proposal are members of this CoP and communicate daily about project design and innovation.

OUR EXPERTISE | WHAT WE DO

- **ADA Audits for Park & Recreational Facilities**
- Architecture Design *(Shelters, Bandshells, Restrooms, etc.)*
- Campground Development and Infrastructure
- Community/Recreation Centers
- **Comprehensive Park and Recreation Plans (Municipal, County, Regional)**
- Conceptual Site Plans and 3D Renderings
- Indoor and Outdoor Aquatic Facilities
- Infrastructure Survey and Design *(Parking, Stormwater, Sewer, Water, etc.)*
- Landscaping Plans
- Park and Recreational Fundraising and Fundraising Plan Development
- **Park Master Plans**
- Playground Safety Audits
- Public Opinion Surveys and Visioning

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

PARKS AND RECREATION PLANNING

What makes a successful park and recreation plan?

A successful parks and recreation plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, Commission members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community based plan.

A plan is only as valuable as the projects and amenities it enables, and we take particular pride in our success translating outdoor recreation plans and conceptual plans into successful grant applications and completed projects. MSA has helped many communities secure federal and state funding to acquire and improve park space, using our experience to make the right pitch. In the past 10 years we have secured nearly $5 million in federal and state funding for our clients' parks. And, our engineers and landscape architects have often had the opportunity to see ideas through to design and construction of trails, playgrounds, splash pads, pools, recreation fields and more.

From Idea to Park: The Village of Sauk City asked MSA to lead the development and design process for the revitalization of Riverfront Park. MSA also helped the Village secure $1.3 million in state and federal funding for the project, and provided assistance through design and construction.

COMPREHENSIVE OUTDOOR RECREATION PLAN EXPERIENCE OVERVIEW

Creating successful parks and recreational assets starts with an investigation into what your community wants and needs and how these spaces can have the greatest positive impact on people's lives. We weave public engagement into the early stages of assessing needs, planning and design, so you can count on community support from the outset. The following communities count MSA as a planning partner.

LOCATION	YEAR
Village of Dane, Wisconsin	2023
City of Hillsboro, Wisconsin	2023
Village of Campbellsport, Wisconsin	2023
Village of Waunakee/Town of Westport, Wisconsin	2022, 2017
City of Wausau, Wisconsin	2023
City of Fort Atkinson, Wisconsin	2022
City of Beaver Dam, Wisconsin	2022, 2016, 2009
City of Wisconsin Dells, Wisconsin	2022, 2015
Village of Mukwonago, Wisconsin	2022, 2017
City of Verona, Wisconsin	2022, 2016
Village of Suamico, Wisconsin	2022
Village of West Baraboo, Wisconsin	2021, 2017

LOCATION	YEAR
Village of Fox Lake, Wisconsin	2021
City of Chilton, Wisconsin	2021
Village of Barneveld, Wisconsin	2021
City of Middleton, Wisconsin	2020
City of Riverdale, Iowa	2020
City of Durant, Iowa	2020
City of Pine City, Minnesota	2019
Marathon County, Wisconsin	2019
City of Hiawatha, Iowa	2019
City of DeForest, Wisconsin	2018
Village of North Freedom, Wisconsin	2018
City of Waupun, Wisconsin	2017
Village of Lake Delton, Wisconsin	2015

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

PARKS MASTER PLANNING

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new recreational opportunities emerge, and the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. Recreational-based tourism continues to proliferate as an important component of local and state economies.

MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. **What makes a successful park and recreation facility or master plan?** A successful master plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community steering committee. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosts community open-house-style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community-based plan.

PARK MASTER PLANNING EXPERIENCE

- Savoy Parks Master Plan, IL
- Barber Park Master Plan, Mahomet, IL
- Memorial Park Master Plan, Lexington, MN
- Robinson Park Master Plan, Pine City, MN
- Kelly Park Master Plan, Arcola, IL
- Park Master Plan, Annawan, IL
- Gramercy Park Master Plan, East Dubuque, IL
- Vilas Park Master Plan, Madison, WI
- Carson Park Master Plan, Eau Claire, WI
- Birch Lake Park and Memorial Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- SouthTown Master Planning and Preliminary Design, Kalona, IA
- Trails Master Plan, Hiawatha, IA
- 13 Acre Park Master Plan, Mahomet, IL
- Ervin Park Plan and Improvements, Tuscola, IL
- Hanzen Park Master Plan, Philo, IL
- Village Forest Park, West Baraboo, WI
- Park Master Plan, Germantown, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- Erb Park, Appleton, WI
- Riverfront Park, Wisc. Rapids, WI
- Wisconsin Rapids Aquatic Center, Wisc. Rapids, WI
- Webb Park, Reedsburg, WI
- Kautzer Park Master Plan Update, Nekoosa, WI
- Swan Park Master Plan, Beaver Dam, WI
- Baraboo River Corridor Water Trail Planning Project, WI
- Rowe Park Master Plan, Onalaska, WI
- Fireman's Park Master Plan Update, Verona, WI
- Mitchell Park Master Plan, Guthrie Center, IA
- Park Master Plan and CORP, North Freedom, WI
- Lowe Park, Marion, IA
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Park Master Plans, Ripon, WI
- Memorial Park Master Plan, Waverly, IA
- Zingg Park Master Plan, Verona, WI
- Alonzo Park Master Plan, Hortonville, WI
- 51 West Park Master Plans, Stoughton, WI
- Crawford Park Master Plan, Caledonia, WI
- Municipal Zoo Master Plan, Wisconsin Rapids, WI
- Lincoln Park Zoo Master Plan, Manitowoc, WI

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

CORE DISCIPLINES FOR THIS PROJECT

PLANNING & FACILITATION

MSA has specialists in all areas of community planning, including Comprehensive Outdoor Recreation Plans (CORPs). Our award-winning parks and recreation planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles. To create the best plan for Mequon, our team understands that our role is to provide information and facilitate discussion. **We do our work to enable your decisions.** It is critical that stakeholders are informed and involved throughout this process.

PUBLIC ENGAGEMENT

Engaging your community will be critical to developing a plan that benefits the community for the long-term. To do this, we offer a menu of options for stakeholders to get involved. Our Engagement Toolkit, developed by our parks and recreation professionals, features methods across the entire public engagement spectrum that we have found most helpful throughout the many similar projects.

LANDSCAPE ARCHITECTURE

Our landscape architects are skilled specialists in collaborative approaches to protect and enhance the natural environment. They bring strong expertise in diverse stakeholder engagement and the development of CORPs and programmatic efforts.

GEOSPATIAL/GIS ANALYTICS AND MAPPING

MSA's geospatial analysts are well versed in big data set management, analytics, and mapping. Additionally, they have developed and deployed numerous mobile data collection applications that may provide value to this project and future implementation of the ultimate plan.

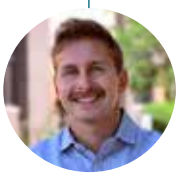
Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced planners and landscape architects backed by more than 400 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**

Emily Soderberg
Project Manager

Lucas Geiger, PLA, ASLA
Landscape Architect
Phase Manager



Brian Wiedenfeld
Assistant Planner

Morgan Shapiro
Assistant Planner

Emma Wenman, ASLA
Landscape Designer

Hannah Cramer
Landscape Designer

Attachment: Proposal: MSA (RESOLUTION 4115 : Resolution 4115 – A resolution awarding the 2024 update: Comprehensive Park, Recreation

Emily Soderberg
PROJECT MANAGER

Emily is an experienced park and recreation planner and has worked on numerous comprehensive outdoor recreation plans. Emily also has six years of experience throughout the sustainability sector, ranging from industrial compost management and rooftop farming to food systems research and solar energy system design. Emily is a graduate of the University of Michigan's Urban and Regional Planning Master's program where she concentrated in land use and environmental planning.

Education
M.S., Urban and Regional Planning, University of Michigan
B.S., Sustainable Built Environments, University of Arizona Honors College

Memberships
American Society of Adaptation Professionals (ASAP)
American Planning Association-WI

Selected Project Experience
- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI
- Village CORP Update, Belleville, WI
- Village CORP, Campbellsport WI
- Village CORP, Deerfield, WI
- Osceola CORP, Wausau, WI
- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- CORP Update, Wisconsin Dells, WI
- CORP/Bike-Ped Update, Waunakee & Westport, WI
- CORP, Wisconsin Dells, WI
- CORP Update, Beaver Dam, WI
- Memorial Park Master Plan and CORP Update, Hillsboro, WI
- Comp Plan Update and CORP, Dane, WI
- Park and Open Space Plan, Madison, WI
- Comprehensive Plan, La Crosse, WI
- Sustainability Plan Development & Design, Madison, WI
- Parks Planning, La Crescent, MN
- Comprehensive Plan Update, Osceola, WI
- Residential Rooftop Solar Design & Sales, Tucson, AZ*
- Green Roof Farm Operations & Management, Washington, DC*
- Industrial Compost Operations & Management, Tucson, AZ*
- Tree Ordinance & Master Plan Review, Washtenaw

**Denotes experience prior to MSA*

Lucas Geiger, PLA, ASLA
LANDSCAPE ARCHITECT
PHASE MANAGER

Lucas is heavily involved in MSA's parks and recreation projects, site developments, and downtown designs. He has taken on a passion for urban planning and design in the hopes of helping communities activate spaces for the good of the public. Lucas' resume includes site inventory and analysis, concept development and master planning, site design and engineering, construction document preparation, and project management. Lucas is currently one of the leaders in supporting the downtown Milwaukee office and growing MSA relationships within Southeastern Wisconsin.

Education
B.S., Landscape Architecture, University of Wisconsin-Madison

Certification/Membership
Professional Landscape Architect - WI
American Society of Landscape Architects (ASLA)

Selected Project Experience
- West Side Park and Leonard-Leota Park Improvements, Evansville, WI
- Parks Master Plan, Chilton, WI
- City Center Park, Park Falls, WI
- Fireman's Park, Verona, WI
- Mandt Park Master Plan, Stoughton, WI
- Swan Park Master Plan, Beaver Dam, WI
- Vilas Park Master Plan, Madison, WI
- Crawford Park Master Plan, Caledonia, WI
- Gramercy Park, East Dubuque, IL
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- ADA Audits: Beloit, WI; Neenah, WI; New Berlin, WI; Elkhorn, WI
- Centennial Park Improvements, Hartford, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Downtown Streetscape & Redevelopment, La Porte City, IA
- Nennig Park Improvements, Chilton, WI
- Alonzo Park Master Plan & Downtown Plan, Hortonville, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Jim Friedman Memorial Park Master Plan, Nekoosa, WI
- Washington Park Improvements, Tomahawk, WI
- Downtown Trail/Riverwalk, Hortonville, WI

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Brian Wiedenfeld
ASSISTANT PLANNER

Brian helps municipal leaders develop strong communities. He has experience in many areas of the planning process, and his experience in academia has ranged from studying climate-resilient turfgrass solutions for public green spaces to helping develop tools that support farmers' markets in measuring and tracking their economic, social and ecological impacts. Prior to joining MSA, Brian most recently worked at the Wisconsin Department of Transportation as an urban and regional planner.

Education
M.S., Urban and Regional Planning, University of Wisconsin-Madison
B.S., Agricultural and Applied Economics, University of Wisconsin-Madison

Selected Project Experience
- Comprehensive Outdoor Recreation Plan, Fort Atkinson, WI
- Comprehensive Outdoor Recreation Plan, Waunakee, WI
- Housing Study Update, Monticello, MN
- Comprehensive Plan, Dane, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan Update, Cambridge, WI
- Comprehensive Plan, Sharon, WI
- Comprehensive Plan, Deerfield, WI
- 2023 Comp Plan Update, Somerset, WI
- East Side Neighborhood Economic Development and Land Use Plan, McFarland,WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Transportation Master Plan, Somerset, WI
- Riverfront Plan, Fond du Lac, WI
- Downtown Plan, Juneau, WI
- Blight Evaluation Studies, Madison, WI

Morgan Shapiro
ASSISTANT PLANNER

Morgan is a recent addition to the Planning Team at MSA. In May 2023, Morgan graduated from UW-Milwaukee's Master of Urban Planning program, during which she served as the Long-Range Planning Intern for the City of Milwaukee's Planning Department, in addition to a graduate assistant position with UW-Milwaukee's Office of Sustainability. While with the City of Milwaukee, Morgan was an integral part of several major planning efforts, including the updated Downtown Plan and the City's Comprehensive Outdoor Recreation Plan. Morgan has a diverse range of experience in the long-range planning field, from economic development to city-wide food system planning, and is passionate about community resilience and sustainable development.

Education
Master of Urban Planning, University of Wisconsin-Milwaukee
B.A., Geoscience, Studio Art, Lawrence University

Selected Project Experience as Planning Intern
- Downtown Urban Design Project, Sun Prairie, WI
- Safe Streets and Roads for All Plan, Park Falls, WI
- Greenfield Neighborhood Plans, Fitchburg, WI
- Sustainability Plan and Development Design, Madison, WI
- CORP Update, Stoughton, WI
- Comprehensive Plan, Deerfield, WI
- Comprehensive Plan, Hortonville, WI
- Comprehensive Plan, Osceola, WI
- CORP + Master Plan, Winnebago County, WI
- Milwaukee Comprehensive Outdoor Recreation Plan & Gathering Places Feasibility Study, Milwaukee, WI*
- Milwaukee Bay View Neighborhood Plan 2040, Milwaukee, WI*
- Downtown Plan 2040, Milwaukee, WI*

**Denotes experience prior to MSA*

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Emma Wenman, ASLA

LANDSCAPE DESIGNER

From site-specific design to master planning, Emma has a wide interest in landscape architecture since joining the MSA Milwaukee office. She has assisted on many park master planning projects and emphasizes the importance of the design process by being involved in community engagement opportunities. Emma is passionate about providing visions for communities by presenting a concept and receiving design feedback. In her role as a landscape designer, Emma continues to develop project inventory and analyses, conceptual designs, landscape planting plans, and master planning documents.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Membership

American Society of Landscape Architects (ASLA)

Selected Project Experience

- West Side Park and Leonard Leota Park, Evansville, WI
- Crawford Park Master Plan, Caledonia, WI
- Fond du Lac Riverwalk, Fond du Lac, WI
- 51 West Development Parks Master Plan, Stoughton, WI
- Oak Street Overlook, Baraboo, WI
- Park Master Plans, Ripon, WI
- Birch Lake Park and Memorial Park Master Plans and Comprehensive Outdoor Recreation Plan Update, Barneveld, WI
- Hasmer Lake Community Park Master Plan, Jackson, WI
- Alonzo Park Master Plan, Hortonville, WI
- Memorial Park Master Plan, Waverly, IA
- Midwest Medical Center Landscape Planting Plan, Galena, IL
- Village Forest, West Baraboo, WI
- Westside Master Plan, Marathon County, WI
- Park Planning for Grundahl Park and Grandma Foster Park, Mount Horeb, WI
- 28th Street Final Design - Path and Landscaping, Superior, WI
- La Salle Ave Phase 2 (Downtown), Barron, WI

Hannah Cramer

LANDSCAPE DESIGNER

Hannah joined MSA full-time in May 2023 after graduating from the University of Wisconsin-Madison. She has experience with residential, municipal, and commercial landscape design and construction, community engagement, and various parks and recreation master planning projects.

Education

B.A., Landscape Architecture, University of Wisconsin-Madison

Selected Project Experience

- 2021 Swan Park Lagoon Restoration & Splashpad Design Beaver Dam, WI
- ADA Facility Audit, Beloit, WI
- Nennig Park Design, Chilton, WI
- Park Master Plans, Chilton, WI
- North Main Street Redevelopment Plan, Fond du Lac, WI
- Riverfront Plan, Fond du Lac, WI
- Clausen Park Improvements, Fox Lake, WI
- Centennial Park Phase 2, Hartford, WI
- Discher Park Improvements, Horicon, WI
- ADA Transition Plan, La Crescent, MN
- Walnut Street Corridor Plan, La Crescent, MN
- Lincoln Park Zoo Wetland Aviary, Manitowoc, WI
- San Damino Community Vision and Master Plan Process, Monona, WI
- Parks ADA Audit, Monona, WI
- Park Master Planning Services, Ripon, WI
- Washington Park Design, Tomahawk, WI
- CORP Update, Verona, WI
- Dog Park Planning, Wisconsin Dells, WI
- Madison Blight Studies, Madison, WI
- Mirror Lake State Park Interpretive Center, Baraboo, WI
- PATH of Hustisford - Pelican Path Trail Study, Hustisford, WI
- Great Sauk Trail Walking Iron Trail Bridge Design, Hillpoint, WI
- Fireman's Park Concepts, Campbellsport, WI
- ADA Audit & Municipal Building Remodel Plan, Greenville, WI
- Alonzo Park Master Plan, Hortonville, WI
- Forest Park Design Project, West Baraboo, WI
- Village Park Master Plan, North Fond du Lac, WI
- Comprehensive, Bike and Ped, Parks Plans, Waverly, IA
- Winnebago County CORP + Master Plan 2023-2028, Oshkosh, WI

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COMPREHENSIVE OUTDOOR RECREATION PLAN

FORT ATKINSON, WI

As of 2022, the City of Fort Atkinson did not have an active Comprehensive Outdoor Recreation Plan, with the last plan expiring sometime in the 1990s. Therefore, MSA was hired to essentially develop the City's first CORP. A key part of the planning process was engaging with the public to educate them on the purpose and importance of comprehensive outdoor recreation planning, in addition to soliciting their input on improving parks and recreation services in the City. This was achieved through a number of robust public engagement opportunities, including an online public survey, two focus groups with sports and civic organizations, and two pop-up booths with family-friendly activities at community events.

A thorough inventory of all Fort Atkinson parks was conducted, resulting in a detailed two-page spread for each City park in the final plan that includes photos, a list of park amenities, and a list of prioritized park improvements with corresponding cost estimates. With the adoption of the plan in February 2022, the City was eligible for the first time in decades to apply for state grant like the Knowles-Nelson Stewardship Program to help fund the recommended park improvements.

Finally, a key request of the City as part of this planning process was the calculation of a proposed park impact fee. The City was not charging park impact fees, which raises funds for the development of park facilities when land is dedicated for parks in new subdivisions. The process of developing this new impact fee revealed conflicting language within the City's current parkland dedication ordinance, ultimately leading to a recommendation in the plan for the City to revisit and consider amending this ordinance.

REFERENCE

Brooke Franseen, Director of Parks & Recreation
P: (920) 397-9910
E: bfranseen@fortatkinsonwi.gov

Plan Link: *https://cms8.revize.com/revize/fortatkinson/2-16-23%20Adopt.%20Ordinance_Fort%20Atkinson%20CORP%202023-2028.pdf*

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COMPREHENSIVE OUTDOOR RECREATION PLAN

CHILTON, WI

The City of Chilton hired MSA to update its CORP to maintain eligibility for state and federal funding. MSA had experience working with the City prior and was directly hired based on our expertise with setting communities up for funding success through the recommendations in our CORPs, and the breadth of park planning experience we brought to the table.

For the CORP, MSA was tasked with determining what updates the community wanted in the park system and combining those with the ideas of staff and elected officials. To find out what ideas the public had for the future of parks and recreation, we offered a survey and public open house. We worked with the City to craft these ideas into recommendations for maintenance, long-term, medium-term, and short-term improvements to parks. We included cost estimates to help the City with future budgeting. The City did not have a park impact fee, so we also calculated what that fee could be if the City was interested in charging one. Overall, the City was happy they had a document to set them up for funding success once they are ready to apply for state and federal funding for parks and trails.

Since completion of the CORP, the City has reached out to MSA to assist with master planning for several of the parks.

Plan Link: *https://issuu.com/msaprofessionalservices/docs/09322002_chilton_corp_02022022_with_appendices*

REFERENCE

David DeTroye, City Administrator/Clerk/Treasurer
P: (920) 849-2451 x306
E: chiltonclk@chiltonwi.com

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MANDT PARK MASTER PLAN

STOUGHTON, WI

Stoughton, Wisconsin, is a short 20-minute drive from the heart of Madison, and a charming riverfront community steeped in Norwegian tradition. Already home to 15 parks and a variety of passive and active recreational amenities, the City wanted to draw more attention to recreational opportunity along the Yahara River and partnered with MSA in the creation of a Master Plan for Mandt Park, which sits along its banks on the southern edge of the city.

33 acres in size, Mandt Park is prime for water-based recreation, especially considering that 15 of those acres are backwaters of the Yahara River. Stoughton asked MSA parks and recreation professionals to explore ways to improve the park, expand upon trail networks along the river, enhance pedestrian access and incorporate new and exciting amenities to draw visitors into the community.

MSA and the City agreed that a robust public engagement plan including a survey of local residents would best define the wants and needs for the future of Mandt Park. An online survey was used to collect these opinions, and with over 1,000 responses, the partners soon had a comprehensive tally of thoughts pertaining to 10 questions about park use. In addition to the survey, MSA team members met with individual stakeholder groups to solicit feedback and ideas for park improvements. From this, three preliminary concepts were developed and presented to the public, City staff and Parks and Recreation Department committee for review.

The resulting Master Plan for Mandt Park is a colorful visualization for the park's future, with a preferred design layout established from the collection of comments received. The plan builds upon an existing foundation of a ball field, basketball courts, play equipment, skateboard park and the Mandt Community Center. It adds a new shelter and restroom building, pickleball/tennis courts, the relocation of the fairground grandstand, concessions and pull track for fair usage, a new canoe/kayak launch, splash pad, river overlook with fishing area, expanded multi-use path, new bathhouse with park shelter, enhanced playground area and improved open lawn with added green space, landscaping and picnic areas.

REFERENCE

Dan Glynn, Former Stoughton Parks & Recreation Director (current Champlin Parks & Recreation Director)
P: (763) 923-7163
E: dglynn@ci.champlin.mn.us

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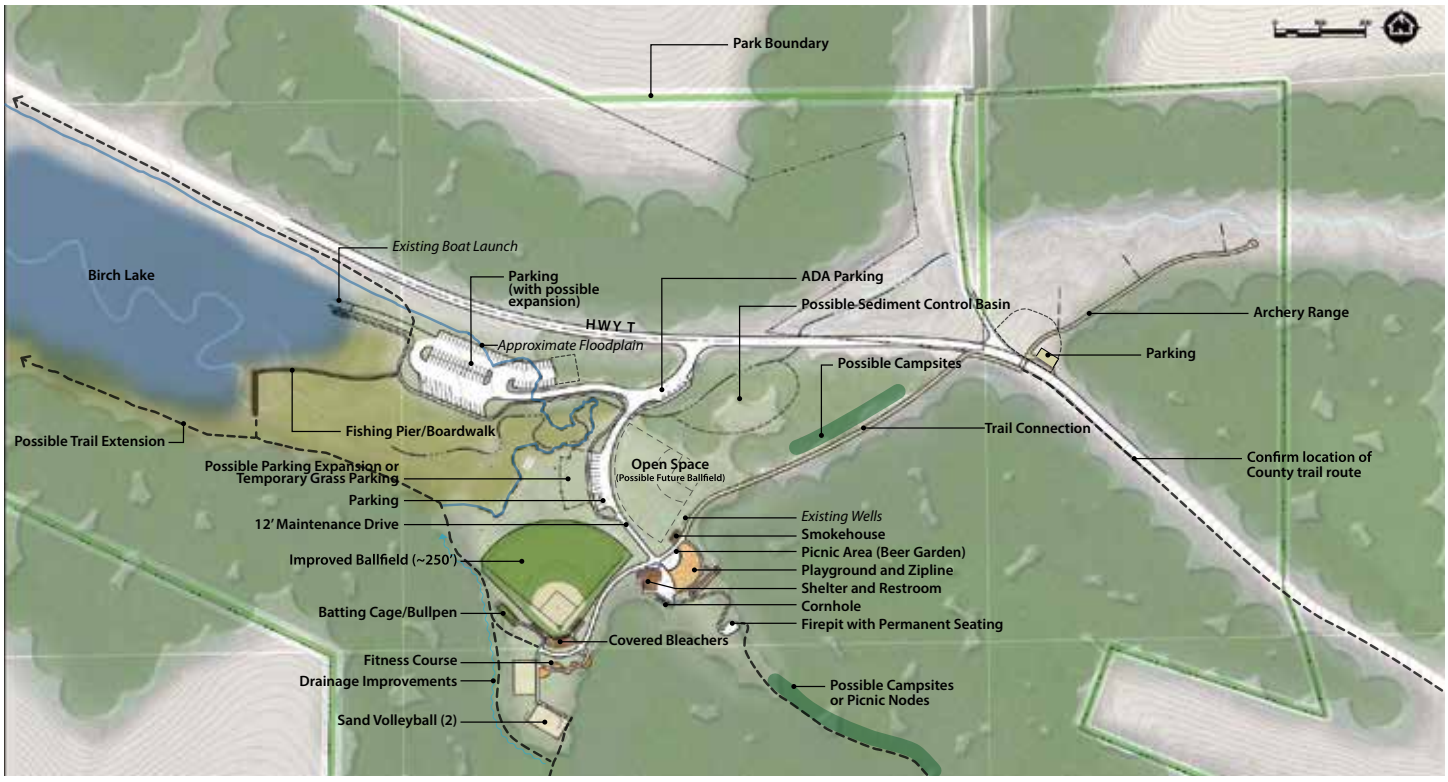
BIRCH LAKE PARK AND MEMORIAL PARK MASTER PLANS AND COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

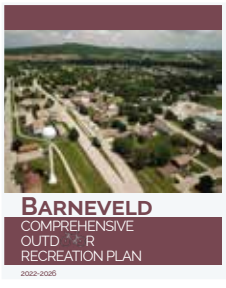
VILLAGE OF BARNEVELD, WI

MSA assisted the Village of Barneveld with the creation of two master plans, one for Birch Lake Park and one for Memorial Park. The project included site inventory, analysis and evaluation of both properties, conceptual design work for developing master plans, and planning level cost estimates. In 2022, MSA assisted Barneveld in preparing a Wisconsin DNR Stewardship Grant Application for the improvements recommended in the Memorial Park Master Plan, and the Village was awarded approximately $636,190 for implementation which will begin this year.

Concurrently, MSA updated the Village's Comprehensive Outdoor Recreation Plan. This plan guides the continual improvement of the Village's park, recreation and trail systems to maintain its eligibility for state and federal park and recreation grants. The plan envisions a connected system of parks, open spaces, and trails throughout Barneveld related to the village's natural resources, geography, and neighborhoods. To solicit comments and ideas from residents for desired improvements within the Birch Lake property, Memorial Park, and the park system as a whole, MSA conducted an online public survey and held a public input meeting.

Plan Link: https://issuu.com/msaprofessionalservices/docs/barneveld_comprehensive_outdoor_recreation_plan





REFERENCE

Mike Peterson, Trustee- Village of Barneveld
P: (608) 341-7314
E: mpeterson@mhtc.net

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Existing Park: Walter Bauman Pool (Aquatic Center)

COMPREHENSIVE OUTDOOR RECREATION PLAN

MIDDLETON, WI

Middleton is known as “The Good Neighbor City,” a northwestern suburb of the capital City of Madison perched along the banks of Lake Mendota. Home to approximately 17,000 residents and witnessing tremendous, consistent growth, the City recognized the need to both fortify their existing park and recreational facilities as well as plan for the wise use of remaining acreage as the community continues to grow and parcels are absorbed by residential and retail development.

Middleton leaders chose to begin the process with the development of a CORP and asked MSA to lead the study, public engagement and guide to implementation of the vision for the next five years and beyond.

One of the community’s main goals for the CORP is to address the rapid influx of urban infill development in the community. As Middleton grows and residential properties such as apartment and multi-unit buildings become more popular, so does the demand for convenient and accessible outdoor space. City officials are concerned about having enough park land to meet future demand, as well as enough funding to support park maintenance, staffing, potential new park development and associated programming.

MSA began phase one of the CORP by reaching out to local sports organizations to assess their needs and how such needs align with city planning, available space and use agreements. Once all the localized information was collected, phase two would be to contact surrounding communities and regional sports and recreation organizations to discuss potential partnership opportunities. The goal was to see where regional park and recreational needs align, and ultimately, to implement a variety of shared-use options including public sports fields, pools and trails to meet demand and balance investment between parties.

A robust public engagement component was also key to the development of the CORP. The City expressed interested in gathering input from citizens as early in the planning process as possible, but due to restrictions associated with COVID-19, did not want any meetings to be held in person. MSA planners shifted to conduct the public input meeting to be entirely online, including activities that residents could participate in after the meeting ended. The meeting was recorded, and activities were made available afterwards for those who were not able to attend at the scheduled time.

The result is a clearly defined set of needs, wants, opportunities and potential partnerships to guide it toward the implementation of a new and exciting recreation plan—one that will provide a variety of engaging and accessible places for residents to visit.

REFERENCE

Mark Wegner, Assistant Director of PLRF - Field Services
P: (608) 821-8345
E: mwegner@cityofmiddleton.us

Plan Link: https://issuu.com/msaprofessionalservices/docs/04928079_middleton_corp_01212021

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PARKS ADA STUDY

COTTAGE GROVE, WI

The Americans with Disabilities Act, Title II requires physical accessibility assessments of all existing recreation facilities to determine whether there are elements that create physical barriers to individuals with disabilities. In 2017, the Village of Cottage Grove hired MSA to assist with the evaluation of the Village's 11 public parks and Village Hall.

Our team of planners and architects conducted audits of playgrounds, sports fields, parking lots and park buildings. MSA developed protocols and audit sheets for completing detailed assessments of each park. **Each checklist included:**

- Written description of the features being audited (e.g. parking lots, routes to play areas, recreational equipment, restrooms, drinking fountains, shelters, etc.).
- A check box describing whether the feature meets accessibility standards.
- A space for field comments.
- A space to reference digital images of specific deficiencies at each facility or property.
- A space to reference the appropriate ADA code citation.
- A space to identify potential solutions to identified deficiencies.

Since the Village does not employ more than 50 personnel, it was not required to complete a Transition Plan under Title II; however, as a matter of best practice, the Village opted to have MSA complete a Transition Plan. MSA developed a **Transition Plan for the Village including the following components:**

- An overview of the Parks Department's priority strategies for implementing corrective measures.
- Contact information for the staff member designated as ADA Coordinator and a summary of grievance procedures.
- A table identifying deficiencies by park, including the recommended corrective action, cost estimates, target year for completion, and actual year of completion.
- Maps of the location of proposed new ADA-compliant accessible routes to play equipment, shelters and play fields.

REFERENCE

Sean Brusegar, Director of Parks, Recreation and Forestry
P: (608) 839-8968
E: sbrusegar@villageofcottagegrove.gov

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PROJECT APPROACH & SCOPE

1 TASK 1: COMPREHENSIVE PARK, RECREATION & OPEN SPACE PLAN UPDATE

Our team's approach to updating Mequon's Comprehensive Park, Recreation and Open Space Plan is broken out into the following three phases:

TASK 1, PHASE 1 | EXISTING CONDITIONS REVIEW & PUBLIC ENGAGEMENT

April – May 2024

- *Background & Existing Plan Review:* MSA will review relevant existing plans, including but not limited to:
  - 2019 Mequon POSP
  - 2019 Lemke Park, River Barn Park, & Rotary Park Master Plan Report
  - 2022 Park Annual Report
  - 2035 City of Mequon Comprehensive Plan
- *Project Kick-Off Meeting:* MSA will facilitate a project kick-off meeting with the Park and Open Space Board (POSB) on April 17th to review the following topics:
  - Discuss changes to the Mequon park system since the previous plan's adoption in 2019. Compile feedback on the previous plan and desired changes for the update.
  - Discuss future park and trail development opportunities and identify potential projects that would be good candidates for state and federal grant applications (ex. Knowles Nelson Stewardship).
  - Create a plan to distribute and promote the two online surveys (user group and resident surveys), which will go live summer 2024. We will discuss which park user groups to focus on and the type of feedback the City is looking for from each survey.
- *Online Surveys*: MSA will develop and facilitate two online surveys: one geared toward park user groups, and one geared to the general public and residents of Mequon. Both surveys will be hosted online via SurveyMonkey. MSA will submit drafts of the two surveys by May 6th; the surveys questions will be approved by the POSB on May 22nd.

TASK 1, PHASE 2 | PLAN DEVELOPMENT

June – August 2024

- *Update Goals & Objectives:* MSA will work with the Park and Open Space Board to either update the existing or generate new goals and objectives that are specific, measurable, achievable, results-focused, and time-bound. MSA will submit a draft of these updated goals and objectives to the POSB by June 3rd.
- *Park Inventory:* MSA staff will visit each City-owned park to take photos and assess maintenance issues and potential improvements. City staff are welcome to tour the parks alongside MSA staff. The site visits for Task 2, 4, and 5 will occur in tandem with the park system-wide inventory.
- *Mapping:* MSA's GIS team will develop an updated Existing Parks and Trails Map and a Park Service Area Map. The methodology for the park service area map will be based on based on the National Recreation and Park Association, Urban Land Institute, and Trust for Public Land's 10-Minute

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Walk Campaign and will help identify areas of the community potentially underserved by City-owned parks. Finally, we will develop a Proposed Parks and Trails Map in collaboration with City staff and the POSB that notes potential parkland acquisitions and trail developments.

- *Develop Draft 1:* MSA will begin drafting the 1st draft of the updated CORP. This draft will be developed in Microsoft Word for ease of editing and review with City staff and the POSB. Once reviewed by the City, our team will translate draft 1 into Adobe InDesign to create a graphic and polished final product that reduces duplicity, consolidates information, and is easy to read.

TASK 1 | PHASE 3: PLAN ADOPTION

September – December 2024

- *Present Draft Plan:* A summary of the updated version of Draft 1 in Adobe InDesign will be presented by MSA at a meeting of the POSB on September 18th; this meeting will also be open to the public as a Public Input Session.
- *POSB Approval of Plan:* The POSB will approve the updated CORP; MSA will attend this meeting and can present a summary if desired by the POSB.
- *Common Council Plan Adoption:* MSA will present a summary of the final plan to the Common Council.

MSA's updated Comprehensive Park, Recreation and Open Space Plan, will tentatively follow the outline below. However, we are happy to adjust this outline to align with the desires and expectations of the City of Mequon:

- *Chapter 1 – Introduction*: Summary of the plan purpose and description of the overall planning process.
- *Chapter 2 – About Mequon*: Summary of existing parks and open space classifications and facilities; Map 1: Existing Parks and Trails; summary of local recreational facilities not owned or operated by the City; summary of significant natural resources; summary of current and projected population; and summary of other applicable planning efforts and their impacts on park planning.
- *Chapter 3 – Goals and Objectives:* Developed in tandem and approved by the POSB and City staff.
- *Chapter 4 – Analysis of Park Needs and Demands:* A quantitative, qualitative, and geographic analysis of the Mequon Park system, including Map 2 Park Service Area.
- *Chapter 5 – Recommendations*
  - Existing Parks & Trails: MSA will create a one or two-page summary page for each existing park with an overview of its existing facilities, proposed improvements, and cost estimates.
  - New Park & Trail Facilities: MSA will summarize areas proposed for future City parks and new trails as determined through the planning process. MSA will identify these on Map 3 Proposed Park and Trail Facilities.
- *Chapter 6 – Implementation*
  - Capital Improvement & Recommendations Summary: A consolidated summary table of the recommendations from Chapter 5. Recommendations will be sorted by cost in descending order, by park type and category (i.e, policy, ADA/inclusivity, operations/maintenance, repair, capital improvement, user group request, new initiative, etc.).
  - Funding Opportunities: A summary table of common state and federal park grant programs including information on maximum awards and application due dates. Identification of other non-traditional funding options to help mitigate potential funding gaps.
  - Impact Fee Review: A updated comparison of Mequon's current park impact fee in comparison to regional peers and similarly sized communities in Wisconsin.

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- Appendix:
  - Appendix A: Complete Survey Results (User Group Survey and Resident Survey)
  - Appendix B: Maps. 11" x 17" copies of the following maps:
    - Map 1: Existing Parks and Trails
    - Map 2: Park Service Areas
    - Map 3: Proposed Park and Trail Facilities
  - Appendix C: Playground Inventory and Safety Analysis
  - Appendix D: Katherine Kearny Carpenter Master Plan
  - Appendix E: River Barn Master Plan Update

2 TASK 2: PLAYGROUND INVENTORY, SAFETY ASSESSMENT, AND RECOMMENDATION ANALYSIS

MSA will carry out Task 2 through the following two phases:

TASK 2, PHASE 1 | PLAYGROUND INVENTORY & NEEDS ANALYSIS

June – July 2024

- Using NRPA standards and best practices, will assess if Mequon currently has enough playgrounds per capita.
- MSA staff will conduct a thorough site inventory and safety analysis for each of the six (6) existing playgrounds within the City of Mequon. This analysis will be based on the U.S. Consumer Product Safety Commission's Public Playground Safety Handbook . This will include photographic documentation of any identified deficiencies and safety needs.
- MSA shall consider the impact of the Rotary Club of Mequon's planning of a larger, inclusive playground into the inventory and needs analysis.

August – September 2024

- With the results and documentation gathered in Phase 1, our team will develop recommendations for each structure that include:
  - Overall condition rating.
  - Recommendations and cost estimates for structure replacement based on age and condition rating.
  - Cost comparison analysis for structure maintenance versus replacement.
  - Immediate (0-3 years) Short (3-5 years) and long-term (6+ years) structure maintence/replacement recommendations.
- The results from Phases 1 and 2 will be compiled into a report and included as an appendix to the CORP.

3 TASK 3: IMPACT FEE REVIEW

August – December 2024

Using the analyses and recommendations gathered through the CORP update process, MSA will review Mequon's current park impact fee ordinance, calculate a new fee (if deemed necessary by City staff), and prepare a Facility Needs Assessment. The deliverable for Task 3 will be separate report document from the CORP and will utilize the City's current Facility Needs Assessment as baseline. As laid out in Wis. Stat. § 66.0617, this needs assessment will include:

- An inventory of existing public park facilities, including an identification of any existing deficiencies in the quantity or quality of those facilities.
- An identification of new public facilities, improvements, or expansions of existing public facilities that will be required because of land development. This identification shall be based on explicitly identified service areas and service standards.
- A detailed estimate of the capital costs of providing the new public facilities, improvements, or expansions in existing public facilities, including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.

4 TASK 4: KATHERINE KEARNEY CARPENTER PARK MASTER PLAN

April – August 2024

Given upcoming changes, MSA will work with City staff and the POSB to develop a design concept for a reimagined Katherine Kearney Carpenter Dog Park. This design concept will be developed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP planning process. A MSA Landscape Designer will conduct a site visit to Katherine Kearney Carpenter Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will review previously generated concepts by the City in support of the investigation and discussion.

MSA will prepare a preliminary design for the dog park that considers:

- The elimination of the west parking lot due to safety concerns with the new interchange
- Adding more parking capacity to the northern existing parking lot

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- Recent or planned tree removal
- Drainage improvements and stormwater management planning
- Improvements to existing facilities and recommendations for additional facilities
- Safety assessment and recommendations

After reviewing the preliminary design with City staff and/or the POSB, MSA will prepare a final dog park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

5 TASK 5: RIVER BARN MASTER PLAN UPDATE

April – August 2024

Using the 2019 River Barn Master Plan as a baseline, MSA will create an updated design concept that incorporates all amendments to the plan made over the past five years. This will include the proposed new features (with identified locations), cost estimates, and any other park needs assessment updates.

Like the design concept developed for Task 4, this task will be executed concurrently with the CORP, with updates to staff and the POSB provided during meetings set through the CORP planning process. A MSA Landscape Designer will conduct a site visit to River Barn Park during our park system-wide site inventory for the CORP; City staff are welcome to join this site visit. MSA will prepare a preliminary design to share and review with City staff and/or the POSB. MSA will then prepare a final updated park design concept and associated cost estimates. The final design concept and cost estimates will be included as an appendix to the CORP.

MSA POSB Meeting Attendance Summary

An MSA project team member will attend the following six (6) POSB and Common Council meetings in-person to report out progress on Tasks 1-4. Any additional in-person or virtual Committee, Commission, Board, or Council meeting attendance will incur an additional fee.

1. April 17, 2024 - POSB
2. May 22, 2024 - POSB
3. June 19, 2024 - POSB
4. September 18, 2014 - POSB
5. October 16, 2024 - POSB
6. December 10, 2024 – Common Council

Our budget for Task 1 also includes additional time for as-needed virtual meetings and communication with City staff to coordinate the overall planning process for Tasks 1 though 5.

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Task	Description	Cost
Task 1	Comprehensive Park, Recreation & Open Space Plan Update	$21,200.00
Task 2	Playground Inventory and Safety Assessment and Recommendation Analysis	$7,500.00
Task 3	Impact Fee Review	$8,500.00
Task 4	Katherine Kearney-Carpenter Park Master Plan	$4,100.00
Task 5	River Barn Master Plan Update	$4,600.00
Task 6		
TOTAL		$45,900.00

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Mequon, WI 53092
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www.ci.mequon.wi.us
Office of Parks and Forestry

TO: **Common Council**
FROM: **Mike Gies, Parks and Forestry Superintendent**
DATE: **April 2, 2024**
SUBJECT: **RESOLUTION 4116 A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park**

Background

Per the 2019 master planning efforts for Rotary Park, an all-user playground was identified as a need at the Rotary south location, but no timeline was given for the project implementation and no funding is currently designated for the project. The current playground at Rotary south was constructed in 1996. Several of the playground components were either donated or moved from other locations and are older than 1996.

In the summer of 2023, with communication to City staff, the Rotary Club of Thiensville-Mequon approved an initiative to move forward with planning documents for an inclusive, all-user playground adjacent to Rotary Park's south pavilion. Private Rotary funds were utilized in these planning efforts. The Rotary Club engaged Zimmerman Architectural Studios (Harwood), working in conjunction with a playground equipment manufacturer to prepare initial concept plans for the all-user inclusive playground. The attached plans are conceptual plans only.

Analysis

The Rotary Club of Thiensville-Mequon is seeking preliminary approval from the City of Mequon for the concept, so that they may seek stakeholder approval and publicly fundraise for the proposed improvements at Rotary Park. The Rotary Club recognizes that organizations should not publicly seek stakeholder approval or fundraise for improvements on property owned by the City before conferring with the City. The terms and conditions for the conceptual approval are outlined in the attached Pre-Development Agreement, drafted by the Rotary Club.

Further, City involvement and approvals would be needed prior to implementation of the all-user playground. As well as an administered donation and dedication agreement with the City. That administration would happen once funding is secured, and final plans are presented and approved for the project.

Staff recommends that the Park and Open Space Board and Public Works Committee review the Predevelopment Agreement as submitted by the Rotary Club of Thiensville-Mequon and consider recommending approval to the Common Council of the agreement, giving permission for the Rotary Club to move forward with preliminary plans to seek stakeholder approval and fundraising efforts.

Fiscal Impact
No fiscal impact will be realized with authorization of this agreement. Future authorization of a donation and dedication agreement would address any further fiscal impact.

Recommendation
On April 2, 2024, the Park & Open Space Board unanimously approved a recommendation in favor of adopting the proposed resolution and accompanying pre-development agreement. A recommendation is forthcoming from the Public Works Committee on April 9, 2024.

Attachments:
Predevelopment Agreement (PDF)
Rotary Park - All-User Playground Concept Plan (PDF)
Rotary Images (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4116

A Resolution Approving a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park

RECITALS

A. The 2019 City of Mequon Park & Open Space Plan identifies an all-user playground as a capital project at Rotary Park.

B. The Rotary Club of Thiensville-Mequon is seeking approval of a predevelopment agreement to allow for fundraising and final planning of an all-user playground on the City's behalf.

C. Any authorization of the use of Rotary Park will require subsequent approval of a donation and dedication agreement with the City of Mequon.

D. No City of Mequon funds will be utilized for the planning effort, unless further authorized.

E. The proposed pre-development agreement between the City of Mequon and the Rotary Club of Thiensville-Mequon for an inclusive, all-user playground at Rotary Park was approved by the City of Mequon's Park & Open Space Board on April 2, 2024.

F. The proposed pre-development agreement between the City of Mequon and the Rotary Club of Thiensville-Mequon for an inclusive, all-user playground at Rotary Park was approved by the City of Mequon's Committee on Public Works on April 2, 2024.

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

1. The Predevelopment Agreement with the Rotary Club of Thiensville-Mequon, 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: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

PREDEVELOPMENT AGREEMENT FOR AN ALL-USER PLAYGROUND AT ROTARY PARK

THIS PREDEVELOPMENT AGREEMENT ("Agreement") is made as of _____, 2024, by and between ROTARY CLUB OF THIENSVILLE-MEQUON, WISCONSIN, INC., a nonstock corporation ("Rotary"), and the CITY OF MEQUON, WISCONSIN (the "City").

RECITALS

A. Rotary Park is part of the City's park system and is under the jurisdiction of the City and the Mequon Park and Open Space Board. The City's Park and Open Space Plan ("Park Plan") identifies recreational facilities and active and passive parks as critical components enhancing the quality of life within the City of Mequon. The Park Plan identifies Rotary Park as a community park with a list of specifically prioritized park improvements.

B. The Park Plan identifies "inclusive park facilities" as a need in the City's parks and in Rotary Park.

C. At the same time the Park Plan was created and adopted, the City prepared a Master Plan for Lemke Park, River Barn Park and Rotary Park (the "Master Plan").The Master Plan lists an inclusive playground among the highest priorities for Rotary Park.

D. Rotary proposes to install an all-user inclusive playground in Rotary Park. The playground would be installed in an expanded area where a playground currently sits adjacent to the Rotary Pavilion in Rotary Park.

E. Rotary engaged at its cost Zimmerman Architectural Studios and worked with an equipment manufacturer to prepare initial concept plans for an all-user inclusive playground. The plans show various improvements, landscaping, improved paths and other playground and playground-related features. The plans are concept plans only. Rotary intends to engage with various stakeholders for more input, and the ultimate plan will depend on the success of Rotary's fundraising efforts.

F. Rotary recognizes that organizations should not publicly seek stakeholder approval or publicly fundraise for improvements on property owned by the City before conferring with the City and obtaining preliminary approval by the City; accordingly, Rotary has requested that the City consider and enter into this Agreement.

AGREEMENTS

NOW, THEREFORE, the City and Rotary agree as follows:

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

1. The City has reviewed and approves on a preliminary basis of the concept of the all-user inclusive playground and agrees that the all-user inclusive playground depicted in Rotary's initial concept plans would be an asset to the City and the residents of the City. Rotary's initial concept plans are attached to this Agreement as Exhibit A.

2. The City's approval is conceptual only. Before the playground could be fully approved or built, Rotary would need to submit and the City would need to approve final plans and specifications for the playground, Rotary would need to demonstrate that it has or will have sufficient funds to complete the playground, and the City and Rotary would need to enter into an agreement regarding financing, construction, construction oversight, dedication to the City, signage, naming and other details.

3. The City has no objection to and approves of Rotary fundraising for and soliciting input regarding the playground subject to the foregoing.

4. This Agreement is in the nature of a Memorandum of Understanding and imposes no obligations on the City.

The City and Rotary have executed this Agreement as of the dates set forth below.

CITY OF MEQUON

Dated: _____ BY: _____
Andrew Nerbun, Mayor

ATTEST:

BY: _____
Caroline Fochs, Clerk

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

ROTARY CLUB OF THIENSVILLE-
MEQUON, WISCONSIN, INC.

Dated: _____

BY: _____
Jenne B. Hohn, President and
Rotary All-User Playground Committee
Co-Chair

BY: _____
John M. Wirth,
Rotary All-User Playground Committee
Co-Chair

EXHIBIT A
Initial Concept Plan

Attachment: Predevelopment Agreement (RESOLUTION 4116 : Resolution Description #4116)

NOTE:
ALL PLAYGROUND EQUIPMENT SHOWN IS FOR REFERENCE PURPOSES ONLY. SPECIFIC PLAYGROUND EQUIPMENT IS TBD AND WILL BE SELECTED IN A FUTURE PHASE OF THE PROJECT.

ZIMMERMAN ARCHITECTURAL STUDIOS, INC.
HARWOOD

Rotary Park, Mequon - Inclusive Playground

SITE PLAN

2024-01-03

N

Scale: 1" = 20'

Attachment: Rotary Park - All-User Playground Concept Plan (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club

Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

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HARWOOD

Zimmerman

ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club

Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

HARWOOD

zimmerman

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Thiensville-Mequon

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zimmerman

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ARCHITECTURAL STUDIOS, INC.

Rotary

Thiensville-Mequon

Rotary Club

Attachment: Rotary Images (RESOLUTION 4116 : Resolution Description #4116)

11333 N. Cedarburg Road
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Phone: 262-242-2530
Fax: 262-242-9655

www.ci.mequon.wi.us **Office of Southern Ozaukee Fire & EMS Department**

TO: **Common Council**
FROM: **David Bialk, Fire Chief**
DATE: **March 18, 2024**
SUBJECT: **RESOLUTION 4114 A Resolution Approving the Southern Ozaukee Fire & EMS Department's Capital Improvement Budget Amendment to Authorize the Purchase of a 2026 Ford Ambulance from Life Line Emergency Vehicles of Sumner, Iowa, in the Amount of $365,144**

Background

Since the merger of the City of Mequon and Village of Thiensville Fire Departments the Southern Ozaukee Fire Department has maintained a fleet of five ambulances. The department currently only needs four ambulances, however, given the age and high mileage of the current fleet, a decision was made to maintain five until the new one arrives. When the new ambulance arrives, an assessment will be done on the current fleet to sell off the ambulance least suitable for daily operations. The following list shows the year, make, and mileage of each ambulance:

- 2004 Chevy Ambulance 552: 20 years old/62,303 miles
- 2004 Chevy Ambulance 551: 20 years old/58,348 miles
- 2009 Ford Ambulance 951: 15 years old/129,025 miles
- 2014 Ford Ambulance 952: 10 years old/120,167 miles
- 2017 Ford Ambulance 950: 7 years old/101,566 miles

The goal of the SOFD is to maintain a fleet of four ambulances and rotate ambulances out after 12 years of service. A new ambulance was ordered by the Mequon Fire Department in July of 2022 with an expected delivery date of late 2024 or early 2025. Given the lead time is still two years to build an ambulance, another ambulance needs to be ordered now so a predictable replacement schedule can be established.

Analysis

A specification for a new ambulance was developed using the existing ambulances as a template. The Fire Department specifications were sent out to three different vendors for quotes and three quotes were returned ranging from $365,000 to $386,000. All of the quotes included a $55,356 Stryker Power-Load cot system. Three of the current SOFD ambulances have a Power-Load system on them. The Power-Load system supports the loading and unloading of the cot (patient moving device) in and out of the ambulance, reducing the potential for back injuries. Adding the Power-Load system to this new ambulance would make all the vehicles the same with interchangeable equipment.

The delivery dates for a new ambulance also vary considerably, anywhere from the Spring of 2026 to the Fall of 2026. The following quotes were received:

Horton Emergency Vehicles:	$388,415
Osage Ambulances:	$388,186
Life Line Emergency Vehicles:	$365,144

According to the Intergovernmental Agreement between the City of Mequon and the Village of Thiensville, SOFD may make expenditures from its capital improvement budget after said budget has been approved by the two municipalities. Here, the purchase of the ambulance from Life Line was not part of the approved capital improvement budget. The SOFD Board's approval of the purchase constitutes a budget amendment.

Fiscal Impact

Using staff's recommendation of purchasing from Lifeline Emergency Vehicles, the cost of the vehicle would be $365,144. There will be some value to selling one of the older ambulances, however it is too difficult to predict income from the sale given how long it will take to build a new ambulance. There is currently $1,210,762 in the SOFD capital fund.

Recommendation

On March 13, 2024, the Southern Ozaukee Fire & EMS Board of Directors approved a recommendation in favor of approving the proposed resolution by a vote of 7-0. A recommendation from the Public Safety Committee is forthcoming on April 9, 2024.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4114

A Resolution Approving the Southern Ozaukee Fire & EMS Department's Capital Improvement Budget Amendment to Authorize the Purchase of a 2026 Ford Ambulance from Life Line Emergency Vehicles of Sumner, Iowa, in the Amount of $365,144

RECITALS

A. The City of Mequon and Village of Thiensville have entered into an Intergovernmental Agreement establishing the Southern Ozaukee Fire & Emergency Medical Services Department.

B. The Southern Ozaukee Fire & Emergency Medical Services (EMS) Department (SOFD) provides 24-hour fire and EMS services 365 days per year.

C. The SOFD has a plan for scheduled replacement of fire and EMS vehicles.

D. Staff requested bids on a replacement vehicle, specifically a 2026 Ford Ambulance.

E. Life Line Emergency Vehicles of Sumner, Iowa provided the lowest bid for the replacement of the Ford Ambulance in the amount of $365,144.

F. Adequate funds are available for this purchase in the SOFD Capital Equipment Replacement Fund, Account #30100.

G. The SOFD Board approved the purchase of a replacement ambulance at their March 13, 2024, meeting, which constitutes a amendment to SOFD's approved capital budget.

H. Any changes to SOFD’s Capital Improvement Program (CIP) budget must be approved by both communities.

I. The Public Safety Committee recommended approval of the proposed budget amendment to purchase the ambulance at their April 9, 2024, meeting.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon that: the SOFD capital improvement budget amendment to authorize the Agreement for the Purchase of a 2026 Replacement Ambulance from Life Line Emergency Vehicles of Sumner, Iowa in the amount of $365,144, is approved.

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 9, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 9, 2024.

_____

Caroline Fochs, City Clerk

11333 N. Cedarburg Road
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www.ci.mequon.wi.us **Office of Community Development**

TO: **Common Council**
FROM: **Kim Tollefson, Director of Community Development**
DATE: **April 9, 2024**
SUBJECT: **Potential Purchase Offer for the Property Located at 11340 N. Cedarburg 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 a purchase offer of the identified property for the purposes of open space or redevelopment.

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 11340 N. Cedarburg Road.