



**Office of the Clerk/Treasurer**  
W240 N3065 Pewaukee Road  
Pewaukee WI 53072  
Phone: 262-691-0770

**COMMON COUNCIL  
MEETING NOTICE AND AGENDA**

**Monday, July 6, 2026  
6:30 PM**

Pewaukee City Hall Common Council Chambers  
W240N3065 Pewaukee Road, Pewaukee, WI

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1. Call to Order and Pledge of Allegiance
2. Public Comment - Please limit your comments to two minutes. If further time for discussion is needed, please contact your District Alderperson prior to the meeting.
3. New Business
  - 3.1 Discussion and Possible Action Regarding Short Term Rental Licensing, Regulations and Enforcement within the City of Pewaukee [Brown / Tabbert]
4. Engineering
  - 4.1 Discussion and Possible Action Regarding a Requested Easement from Midwest Fiber on PWC 0955-994-001 and PWC 0955-994-002 Pilgrim's Rest Cemetery [Wagner]
5. Plan Commission Reports and Recommendations
  - 5.1 Discussion and Action Regarding a Certified Survey Map for T&M Waukesha, LLC to Combine Their Two Adjacent Properties Located at N4 W22610 Bluemound Road (PWC 0963-999-016 & PWC 0963-999-037) [Fuchs]
6. Consent Agenda
  - 6.1 Approval of the Accounts Payable Listing Dated July 6, 2026 [Tarczewski]
  - 6.2 Approve **Ordinance 06-04** Sanitary Sewer Ordinance (*Second Reading*) [Wagner / Mueller]
7. Public Comment - Please limit your comments to two minutes. If further time for discussion is needed, please contact your District Alderperson prior to the meeting.
8. Adjournment

Kelly Tarczewski  
Clerk/Treasurer  
July 2, 2026

## **NOTICE**

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum at the above stated meeting. No action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Clerk/Treasurer, Kelly Tarczewski, at (262) 691-0770 three business days prior to the meeting so that arrangements may be made to accommodate your request.

City of Pewaukee, WI  
Wednesday, July 1, 2026

## Chapter 221. Hotels, Tourist Cabins and Short-Term Rentals

### § 221-5. Operation of short-term rentals.

- A. No person may maintain, manage or operate a short-term rental more than 10 nights each license year without a short-term rental license. Every short-term rental shall be operated by a property owner or property manager.
- B. Each short-term rental property owner is required to have the following licenses, permits and inspections:
- (1) A State of Wisconsin tourist rooming house license.
  - (2) A seller's permit issued by the Wisconsin Department of Revenue.
  - (3) A license from the Waukesha County Parks and Land Use Department, Division of Environmental Health.
  - (4) A license from the City of Pewaukee issued pursuant to this chapter.
  - (5) An inspection of the premises, prior to issuance of a license and renewal of a license, shall be completed by the City's Fire Inspector, Building Inspector, and Electrical Inspector, and the property owner shall be subject to the minimum inspection fee for each inspection as dictated by the City's fee schedule.
- C. Each short-term rental shall comply with all of the following:
- (1) No residential dwelling unit may be rented for a period of six or fewer consecutive days or more than 29 consecutive days, and no more than 180 days within any consecutive 365-day period.
  - (2) There shall not be excessive noise as prohibited by § **264-3** of the City Code, excessive fumes, glare, or vibration, any nuisance activities prohibited pursuant to Chapter **253** of the City Code, dogs at large as prohibited by § **126-3C** of the City Code, or trespass onto neighboring properties as prohibited by § **253-9** of the City Code.
  - (3) Nameplates or other signage related to the short-term rental property shall not exceed one square foot. No other signage advertising the short-term rental is permitted on-site.
  - (4) The number of occupants shall not be more than allowed under Wisconsin Administrative Code Chapter ATCP 72 or any other state regulation, state statute, or local ordinance.
  - (5) Not less than one on-site, off-street parking space shall be provided for every four occupants, based upon maximum occupancy.
  - (6) No recreational vehicles (RVs), campers, tents or other temporary lodging arrangements shall be kept on-site contrary to provisions set forth within Chapter **340**, Zoning, or be permitted on-site as a means of providing additional accommodations for paying guests or other invitees.
  - (7) The short-term rental premises shall have functioning smoke detectors and carbon monoxide detectors pursuant to the requirements of Wisconsin Administrative Code Chapter SPS 321.

- (8) The property owner shall have and maintain homeowner's liability or business liability insurance for the premises that are used for short-term rental and shall provide written evidence of such insurance with the license application and renewal application forms.
  - (9) The property owner or property manager of each short-term rental shall provide a guest register and require all guests to register their true names and addresses and rental time period(s) before being assigned sleeping quarters. The guest register shall be kept by the property owner or property manager and available for inspection for at least one year, as required by the Wisconsin Administrative Code.
  - (10) Each short-term rental shall comply with this chapter's requirements and any other applicable state, county or local laws, codes, rules or regulations.
  - (11) Certification of compliance. As a condition of issuance of a license under this chapter, the property owner or property manager shall certify in writing in each initial application and renewal application form that the short-term term rental property is in compliance with the terms and conditions of the license and this chapter.
  - (12) Access to premises.
    - (a) Upon probable cause to believe that a violation of this chapter, or of a law, code, rule or regulation relating to buildings, housing, electrical, plumbing, heating, gas, fire, health, safety, environmental pollution, water quality, food or zoning has occurred or is occurring, the City Building Inspector, Fire Inspector or a local health officer may request that the property owner or property manager allow him or her, upon presenting proper identification, access to the short-term rental premises at any reasonable time for any of the following purposes:
      - [1] To determine if there has been a violation of this chapter, or of a law, code, rule or regulation related to the short-term rental or its operation;
      - [2] To determine compliance with previously written violation orders;
      - [3] To examine and copy relevant documents and records related to the operation of the short-term rental; or
      - [4] To obtain photographic or other evidence needed to enforce this chapter.
    - (b) As used in this subsection, "probable cause" means facts and circumstances within an officer's knowledge and of which he or she has reasonably trustworthy information that are sufficient to warrant a reasonable officer believing that a violation has been or is being committed. If consent is refused, the Building Inspector, Fire Inspector or health officer may apply for a special inspection warrant issued under § 66.0119, Wis. Stats., or other warrant, subpoena or order as may be necessary or appropriate.
- D. Short-term rental license. The City Clerk shall issue a short-term rental license if an applicant demonstrates compliance with the provisions of this chapter. A short-term rental license is issued for one license year and may be renewed annually as provided in § **221-5F**. The license shall contain the following information:
- (1) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available.
  - (2) The name of the property manager, with contact information including mailing address and a telephone number at which the property manager is available.
  - (3) The license term.
  - (4) The State of Wisconsin tourist rooming house license number.
- E. Short-term rental license procedure.

- (1) All applications for a short-term rental license shall be filed with the City Clerk on forms provided by the Clerk. Applications must be filed by the property owner or the property manager. No license shall be issued unless the completed application form is accompanied by payment of the required application fee, which fee shall be non-refundable.
- (2) Each application shall include the following information and documentation for each short-term rental unit in order to demonstrate compliance with all requirements of this chapter:
  - (a) The name of the property owner, with contact information including mailing address and a telephone number at which the property owner is available.
  - (b) A copy of the State of Wisconsin tourist rooming house license issued under § 97.605, Wis. Stats., or proof that such state license has been applied for, in which event a provisional short-term rental license may be issued under this chapter for a period of 30 days but shall be conditioned upon the City Clerk's receipt of a copy of such state license from the applicant within said thirty-day period, and if a copy of such state license is not received by the Clerk within said period, then such provisional license shall expire and be void at and after the end of said thirty-day period.
  - (c) A copy of a completed State of Wisconsin lodging establishment inspection form dated within one year of such inspection.
  - (d) Written evidence of liability insurance as required by § **221-5C(8)**.
  - (e) A copy of a current seller's permit issued by the Wisconsin Department of Revenue.
  - (f) A diagram drawn to scale showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees on the premises.
  - (g) Designation of a property manager, unless the property owner is acting as the property manager, with contact information including mailing address and telephone number at which the property manager is available, and an affirmative statement that the property manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental.
  - (h) Written certification by the property owner that the short-term rental meets the requirements of this chapter and applicable state and county laws, ordinances and regulations.
  - (i) For renewal licenses only, written certification that a guest register has been kept as required by the Wisconsin Administrative Code.
- (3) Unless earlier revoked, each license shall run from July 1 of one year to June 30 of the following year and may be renewed for additional one-year periods. The application fee shall be paid upon filing of the application. Any application that does not include all of the information and supporting documentation required by this chapter shall not be considered as complete.
- (4) When the City Clerk determines that an application is complete and meets the requirements of this chapter, the Clerk shall approve the application and issue a short-term rental license (or, if applicable, a provisional short-term rental license) to the applicant. If the Clerk determines that the application is incomplete or does not meet the requirements of this chapter, the Clerk shall deny the application and inform the applicant, in writing, of the reason(s) why the application was denied and what action is needed to obtain approval of the application.
- (5) No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued or renewed if the applicant or short-term rental property has outstanding fees, taxes, special charges or forfeitures owed to the City.
- (6) No short-term rental license (or, if applicable, a provisional short-term rental license) shall be issued if the applicant or short-term rental property is found to be subject to one of the grounds for revocation as provided in § **221-5H(4)**.

## F. Renewal.

- (1) Each application for renewal of a short-term rental license shall include updated information for the documentation on file with the City Clerk and payment of the renewal fee. A renewal application must be filed with, and a nonrefundable renewal fee must be paid to, the Clerk at least 90 days prior to the license expiration date to allow the City Clerk adequate time to review the application. The Clerk shall determine whether the information provided in the renewal application is complete and meets the requirements of this chapter. The Clerk may also request reports from the City Building Inspector, the Fire Inspector, the Sheriff's Department and other law enforcement agencies regarding any enforcement actions taken with respect to the short-term rental properties and operations, and their owners, tenants, occupants or visitors. The Clerk shall review the renewal application and may approve or deny the application after taking into consideration the number, frequency and/or severity of law violations relating to the short-term rental property and operations, and its owner(s), tenant(s), occupant(s) or visitor(s), and whether such violations substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood. If after such consideration the Clerk determines not to renew the license, the Clerk shall notify the applicant in writing of the reason(s) for such decision and the applicant's right to appeal the decision to the Common Council as provided in § **221-5H**.
- (2) No license shall be renewed if the short-term rental property is under an order issued by the Building Inspector or a local health officer, or his or her designee, to bring the premises into compliance with state, county or local laws, codes, rules or regulations.

G. Display of license. Each license shall be displayed on the inside of the main entrance door of each short-term rental.

H. Appeal of licensing decisions; license revocation; appeal procedure; judicial review.

- (1) The City Clerk's decision to deny an initial short-term rental license or to deny renewal of a short-term rental license shall specify the reason(s) for such denial, in writing. Prior to the time for the renewal of the license, the City Clerk shall notify the licensee in writing of the City's intention not to renew the license and notify the licensee of his or her right to an appeal hearing as provided in § **221-5H(2)**.
- (2) The City Clerk's decision to deny an initial license or to deny renewal of a license may be appealed to the Common Council by filing a written appeal with the Clerk within 21 calendar days (excluding legal holidays) after the date of mailing of the written notice of the City Clerk's decision denying such license or renewal license. The Common Council shall conduct a due process hearing and issue a written decision on the appeal within 30 calendar days of the City's receipt of the written appeal, or the license shall be deemed granted. If the appellant appears at the hearing, he or she may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel of his or her choosing, at his or her expense. If the Common Council finds the City Clerk's reason(s) for his or her decision sufficient, the decision shall be affirmed. If the Common Council finds the City Clerk's reason(s) for his or her decision insufficient, the decision shall be reversed, and the license shall be granted and issued. If the appellant does not appear at the hearing and the Common Council finds the City Clerk's reason(s) for his or her decision sufficient, the decision shall be affirmed. The Common Council's written decision on the appeal must specify the reason(s) for its determination. The City Clerk shall give written notice of the Common Council's decision to the applicant or licensee.
- (3) A license may be revoked by the Common Council during the term of a license year and following a due process hearing for one or more of the following reasons:
  - (a) Failure by the licensee to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the City.
  - (b) Failure to maintain all required local, county and state licensing requirements.

- (c) Any violations of local, county or state laws or regulations which, based upon their number, frequency and/or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s) or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.
- (4) Revocation. Any resident of or owner of property within the City may file a sworn written complaint with the City Clerk alleging one or more violations of § **221-5C** as grounds for revocation of a short-term rental license issued under this chapter. Upon the filing of the complaint, the Common Council shall notify the licensee of the complaint by certified mail and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Common Council on a day, time and place included in the notice, not less than 10 days and not more than 45 days from the date of the notice, and show cause why his or her license should not be revoked. The hearing shall be conducted as provided in § **221-5H(2)**. If a license is revoked, the City Clerk shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
- (5) Judicial review. The action of the Common Council in granting or renewing, refusing to grant or renew, or revoking a license under this chapter may be reviewed by the Waukesha County Circuit Court upon appeal by the applicant, licensee, or a resident of or owner of property within the City. Such appeal shall be filed within 30 days of the date of mailing by the City Clerk of the notice of the Common Council's action granting or renewing, refusing to grant or renew, or revoking a license. The procedure on review shall be the same as in civil actions commenced in the Circuit Court pursuant to Wisconsin Statutes Chapters 801 to 807.
- I. Fees. Any person applying for an initial short-term rental license or renewing a license pursuant to this section shall be subject to the fees as established by resolution of the Common Council.

DATE OF APPLICATION \_\_\_\_ / \_\_\_\_ /2026

TAX KEY NUMBER: \_\_\_\_\_

# SHORT-TERM RENTAL LICENSE APPLICATION

## CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

The undersigned hereby makes application to license their property to operate short-term rental at the premise described below from **July 1, 2026** to **June 30, 2027**, unless sooner revoked:

PROPERTY INFORMATION
Address: _____

DOING BUSINESS AS \_\_\_\_\_

<b>PROPERTY OWNER'S NAME</b>	<b>PROPERTY MANAGER'S NAME</b>
<b>PROPERTY OWNER'S ADDRESS</b>	<b>PROPERTY MANAGER'S ADDRESS</b>
<b>PROPERTY OWNER'S PHONE NUMBER</b>  <input type="checkbox"/> Cellular <input type="checkbox"/> Home <input type="checkbox"/> Work	<b>PROPERTY MANAGER'S PHONE NUMBER</b>  <input type="checkbox"/> Cellular <input type="checkbox"/> Home <input type="checkbox"/> Work
<b>PROPERTY OWNER'S EMAIL ADDRESS</b>	<b>PROPERTY MANAGER'S EMAIL ADDRESS</b>
<b>PROPERTY OWNER'S DATE OF BIRTH</b>	

IF CORPORATION, LIST NAMES AND ADDRESSES OF PRINCIPAL OFFICERS:		
Print Name:	Address:	City, State, Zip

NAME OF CORPORATION / BUSINESS NAME \_\_\_\_\_

TOTAL NUMBER OF INDIVIDUAL BEDROOMS \_\_\_\_ . SLEEPS \_\_\_\_ PEOPLE.

TOTAL NUMBER OF OTHER SLEEPING ROOMS \_\_\_\_ .

DATE OF APPLICATION \_\_\_\_ / \_\_\_\_ / 2026

TAX KEY NUMBER: \_\_\_\_\_

**DESCRIBE:** \_\_\_\_\_ **SLEEPS** \_\_\_\_\_ **PEOPLE.**

**NUMBER OF ON SITE PARKING SPOTS** \_\_\_\_\_ / **OFF-STREET PARKING SPOTS** \_\_\_\_\_.

**LIST MARKETING AGENCIES FOR YOUR PROPERTY** (examples: Vrbo, Airbnb)

Applicant agrees that if license is granted, license is subject to all Wisconsin State laws, municipal laws, resolutions, ordinances and regulations affecting the operation of the Short-Term Rental. \_\_\_\_\_ *Initial*

Applicant affirms that the Property Manager is authorized to act as agent and as the local contact person for the property owner with respect to operation of the short-term rental. \_\_\_\_\_ *Initial*

For Renewals: Applicant certifies that a guest register has been kept as required by the Wisconsin Administrative Code. \_\_\_\_\_ *Initial*

Applicant affirms their residential dwelling unit may not be rented for a period less than six (6) days or more than twenty-nine (29) days, and no more than 180 days within any consecutive 365-day period. \_\_\_\_\_ *Initial*

**DATE OF APPLICATION** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ **APPLICATION TYPE:**  **NEW**  **RENEWAL**

**SIGNATURE OF APPLICANT** \_\_\_\_\_

**APPLICANTS MUST SUPPLY THE FOLLOWING DOCUMENTATION:**

- |  |
|--|
| <input type="checkbox"/> Copy of License from the Waukesha County Parks and Land Use – Division of Environmental Health  |
| <input type="checkbox"/> Copy of Liability Insurance   |
| <input type="checkbox"/> Diagram drawn to scale showing the location of buildings and the on-site, off-street parking area(s) designated for tenants and invitees. |

Please mail or return application and \$160 licensing fee to:

**City of Pewaukee Clerk/Treasurer  
W240 N3065 Pewaukee Road  
Pewaukee, WI 53072**

DATE OF APPLICATION \_\_\_\_ / \_\_\_\_ /2026

TAX KEY NUMBER: \_\_\_\_\_

<b>FOR OFFICE USE:</b>				
<b>INSPECTION TYPE:</b>	<b>COMPLETED BY:</b>	<b>DATE COMPLETED</b>	<b>PASS <input type="checkbox"/></b>	<b>FAIL <input type="checkbox"/></b>
Fire		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Smoke Detector		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Carbon Monoxide		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Building		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Plumbing		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Electrical		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Health Inspection		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Sheriff's Department		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Taxes Are Current		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>
Fees Paid		/ / 2026	PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>

<b>ADDITIONAL STAFF NOTES TO CONSIDER:</b>

**LICENSE NO.** \_\_\_\_\_ **DATE ISSUED** \_\_\_\_\_

**FEES:**      **\$25.00** License Fee                      *100-00000-44124*  
                  **\$60.00** Building Inspection Fee              *100-00000-44300*  
                  **\$75.00** Fire Inspection Fee                      *100-00000-46240*  
                  **\$160.00** Total



# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT APPLICATION

## FORM STR-1: PROPERTY AND OPERATOR INFORMATION

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).

PROPERTY INFORMATION	
Address:	

OPERATOR INFORMATION	
Operator Name:	Host name on all advertisings:
Company or DBA name (if applicable):	
Phone Number:	Email:
Operator mailing address:	
Do you rent or own this property? <input type="checkbox"/> Own <input type="checkbox"/> Rent <i>If Rent, complete <a href="#">Tenant Notification to Property Owner Form</a></i>	
Is this property part of a Condo Association? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, complete <a href="#">Condominium Association Permission Form</a></i>	
Is this property your Primary Residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, make sure that both operator and owner information is accurate.</i>	
Operator Signature:	Date:

PROPERTY OWNER INFORMATION (If different than operator)	
Property Owner Name:	
Phone Number:	Email:
Property Owner Signature:	Date:

RENTAL INFORMATION
STR will be rented for (select all that apply): <input type="checkbox"/> 30+ day stays <input type="checkbox"/> 7-29 day stays <input type="checkbox"/> 1-6 day stays

# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT CHECKLIST

## FORM STR-1: PROPERTY AND OPERATOR INFORMATION

Before submitting an application, review the guidelines and checklist below to ensure you have the necessary materials. Additional information may be required before a permit can be issued.

### Guidelines

- The short term rental operator must be the owner or lessee of the property.
- The permitting year runs from **July 1 to June 30**. Permits must be renewed by June 30 each year.
- Stays of **1-6 days** *There are no limits to the number of rental days per permitting year.*
- Stays of **7-29 days** *There are no limits to the number of rental days per permitting year*
- A **primary residence** is a dwelling unit that serves as an individual's permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, they intend to return. An individual can have only one primary residence.
- A property can be rented to **multiple unassociated parties** (2+ individuals who separately book accommodations at the same STR on any shared date) only if the property is the operator's primary residence AND the operator remains on site.
- Prior to issuing a new STR permit or permit renewal, the City Administrator or designees shall inspect the premises to ensure compliance with the Monona Code of Ordinances.
- STR operators must keep a current guest registry available on site for inspection.
- Quarterly reports are due for the previous quarter on Feb. 1, May 1, August 1, and November 1 of each year. Failure to submit two quarterly reports by the deadline in any calendar year shall be grounds for permit revocation.
- Operators shall notify the City Clerk upon any changes to the contact information for the STR operator or property owner.
- STR permits are not transferrable to another operator, property owner, or property address.
- Upon issuance of a valid STR permit, the permit number shall be displayed on all advertising locations.

### Required Forms

- STR-1: Property and Operator Information
- STR-2: Floor Plans
- STR-3 Quarterly Reporting
- STR-4: Guest Registry
- ~~STR-5: Residence Affidavit~~
- STR-6: Condominium Association Permission and STR-7: Tenant Notification to Property Owner (if applicable)
- City of Monona Room Tax Form
- A copy of your Public Health Madison and Dane County Short Term Rental License (or submitted application)

### Fees

- Annual Permit Fee: **\$750.00**, due at the time of application submittal
- Late fee for failure to renew annual permit by June 30: **\$100.00**
- Fees can be paid by cash, check (payable to City of Monona), or card (3% processing fee).

BELOW SPACE FOR OFFICE USE	
Date Approved:	Approved By:
Permit Number:	Paid:
Building Inspection Date:	Building Inspection By:
Fire Inspection Date:	Fire Inspection By:



# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT APPLICATION

## FORM STR-2: FLOOR PLANS

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).

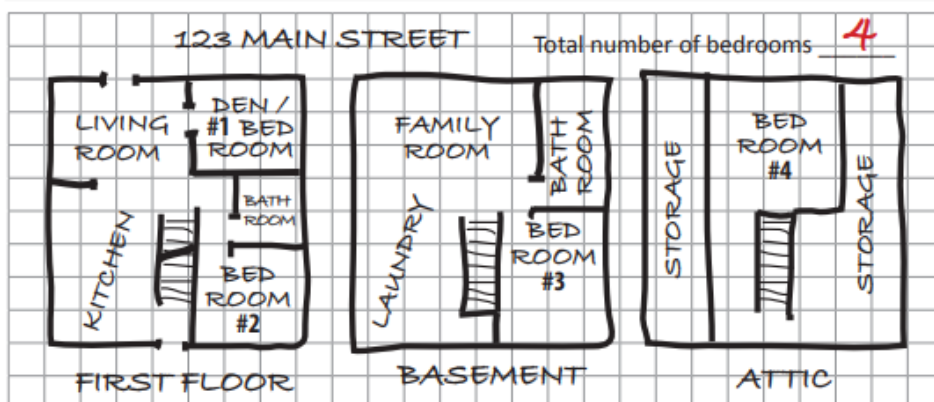
PROPERTY INFORMATION	
<b>Address:</b>	
<b>Type of Property:</b> <input type="checkbox"/> Single-family dwelling <input type="checkbox"/> 2-unit building <input type="checkbox"/> Multi-unit building	
<b># of Legal Bedrooms:</b>	<i>See definition below</i>
<b>Max. # of Guests: Check one</b> <input type="checkbox"/> # of legal bedrooms: ____ x2= ____ <input type="checkbox"/> 12	<i>Max. # of guests is the lesser of 12 or two times the number of legal bedrooms. Children under the age of twelve (12) do not count towards the max. # of guests</i>
<b># of Floors (include basement and attic, even if guests do not have access):</b>	

LEGAL BEDROOM DEFINITION
Any habitable space in a Dwelling Unit other than a kitchen or living room that is intended for or capable of being used for sleeping with a door that closes the room off from other common space such as living and kitchen areas, is within the dwelling unit thermal envelope, that is at least seventy (70) square feet in area, exclusive of closets and other appurtenant space, and meets Building Code standards for egress, light and ventilation according to the Uniform Dwelling Code, Wis. Admin. Code chs. SPS 320-325, or the Uniform Multifamily Dwelling Code, Wis. Admin. Code ch. SPS 366. A room identified as a den, library, study, office, dining room, or other extra room that satisfies this definition will be considered a bedroom.

### FLOOR PLAN DIRECTIONS:

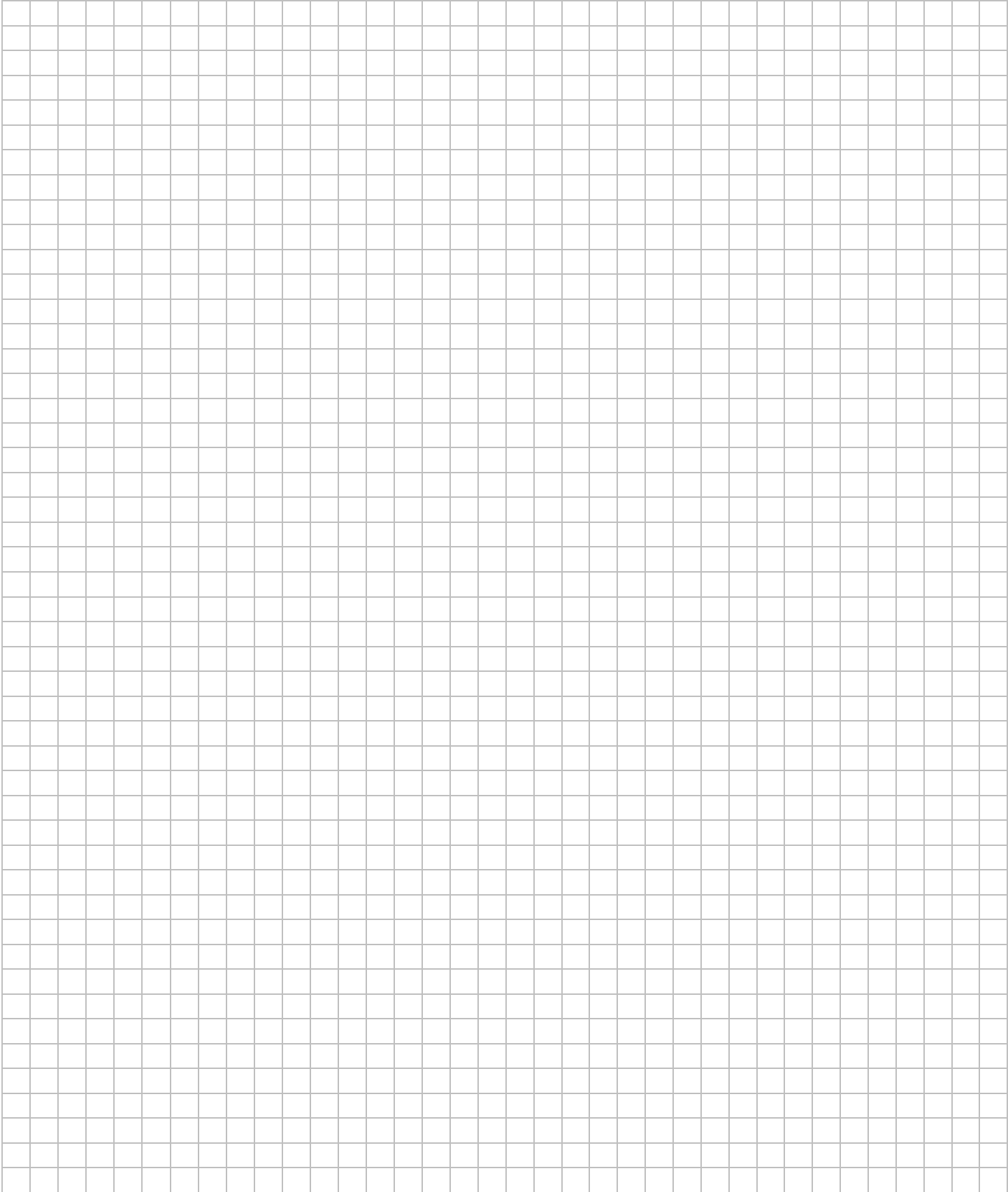
- Show all floors, including all basement levels and attic levels with habitable spaces
- Label each room
- Number each bedroom on the floor plans
- Indicate total number of bedrooms

### SAMPLE FLOOR PLAN:



**FLOOR PLANS:**

*Label and number each bedroom*





# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT APPLICATION

## FORM STR-3: QUARTERLY REPORTING

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).

**STR operators must submit advertising locations to the City Clerk quarterly. Due dates are listed below. Select the reporting quarter:**

- Quarter 1 (January-March), due May 1*
- Quarter 2 (April-June), due August 1*
- Quarter 3 (July-September), due November 1*
- Quarter 4 (October-December), due February 1*

PROPERTY INFORMATION	
Address:	
Operator Name:	
Phone Number:	Email:

### 1) ADVERTISING LOCATIONS

List all websites and locations where the Short Term Rental has been advertised in the past or is currently advertised. If the property has not been advertised before, write NO ADVERTISING on the form.

Dates Advertised	Host Name	Listing Number	URL or other advertising location

Dates Advertised	Host Name	Listing Number	URL or other advertising location

**2) DATES OF STAY**

List all dates of stay and whether the operator was on site or off site for each day of the stay.

Arrival Date	Departure Date	Number of Nights	Operator on site	Operator off site
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>





# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL APPLICATION

## FORM STR-4: GUEST REGISTRY

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us). A current and true copy of this guest registry current must be retained on-site for at least 2 years.

Guest Name	Guest Contact (Phone Number, Mailing Address, or Email)	Arrival Date	Departure Date	Number of Guests	Operator On site	Operator Off site
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
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					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

Guest Name	Guest Phone Number, Mailing Address, or Email	Arrival Date	Departure Date	Number of Guests	Operator on site	Operator off site
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
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					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>



# CITY OF MONONA: SHORT TERM RENTAL APPLICATION

## FORM STR-5: RESIDENCE AFFIDAVIT

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us)

### PROPERTY INFORMATION

Address: \_\_\_\_\_

### PRIMARY RESIDENCE DEFINITION

According to section 367-1 of the Monona Code of Ordinances, a Primary Residence is a dwelling unit that serves as an individual's true, fixed and permanent home for at least 183 days in a calendar year and to which, whenever absent therefrom, that individual intends to return. Additional characteristics of a primary residence include, but are not limited to, where an individual receives mail, claims residence for purposes of voter registration, pays for utilities, and lists as their address on state-issued identification cards. An individual can have only one primary residence.

**The property above IS my Primary Residence**

I attest, by signing below, I, \_\_\_\_\_ (Printed Name), swear or affirm under oath that I am the owner or tenant of the dwelling unit listed above and that this is my primary residence as defined above. I acknowledge that I am to notify the City of Monona Clerks Office within ten (10) days if for any reason this address is no longer considered my primary address. I understand that my short term rental permit may be revoked if I am found to not be in compliance with city ordinance and in which penalties may be incurred.

**The property above is NOT my Primary Residence**

I attest, by signing below, I, \_\_\_\_\_ (Printed Name), swear or affirm under oath that I am the owner or tenant of the dwelling unit listed above and that this is not my primary residence as defined above. I acknowledge that the short term rental will be used solely for stays of more than six (6) but fewer than twenty nine (29) nights. I understand that my short term rental permit may be revoked if I am found to not be in compliance with city ordinance and in which penalties may be incurred.

I understand that the statement made above regarding my residence is required by Monona Code of Ordinances Sec. 367-1 in order to receive a short term rental permit in the City of Monona. I further understand that pursuant to Wisconsin Statute 946.32 any person who, under oath, knowingly makes a false statement when that statement is required by law is guilty of a Class H Felony. With this understanding, I swear or affirm under oath that I have carefully considered the contents of this Affidavit before signing and that the above statement regarding my residence is true.

Operator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Operator Printed Name: \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

STR-5 Form not needed for 2026-2027 applications, as long as STR-1 is properly completed.



# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT APPLICATION

## FORM STR-6: CONDOMINIUM ASSOCIATION PERMISSION

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).

*Complete this form only if your property is part of a Condominium Association*

PROPERTY INFORMATION	
Address:	
Property Owner Name:	
Phone Number:	Email:
Operator Name (if different than property owner):	
Phone Number:	Email:
Condominium Name:	

### SIGNATURES

Choose one:

- Letter of Permission from Condominium Association is attached, stating that the operation of a Short-Term Rental in this dwelling unit is allowed by the Condominium Association’s rules, regulations, and bylaws, signed by an authorized representative of the Condominium Association

Operator signature: \_\_\_\_\_ Date: \_\_\_\_\_

- A Short -Term Rental operation in this dwelling unit is allowed by the Condominium Association’s rules, regulations, and bylaws, and verified by signatures below from an authorized representative of the Condominium Association

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Condo Representative Printed Name: \_\_\_\_\_

Condo Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZED TO SIGN ON BEHALF OF CONDOMINIUM ASSOCIATION



# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL PERMIT APPLICATION

## FORM STR-7: TENANT NOTIFICATION TO PROPERTY OWNER

A Short Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. Please submit your application and supplemental forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).

*Complete this form only if you are a renter of the property which you intend to operate as a Short Term Rental.*

PROPERTY INFORMATION	
Address:	
Tenant/Operator Name:	
Phone Number:	Email:
<b>Max. # of Guests:</b> <i>Check one</i> <input type="checkbox"/> # of legal bedrooms: _____ x2= _____ OR <input type="checkbox"/> 12	<i>Max. # of guests is the lesser of 12 or two times the number of legal bedrooms. Children under the age of twelve (12) do not count towards the max. # of guests</i>
<input type="checkbox"/> <b>Lease Attachment:</b> A signed copy of the lease is attached, which explicitly states a short term rental operation is allowed in this dwelling unit. <input type="checkbox"/> <b>Notice to property owner:</b> I agree to abide by all City of Monona regulations for the operation of a short term rental, as detailed in <a href="#">Monona Code of Ordinances, Chapter 367-1</a> . <input type="checkbox"/> <b>Notice to property owner:</b> I will not rent to more than the allowable maximum number of guests in the short term rental, as explained above.	
Tenant/Operator Signature: _____ Date: _____	

PROPERTY OWNER INFORMATION	
Property Owner Name:	
Company or DBA Name:	
Property Owner Address:	
Phone Number:	Email:
<input type="checkbox"/> Tenant has notified me of their intent to operate a short term rental at this dwelling unit, which is allowed in the lease agreement. <input type="checkbox"/> I understand tenant will abide by all City of Monona regulations for the operation of a short term rental, as detailed in <a href="#">Monona Code of Ordinances, Chapter 367-1</a> . <input type="checkbox"/> I approve of the proposed operation of a short term rental operation at this dwelling unit.	
Property Owner Signature: _____ Date: _____	



# CITY OF MONONA: 2026-2027 SHORT TERM RENTAL HOTEL-MOTEL ROOM TAX QUARTERLY REPORTING FORM

A Short-Term Rental Permit must be obtained prior to listing a property as a short term rental in Monona. For more information, see the Monona Municipal Code of Ordinances, [Chapter 367-1](#), or contact the City Clerk at (608) 222-2525. **If room tax is not completed, reported and paid by your listing agent, the owner/operator must please submit forms to [STR@ci.monona.wi.us](mailto:STR@ci.monona.wi.us).**

PROPERTY INFORMATION
Name of Establishment:
Property Address:

Reporting Period (Check One)
<p><input type="checkbox"/> 1st Quarter (January 1-March 31) due April 30</p> <p><input type="checkbox"/> 2nd Quarter (April 1-June 30) due July 31</p> <p><input type="checkbox"/> 3rd Quarter (July 1-September 30) due October 31</p> <p><input type="checkbox"/> 4th Quarter (October 1-December 31) due January 31</p>

Calculation of Taxes Due	
Gross Receipts	
Less receipts from sources other room rental	
Less rents to governmental units	
Subtotal	
Receipts subject to tax (8%)	
Taxes due	
Late Fee \$25.00 (If applicable)	
Amount Enclosed	

All unpaid taxes shall bear interest at the rate of eighteen percent (18%) per year from the due date of the return until the first day of the month following in which the tax is paid.

**CERTIFICATION:** I hereby certify that the above information is accurate to the best of my knowledge

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# CITY OF MONONA: SHORT TERM RENTAL INSPECTION CHECKLISTS - BUILDING INSPECTION

These items will be confirmed via on-site building department inspection before the issuance of the annual STR permit.

SHORT TERM RENTAL PROPERTY INFORMATION	
Address:	
Listed Bedrooms Per Application:	

OPERATOR INFORMATION	
Operator Name:	Host name on all advertisings:
Company or DBA name (if applicable):	
Phone Number:	Email:
Operator mailing address:	

BUILDING INSPECTION - GENERAL AREAS ACCESSIBLE TO GUESTS	
<input type="checkbox"/> Hot and cold water under pressure from an approved public water supply.	
<input type="checkbox"/> To prevent cross contamination, all water faucets with threads for hose attachment (laundry tub and/or outdoor faucets) must be equipped with an air gap vacuum breaker faucet or a backflow preventer valve which meets plumbing standard ASSE 1011.	
<input type="checkbox"/> Approved unobstructed secondary form of egress (approved exit for emergency escape).	
<input type="checkbox"/> Railing on decks, patios, and balconies more than 24" off the ground shall be a minimum of 36" tall. Gaps cannot be larger than four inches.	
<input type="checkbox"/> Staircases with more than three risers must have securely fastened handrails in areas where guests are permitted.	

BUILDING INSPECTION - BATHROOMS ACCESSIBLE TO GUESTS	
<input type="checkbox"/> Slip-resistant flooring is required in showers and bathtubs or have a bathmat available only for bathrooms available to guests.	
<input type="checkbox"/> All bathrooms must have a vent fan or openable window only for bathrooms available to guests.	
<input type="checkbox"/> All plumbing and fixtures shall meet the requirements contained in WI SPS 382 and shall be maintained in good repair and sanitary condition.	

BUILDING INSPECTION - SLEEPING ROOMS ACCESSIBLE TO GUESTS	
<input type="checkbox"/> All guest sleeping room windows and doors that open to the outside must have screens and shall be lockable from the inside.	

The above items are required by WI SPS 321, 323, 382 and 384.

**BUILDING INSEPECTOR COMMENTS:**

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BUILDING INSPECTOR INFORMATION	
Inspector Name:	Inspection Date:
	Approved Bedrooms For Permit:

**For renewal applications only, Short-Term Rentals that have been previously inspected, remained in compliance with all ordinance requirements, and have not made any changes to their building structures or site layout may utilize the "Self-Inspection Affidavit" below.**

**BUILDING INSPECTION SELF-INSPECTION AFFIDAVIT:**

*The applicant hereby verifies and confirms that 1) the required inspection tasks listed on this form were completed and approved by the City of Monona's Building Inspector within the past 15 months, 2) that the physical construction, layout and operation of those inspected items and conditions within the proposed short-term rental unit has not changed since that inspection, and 3) all operational safety measures remain in place and are functioning as required. To the best of the applicant's knowledge the housing unit(s) being used for a short-term rental is in compliance with all current applicable building codes adopted by the City of Monona and the State of Wisconsin as administered by the Department of Safety and Professional Services. The applicant understands that the City may still require an in-person inspection for purposes of review of this short-term rental permit application at their sole discretion. The City may also require an inspection at a future date with 48 hour notice if potential violations of this code are made known to the City through complaints or direct observation by the City Building Inspector, the City Code Enforcement Officer, the Police Department or the Fire Department. Failure to meet the required code standards at any time may result in revocation of the applicant's short term rental permit.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(FIRE INSPECTION REQUIREMENTS FOLLOW THIS PAGE)**



# CITY OF MONONA: SHORT TERM RENTAL INSPECTION CHECKLISTS – FIRE DEPARTMENT

These items will be confirmed via on-site building department inspection before the issuance of the annual STR permit.

## FIRE INSPECTION REQUIREMENTS

- A fire safety plan shall be posted on each level of the home and inside each bedroom. The fire safety plan shall include the following information:
  - Phone number and procedures to report an emergency:
  - Dane County 911 Emergency
  - Dane County Non-Emergency 608-255-2345
  - Property AddressFloor Plans identifying the locations of the following Exits
  - Primary evacuation routes
  - Secondary evacuation routes
  - Name and phone number of the local emergency contact for the property
- The property address must be installed on the exterior of the home in a location that faces the road. The address numbers must be at least 4 inches in height.
- Gas or other fuel fired appliances must have 36 inches of clearance.
- Portable unvented fuel fire heating equipment is prohibited from use.
- Electrical outlets, switches, and junction boxes must have cover plates.
- No open unconnected wires are permitted. All open wiring must be in electrical junction boxes.
- Electrical panels require a minimum of 36 inches in front of the panel. No storage shall be within these 36 inches.
- Extension cords shall not be used for permanent wiring. Ensure that extension cord usage within the home is only for temporary use.
- Holes in walls, ceilings and doors must be repaired.
- A portable fire extinguisher must be present on every level of the rental space. A minimum size of 2A10BC is required, and extinguishers must be inspected annually and tagged.
- Smoke Alarms are required to be installed in the following locations:
  - a) In every bedroom within 6 feet of the door
  - b) Outside of every bedroom within 6 feet of the door
  - c) On every level of the home
  - d) d. Smoke detectors more than 10 years old shall be replaced
- Carbon Monoxide alarms shall be installed in the following locations:
  - a) Outside every bedroom
  - b) On every level of the home
- All windows and doors must operate and be able to be opened.
- The exterior of all exits shall be free of obstructions.
- Flammable liquid storage in excess of 10 gallons shall be stored in an approved flammable liquids cabinet. No flammable liquids shall be stored under steps.

The above items are required by and inspected under NFPA 1, 2024 edition by the Monona FD.

**For renewal applications only, Short-Term Rentals that have been previously inspected, remained in compliance with all ordinance requirements, and have not made any changes to their building structures or site layout may utilize the "Self-Inspection Affidavit" below.**

**FIRE INSPECTION SELF-INSPECTION AFFIDAVIT:**

*The applicant hereby verifies and confirms that 1) the required inspection tasks listed on this form were completed and approved by the City of Monona's Fire Department within the past 15 months, 2) that the physical construction, layout and operation of those inspected items and conditions within the proposed short-term rental unit has not changed since that inspection, 3) all operational safety measures remain in place and are functioning as required, and 4) and that the housing unit(s) being used for a short-term rental is in compliance with the NFPA 1 Fire Code. The applicant understands that the City may still require an in-person inspection for purposes of review of this short-term rental permit application at their sole discretion. The City may also require an inspection at a future date with 48-hour notice if potential violations of this code are made known to the City through complaints or direct observation by the City Building Inspector, the City Code Enforcement Officer, the Police Department or the Fire Department. Failure to meet the required code standards at any time may result in revocation of the applicant's short-term rental permit.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Vilas County General Zoning Ordinance



As approved by the Vilas County Board of Supervisors

Amended Effective December 15, 2025



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**ARTICLE I: STATUTORY AUTHORITY**

**1.1 STATUTORY AUTHORITY**

This comprehensive revision of the Vilas County Zoning Ordinance is adopted pursuant to the authorization contained in Sections 59.69, 59.694, and Chapter 91 of the Wisconsin Statutes.

*History: Ordinance 2025-08, Amendment 85-283, Article I, Section 1.1, amended effective 12/15/2025*

**ARTICLE II: GENERAL PROVISIONS**

Introduction and Explanation: Article II contains the rules of legal interpretation established by the State Legislature and by the Courts. These provisions are placed in this Ordinance to assist readers in the interpretations of the requirements of the Ordinance.

**2.1 COMPLIANCE**

The use of all items listed below shall be in full compliance with the terms of this Zoning Ordinance, Shoreland Zoning Ordinance, Subdivision Control Ordinance, Private Sewage System Ordinance and all other applicable Vilas County Ordinances, including State and Federal Regulations.

*History: Amendment 85-267, Article II, Section 2.1 amended effective 6/1/2021*

- (A) Any land or water, size, shape and placement of lots; and
- (B) Use, size and location of structures on lots; and
- (C) Installation and maintenance of water supply; and
- (D) Private on-site wastewater treatment systems; and
- (E) Filling, grading, lagooning, dredging of any land; and
- (F) Cutting of shoreland vegetation; and
- (G) Subdivision of lots and creation or amendment of a condominium.

*History: Ordinance 2025-08, Amendment 85-283, Article II, Section 2.1(G) created effective 12/15/2025*

**2.2 INTERPRETATION**

In interpretation and application, the provisions of this Ordinance shall be held to be the minimum requirements and shall be liberally construed in favor of the county and shall not be deemed a limitation or repeal of any other powers granted by Wisconsin Statutes.

**2.3 SEVERABILITY**

If any section, clause, provision or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**2.4 NON-IMPAIRMENT OF DEEDS**

It is not intended by this Ordinance to repeal, abrogate or impair any existing deed restrictions, easements, covenants, or Ordinances other than zoning, except where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail.

**2.5 BUILDINGS UNDER CONSTRUCTION**

Nothing herein contained shall require any change in the plans, construction, and size or designated use of any building, structure, or part thereof for which a Zoning Permit under existing or previous requirements has been issued and that are under construction at the time that this Ordinance is adopted.

**2.6 TOWN BOARD APPROVAL**

Pursuant to Section 59.69(5)(c) of the Wisconsin Statutes, this Ordinance shall not be effective in any town until it has been approved by the Town Board.

**2.7 DECLARATION**

This Ordinance is declared to be for promoting the public health, safety and general welfare.

**2.8 REPEAL OF PREVIOUS ORDINANCE**

This Ordinance shall repeal and replace those portions of the previous Ordinance known as the Vilas County Land Zoning and Water Protection Ordinance No. 72, which were adopted pursuant to the authorization contained in sections 59.69 and 59.694 of the Wisconsin Statutes.

**2.9 TITLE**

This Ordinance shall be known as referred to, and cited as the Vilas County Zoning Ordinance No. 85 or the Vilas County General Zoning Ordinance.

*History: Ordinance 2025-08, Amendment 85-283, Article II, Section 2.9 amended effective 12/15/2025*

**2.10 EFFECTIVE DATE OF THIS ORDINANCE**

The effective date of this Ordinance shall be upon adoption and upon publication thereof.

**ARTICLE III: INTERPRETATIONS**

Introduction and Explanation: Article III contains descriptions of how to interpret district boundaries, area requirements, highway setbacks, and height requirements. The purpose of this article is to assist readers and the administrators of this Ordinance in making consistent interpretations of the requirements.

**3.1 DETERMINATION OF DISTRICT BOUNDARIES**

The boundaries of the districts established by this Ordinance for general zoning purposes are shown on maps entitled “Zoning Maps of Vilas County,” which maps accompany and are made part of this Ordinance. The above maps are on file in the Vilas County Zoning Administrator’s Office. Maps on file in the office of the County Zoning Administrator are the official version and shall control in any case where differences occur between it and other copies. All notations and references shown on the district map are as much a part of this Ordinance as through specifically described therein. The Zoning Administrator shall periodically update all maps to reflect adopted changes.

- (A) When the district boundaries are either roads or streets, unless otherwise shown, and where the designation on the district map indicates districts are bounded by a road or street the centerline of such road or street will be the district boundary line.
- (B) Except where otherwise indicated on a map, it is intended the district boundary line be measured at right angles to the nearest highway right-of-way line.
- (C) For subdivided property, where not otherwise indicated and where lot lines approximately bound the designations on the Zoning Map, said lot lines shall be construed to be the boundary of the district. Where parallel or approximately parallel to street lines, such district boundary lines are assumed to be parallel with rear lines of the lots abutting such streets

*History:* Amendment 85-267, Article III, Section 3.1(C) amended effective 6/1/2021

- (D) For un-subdivided property, where not otherwise indicated, district boundaries are property lines or section lines, or quarter-section lines, or quarter-quarter section lines. In unplatted areas of ten (10) acres or less, district boundary lines, where not otherwise indicated, are determined by use of a scale shown on the Zoning Map.

*History:* Amendment 85-267, Article III, Section 3.1(D) amended effective 6/1/2021

**3.2 INTERPRETATIONS OF YARD REQUIREMENTS**

Regulations contained through this Ordinance related to the size of yard and other open space are subject to the following interpretation and exceptions:

- (A) No part of a yard or other open space provided about any building for purposes of complying with provisions of this Ordinance are to be included as a part of a yard or other open space required for another building.

*History:* Amendment 85-267, Article III, Section 3.2(A) amended effective 6/1/2021

- (B) When a lot is less in area than required for the district in which it is located and was of record at the time of passage of this Ordinance, such a lot may be used as a building site

## VILAS COUNTY GENERAL ZONING ORDINANCE

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subject to the Private Sewage System Ordinance and the requirements of the district in which it is located.

*History: Amendment 85-267, Article III, Section 3.2(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article III, Section 3.2(B) amended effective 12/15/2025*

(C) Every part of a required yard shall be open to the sky unobstructed, except for accessory buildings as permitted by this Ordinance.

(D) Lot Area:

(1) Accessory structures cannot occupy more than thirty (30) percent of the required lot area.

(2) Wetlands

(a) Lots or parcels 1.5 acres in size or greater shall have fifty (50) percent of the minimum lot area located outside of a wetland.

(b) Lots or parcels less than 1.5 acres in size shall have ninety (90) percent of the minimum lot area located outside of a wetland.

(c) The requirements in (a) and (b) above shall be based on the most precise Wisconsin Department of Natural Resources mapping or a wetland delineation by a qualified wetland delineator.

(d) The requirements in (a) and (b) above may be waived by the Zoning & Planning Committee.

(3) Floodplain

(a) Lots or parcels 1.5 acres in size or greater shall have fifty (50) percent of the minimum lot area located outside of the floodplain.

(b) Lots or parcels less than 1.5 acres in size shall have ninety (90) percent of the minimum lot area located outside of the floodplain.

(c) The requirements of (a) and (b) above shall be based on the area of the Special Flood Hazard Area inundated by the one hundred (100) year flood as shown on the latest Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM).

(d) The requirements of (a) and (b) above may be waived if proven to be above the one hundred (100) year flood elevation through a flood elevation study prepared by a licensed engineer and/or professional land surveyor.

*History: Amendment 85-267, Article III, Section 3.2(D), amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article III, Section 3.2(D)(2)&(3) created effective 12/15/2025*

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(E) Impervious Surface Requirements:

(1) Impervious surface areas cannot exceed fifty (50) percent of the parcel area without a stormwater control plan.

(a) Calculating Impervious Surfaces

(b) Impervious Surface Calculations do not include:

(i) Areas treated by an engineered stormwater detention system including but not limited to stormwater ponds, constructed wetlands, infiltration basins, rain gardens, bio-swales, or other engineered systems.

(ii) Internally drained pervious areas which retain the runoff on or off the parcel and allow infiltration into the soil.

(c) To qualify for impervious surface exemptions, property owners shall submit a complete permit application that is reviewed and approved by Vilas County. The application shall include the following:

(i) Calculations

(ii) Documentation that the runoff from the impervious surface is being treated by a proposed treatment system, treatment device or internally drained area.

(iii) An implementation schedule enforcing an obligation on the property owner to establish and maintain a treatment system, treatment devices, or an internally drained area.

(iv) A stormwater affidavit must be filed with the Vilas County Register of Deeds

(2) Impervious surfaces on riparian parcels shall be regulated by the Vilas County Shoreland Zoning Ordinance, Article IX, Section 9.6.

**History:** Amendment 85-267, Article III, Section 3.2(E) created effective 6/1/2021

Ordinance 2025-08, Amendment 85-283, Article III, Section 3.2(E) amended effective 12/15/2025

(F) All setbacks from Federal, State and County highways shall be minimum setbacks measured from the center of the highway as outlined in the Vilas County Setback Ordinance No. 18. Setbacks from Town roads or highways shall be set by the Town exercising authority over the road. No road setback shall be less than the Right of Way setback set forth in Article IV of this Ordinance.

(1) Placement of public telephone, wireless internet, or electric service equipment such as poles, push poles, pole stubs, anchors, overhead and down guys and attachments, framing materials, cable, wire, conductor, overhead transformers, regulators, re-closures, capacitors, switch gear, lights and light fixtures, signs, tags, warning markers, barricades, pad-mount transformers, pedestals, junction boxes, pad-mount switch fust units, terminal boxes, pad-mounted terminal repeaters, meters and metering equipment, and structures housing switching panels and other similar equipment shall be exempt from highway setback requirements.

(2) A reduced road setback may be granted by the agency in control of the public road.

This provision shall supersede the variance procedure set forth in Ordinance 18.

**History:** Amendment 85-216, Article III, Section 3.2(E) amended effective 6/27/2007

Amendment 85-267, Article III, Section 3.2(E) renumbered to 3.2(F), effective 6/1/2021

Ordinance 2025-08, Article III, Section 3.2(F) amended effective 12/15/2025

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- (G) The area within the established setback lines along Federal, State or County highways shall not be used for the storage of chattel.

*Statutory Reference: Wisconsin Statute §86.04*

*History: Ordinance 2025-08, Amendment 85-283, Article III, Section 3.2(G) amended effective 12/15/2025*

### 3.3 INTERPRETATIONS OF BUILDING HEIGHT REQUIREMENTS

The regulations contained throughout this Ordinance relating to the height of buildings or structures shall be subject to the following interpretations and exceptions:

- (A) For purposes of enforcement, building height for gable, cross-gabled hip, saltbox, and lean-to roofs shall be the mean height. Mean height being defined as: **A** the measurement from the lowest point of finished grade to eave, PLUS **B** the measurement from the lowest point of finished grade to the highest roof point.  $\frac{A+B=C}{2}$  will give you the mean height or height of the building.

- (B) For purposes of enforcement, building height for Mansard and Gambrel roofs shall be the mean height. Mean height being defined as: **A** the lowest point of finished grade to the ridgeline and **B** the lowest point of finished grade to the highest roof point.  $\frac{A+B=C}{2}$  will give you the mean height or height of the building.

- (C) For purposes of enforcement, building height for a flat roof, A-frame style house and geodesic dome style house are measured from the lowest point of finished grade to the highest roof point.

- (D) Churches, schools, and other public and quasi-public buildings, chimneys, cooling towers, water towers, farm silos, barns and other farm structures, solar collectors, windmills and necessary mechanical appurtenances may be erected to a height not exceeding sixty (60) feet or five (5) stories, provided the front, side and rear yards required in the district in which such a building or structure is to be located are each increased at least one foot for each additional foot of height above the height limit otherwise established for the district in which such building or structure is to be located.

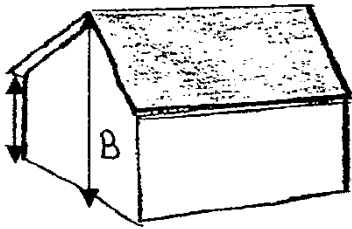
- (E) Facilities exceeding building height requirements, which are subject to Section 3.3(D) require a Zoning Permit to be issued by the County Zoning Administrator. Before issuing the permit, the Zoning Administrator shall investigate and determine whether any such facility, which is to exceed thirty-five (35) feet in height above ground level will create fire protection or other problems related to public safety. Upon a written determination that such problems may result, the Zoning Administrator shall reject the permit application or attach such conditions as deemed reasonable or necessary

*History: Amendment 85-165, Section 3.3 created effective 6/19/2001*

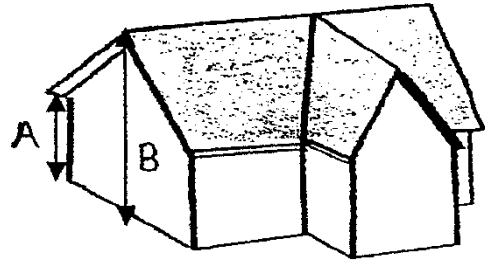
*Amendment 85-199, Section 3.3(D) removed and subsequent renumbered effective 5/11/2005*

*Amendment 85-267, Article III, Section 3.3(C) amended effective 6/1/2021*

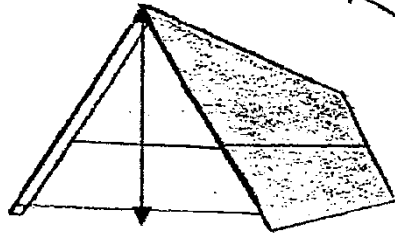
**INTERPRETATIONS OF BUILDING HEIGHT REQUIREMENTS**



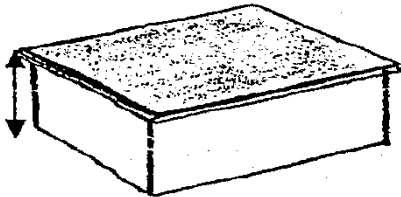
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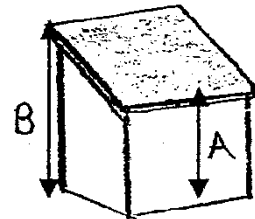
CROSS-GABLE



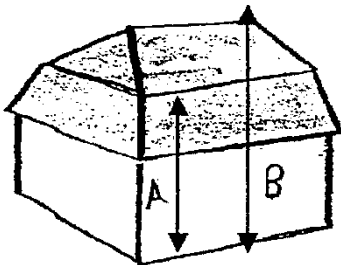
A-FRAME



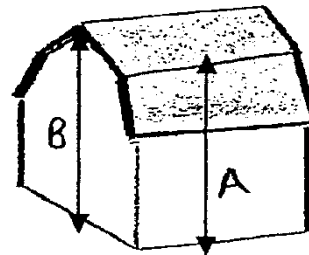
FLAT



LEAN-TO



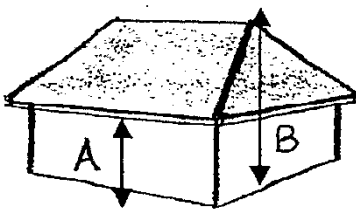
MANSARD



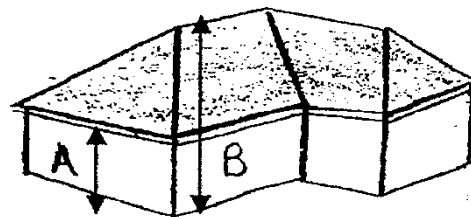
GAMBREL



GEODESIC DOME



HIP



CROSS-HIPPED

**3.4 INTERPRETATIONS OF LOT SIZE REQUIREMENTS**

- (A) Each separate and unique residential or commercial use of a parcel, except home occupations, shall require the minimum lot area, buildable lot area, and frontage width as set forth in this Ordinance.
  
- (B) Each primary structure shall require the minimum lot area, buildable lot area, and frontage width as set forth in this Ordinance.

*History: Ordinance 2025-08, Amendment 85-283, Article III, Section 3.4 created effective 12/15/2025*

**3.5 INTERPRETATIONS OF SETBACK MEASUREMENTS**

- (A) All setbacks shall be measured from the maximum horizontal projection of a structure to the nearest point of the lot line, road right-of-way, road centerline, or ordinary high water mark, unless otherwise required by Ordinance, Statute or Code.
  
- (B) When an accessory structure is attached to a principal structure, the entire structure must comply with all setbacks for a principal structure unless otherwise requires by Ordinance, Statue or Code.

*History: Ordinance 2025-08, Amendment 85-283, Article III, Section 3.5 created effective 12/15/2025*

**ARTICLE IV: ZONING DISTRICT REGULATIONS**

Introduction and Explanation: Article IV contains the requirements for each of the zoning districts in Vilas County. The requirements include listing permitted and conditionally permitted uses. Table 1 at the end of this Ordinance summarizes the use requirements for each district. An Official Zoning Map is on file at the Zoning Administrator’s office and on-line at the Vilas County Government Website, with descriptions of district boundaries. Any change in the Zoning Map requires approval of the Vilas County Board following the procedures specified in Article IX of this Ordinance.

*History:* Amendment 85-267, Article IV, Introduction and Explanation, amended effective 6/1/2021

**4.1 SINGLE-FAMILY RESIDENTIAL DISTRICT (R-1)**

(A) Purpose: The purpose of the Single-Family Residential District is to create areas for exclusive low-density residential use. This district prohibits the intrusion of uses incompatible with the quiet and comfort of such areas.

(B) Permitted Uses:

- (1) Essential Services.
- (2) Forest management & silviculture.
- (3) Hobby farm.
- (4) Home occupation.
- (5) Parks, playgrounds, and golf courses.
- (6) Rental of a tourist rooming house for (7) or more consecutive days, consisting of a minimum of seven (7) twenty-four (24) hour periods.
- (7) Single family residence.
- (8) Single family mobile or manufactured home.
- (9) Community Based Residential Facilities (CBRF)
- (10) Level 1 & 2 Electrical Vehicle Charging Stations.
- (11) Camping on a parcel not within a campground or camping resort.

*History:* Amendment 85-267, Article IV, Section 4.1(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Bed and breakfast establishments.
- (2) Private clubhouses exceeding 1,000 square feet.
- (3) Public and semi-public uses.
- (4) Utility facilities.
- (5) Erection of a structure on an Outlot.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height; garages as specified in Article V, Section 5.9(B).

*History:* Amendment 85-199, Article IV, Section 4.1(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.1(D) amended effective 6/1/2021

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(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.

**History:** *Amendment 85-199, Article IV, Section 4.1(E) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.1(E) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(E) amended effective 12/15/2025*

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet.

**History:** *Amendment 85-199, Article IV, Section 4.1(F) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.1(F) amended effective 6/1/2021*  
*Ordinance 2005-08, Amendment 85-283, Article IV, Section 4.1(F) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory structure shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be in accordance with the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.1(G) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(G) amended effective 12/15/2025*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet
- (2) Accessory structures: 5 feet

**History:** *Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(H) amended effective 12/15/2025*

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** *Amendment 85-230, Article IV, Section 4.1(I) amended effective 11/25/2009*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.1(I) amended effective 12/15/2025*

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### 4.2 RESIDENTIAL / LODGING DISTRICT (RL)

(A) Purpose: The Residential/Lodging District is to provide for areas with primarily low-density residential use, but with some mixing of low-density Transient Lodging (Transient Lodging is defined as: A commercial lodging establishment, which allows rental of sleeping quarters or dwelling units for periods of less than one month.) Transient Lodging use is a permitted use. Examples of these uses include residential dwellings, bed & breakfasts and resort establishments with no contiguous multiple-family dwelling units. Land use and density would also be subject to existing provisions within the Vilas County Shoreland and General Zoning Ordinance.

(B) Permitted Uses:

- (1) All uses permitted in the R-1 District.
- (2) Bed and breakfast establishments.
- (3) Tourist Rooming House.
- (4) Resort establishments with no contiguous multi-family dwelling units.

*History:* Amendment 85-267, Article IV, Section 4.2(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Group Lodging.
- (2) Private clubhouses exceeding 1,000 square feet.
- (3) Public and semi-public uses.
- (4) Utility facilities.
- (5) Erection of a structure on an Outlot.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

*History:* Amendment 85-267, Article IV, Section 4.2(D) amended effective 6/1/2021

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.

*History:* Amendment 85-267, Article IV, Section 4.2(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(E) amended effective 12/15/2025

## VILAS COUNTY GENERAL ZONING ORDINANCE

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(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet.

**History:** *Amendment 85-287, Article IV, Section 4.2(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(F) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be in accordance with the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.2(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(G) amended effective 12/15/2025.*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet
- (2) Accessory structures: 5 feet

**History:** *Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(H) amended effective 12/15/2025*

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** *Amendment 85-234, Article IV, Section 4.2 created effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.2(I) amended effective 12/15/2025.*

### 4.3 MULTI-FAMILY RESIDENTIAL DISTRICT (R-2)

(A) Purpose: The Multi-Family Residential District is created to provide areas for apartments, townhouses, and condominiums, with the necessary supporting uses, but free from incompatible land uses.

(B) Permitted Uses:

- (1) All uses permitted in RL District.
- (2) Group lodging.
- (3) Mobile and manufactured home parks.
- (4) Multi-family residence.
- (5) Private clubhouses exceeding 1,000 square feet.
- (6) Resorts.
- (7) Cottage Parks.

**History:** *Amendment 85-267, Article IV, Section 4.3(B) amended effective 6/1/2021.  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(B) amended effective 12/15/2025.*

(C) Conditional Uses:

- (1) Public and semi-public uses.
- (2) Utility facilities.
- (3) Erection of a structure on an Outlot.

**History:** *Amendment 85-267, Article IV, Section 4.3(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(C) amended effective 12/15/2025.*

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(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages specified in Article V, Section 5.9(B).

*History:* Amendment 85-199, Article IV, Section 4.2(D) amended effective 5/11/2005

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional fifty 50 percent of the base minimum for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

*History:* Amendment 85-199, Article IV, Section 4.2(E) amended effective 5/11/2005

Amendment 85-267, Article IV, Section 4.3(E), amended effective 6/1/2021.

Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(E) amended effective 12/15/2025.

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

*History:* Amendment 85-199, Article IV, Section 4.2(F) amended effective 5/11/2005

Amendment 85-267, Article IV, Section 4.3(F) amended effective 6/1/2021.

Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(F) amended effective 12/15/2025.

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(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accord with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

*History: Amendment 85-267, Article IV, Section 4.3(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(G) amended effective 12/15/2025.*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History: Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.3(H) amended effective 12/15/2025.*

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History: Amendment 85-230, Section 4.2(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.2 renumbered to Section 4.3 effective 11/24/2010  
Ordinance Amendment 2025-08, Amendment 85-283, Section 4.3(I) amended effective 12/15/2025.*

### **4.4 GENERAL BUSINESS DISTRICT (GB)**

(A) Purpose: The General Business District is established to create areas for a wide variety of commercial purposes on relatively large lots. Examples of types of uses for which the GB District is created include, but are not limited to, automotive sales, service and repair, building supply sales, recreation equipment sales and service, and retail sales and service. Non-commercial property owners in this district should be prepared to accept inconveniences associated with mixing potentially non-compatible land uses.

(B) Permitted Uses:

- (1) All uses permitted in R-2 District.
- (2) Agri-business.
- (3) Auto & RV sales, service, repair, except body shops.
- (4) Auto service stations.
- (5) Banks, credit unions and financial institutions.
- (6) Building & trade contractors, general and special.
- (7) Eating & drinking establishments.
- (8) Forest products industries.
- (9) Health care facilities.
- (10) Hotels and motels.
- (11) Indoor recreation establishments.
- (12) Professional offices.
- (13) Public and semi-public uses.
- (14) Retail sales and service services.
- (15) Roadside stands.
- (16) Sales, service and repair, misc.
- (17) Storage rental unit.
- (18) Single family residence attached to commercial use.

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- (19) Non-automotive vehicle and implement sales, repair and service.
- (20) Level 3 and DCFC electric vehicle charging stations.

**History:** Amendment 85-267, Article IV, Section 4.4(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Airports and landing fields.
- (2) Body shops.
- (3) Campgrounds and camping resorts.
- (4) Gun clubs and shooting ranges.
- (5) Kennels – commercial.
- (6) Marinas – commercial.
- (7) Objectionable emission of odor, dust, fumes, smoke and noise (e.g. recycling business)
- (8) Outdoor amusement facilities.
- (9) Riding stables.
- (10) Utility facilities.
- (11) Warehousing and wholesaling.
- (12) Erection of a structure on an Outlot.

**History:** Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(C) amended effective 12/15/2025.

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

**History:** Amendment 85-199, Article IV, Section 4.3(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.4(D) amended effective 6/1/2021.

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.

**History:** *Amendment 85-199, Article IV, Section 4.3(E) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.4(E) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(E) amended effective 6/1/2021*

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

**History:** *Amendment 85-199, Article IV, Section 4.3(E) amended effective 5/11/2025*  
*Amendment 85-267, Article IV, Section 4.4(F) amended effective 6/1/2021.*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(F) amended effective 12/15/2025.*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.4(G) amended effective 6/1/2021.*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(G) amended effective 12/15/2025.*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** *Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(H) amended effective 12/15/2025*

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(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History:* Amendment 85-230, Article IV, Section 4.3(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.3 renumbered to Section 4.4 effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.4(I) amended effective 12/15/2025

### 4.5 COMMUNITY BUSINESS DISTRICT (CB)

- (A) Purpose: The Community Business District is established to create, preserve and protect unincorporated villages, which have historically been places where retail stores and services have been located. Lot area and dimension requirements in the CB District are lower than in other districts in order to promote compact business district environments. Residential uses are limited as the compact development patterns permitted are not consistent with the comfort and welfare of large numbers of permanent residents or large single family homes.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(A) amended effective 12/15/2025

(B) Permitted Uses:

- (1) Auto service stations.
- (2) Banks, credit unions and financial institutions.
- (3) Bed and breakfast establishments.
- (4) Building & trade contractors, general & special.
- (5) Eating and drinking establishments.
- (6) Essential services.
- (7) Health care facilities.
- (8) Home occupations.
- (9) Hotels and motels.
- (10) Indoor recreation facilities.
- (11) Professional offices.
- (12) Public and semi-public uses.
- (13) Retail sales and service.
- (14) Sales, service and repair, misc.
- (15) Storage rental unit.
- (16) Single family residence attached to a commercial use.
- (17) Electric vehicle charging stations – all levels.

*History:* Amendment 85-267, Article IV, Section 4.5(B) amended effective 6/1/2021  
Ordinance 2025-8, Amendment 85-283, Article IV, Section 4.5(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Automotive and RV sales, service and repairs.
- (2) Body shops.
- (3) Marinas – commercial.
- (4) Parks, playgrounds, and golf courses.
- (5) Private clubhouses.
- (6) Single family mobile or manufactured home whose footprint including all attached accessory structures shall not exceed 1200 square feet.
- (7) Multiple family dwelling units on second stories.

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- (8) New single family residence whose footprint including all attached accessory structures shall not exceed 1200 square feet.
- (9) Non-automotive vehicle and implement sales, service and repair.
- (10) Utility facilities.
- (11) Warehousing and wholesaling.
- (12) Erection of a structure on an Outlot.

**History:** *Amendment 85-267, Article IV, Section 4.5(C) amended effective 6/1/2021.  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(C) amended effective 12/15/2025.*

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

**History:** *Amendment 85-199, Article IV, Section 4.4(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.5(D) amended effective 6/1/2021.*

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 6,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 20,000 square feet minimum lot area.
  - (b) 10,000 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

**History:** *Amendment 85-199, Article IV, Section 4.4(E) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.5(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(E) amended effective 12/15/2025*

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(F) Minimum Lot Widths:

- (1) Sewered back lots: 65 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

*History:* Amendment 85-199, Article IV, Section 4.4(F) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.5(F) amended effective 6/1/2021.  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(F) amended effective 12/15/2025.

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) No minimum road or centerline setbacks are required.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

*History:* Amendment 85-267, Article IV, Section 4.5(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(G) amended effective 12/15/2025.

(H) Side Yard Setback Requirements:

No side yard setback requirements, except for Chapter 15 Vilas County Private Sewage System requirements.

(I) Rear Yard and Right of Way Setback Requirements:

No rear yard or right of way setback requirements, except for Chapter 15 Vilas County Private Sewage System requirements.

*History:* Amendment 85-230, Article IV, Section 4.4(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.4 renumbered to Section 4.5 effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.5(I) amended effective 12/15/2025.

### 4.6 RESIDENTIAL / RECREATION DISTRICT (R/R)

(A) Purpose: The Residential/Recreation District is created to provide for areas of mixed uses including single and multi-family residences, and shoreland-related recreational uses. This district is designed to be more restrictive than the existing Recreation Zoning District in its types of uses and less restrictive than the Residential/Lodging District.

(B) Permitted Uses:

- (1) All uses permitted in the R/L District except Community Based Residential Facilities (CBRF).
- (2) Campgrounds & camping resorts.
- (3) Eating & drinking establishments.
- (4) Hotels & motels.
- (5) Multi-family residence.
- (6) Multi-family residence on second stories.
- (7) Public and semi-public uses.
- (8) Retail sales and service.
- (9) Roadside stand.
- (10) Mobile and Manufactured Home Parks.

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(11) Level 3 and DCFC electric vehicle charging stations located at hotels or motels.

*History:* Amendment 85-267, Article IV, Section 4.6(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Community Based Residential Facilities (CBRF).
- (2) Group lodging.
- (3) Indoor recreation facilities.
- (4) Marinas – commercial.
- (5) Outdoor amusement facilities.
- (6) Private clubhouses exceeding 1,000 square feet.
- (7) Professional offices.
- (8) Storage rental units.
- (9) Utility facilities.
- (10) Erection of a structure on an Outlot.

*History:* Amendment 85-267, Article IV, Section 4.6(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

*History:* Amendment 85-267, Article IV, Section 4.6(D) amended effective 6/1/2021

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot are and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units: and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.

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- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot are and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

*History:* Amendment 85-267, Article IV, Section 4.6(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Section 4.6(E) amended effective 12/15/2025

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

*History:* Amendment 85-267, Article IV, Section 4.6(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(F) amended effective 12/15/2025

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

*History:* Amendment 85-267, Article IV, Section 4.6(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(G) amended effective 12/15/2025

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(H) amended effective 12/15/2025

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History:* Amendment 85-234, Article IV, Section 4.6 created effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.6(I) amended effective 12/15/2025

### 4.7 RECREATION DISTRICT (REC)

- (A) Purpose: The Recreation District is created to provide areas primarily for businesses oriented toward outdoor recreation. Examples of types of uses for which the REC District is created include, but are not limited to, commercial marinas, snowmobile facilities and motels. Property owners in this district should be prepared to accept inconveniences associated with mixing potentially non-compatible land uses.

(B) Permitted Uses:

- (1) All uses permitted in the General Business (GB) Zoning District except CBRF.
- (2) Campground and camping resort.
- (3) Kennels – commercial.

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- (4) Marina – commercial.
- (5) Outdoor amusement facility.
- (6) Riding stable.

**History:** Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(B) amended effective 12/15/2025.

(C) Conditional Uses:

- (1) Airports and landing strips.
- (2) Community Based Residential Facilities (CBRF).
- (3) Gun clubs and shooting ranges.
- (4) Objectionable emission of odor, dust, fumes, smoke and noise (E.g. recycling business).
- (5) Utility facility.
- (6) Warehousing and wholesaling.
- (7) Erection of a structure on an Outlot.

**History:** Amendment 85-171, Article IV, Section 4.5(C) amended effective 9/17/2002  
Amendment 85-267, Article IV, Section 4.7(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

**History:** Amendment 85-199, Article IV, Section 4.5(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.7(D) amended effective 6/1/2021

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.

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- (4) Unsewered lake lots:
- (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

**History:** *Amendment 85-199, Article IV, Section 4.5(E) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.7(E) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(E) amended effective 12/15/2025.*

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

**History:** *Amendment 85-199, Article IV, Section 4.5(F) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.7(G) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(G) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.7(G) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(G) amended effective 12/15/2025*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** *Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(H) amended effective 12/15/2025*

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** *Amendment 85-230, Article IV, Section 4.5(I) amended effective 11/25/2009*  
*Amendment 85-234, Article IV, Section 4.5 renumbered to Section 4.7 effective 11/24/2010*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.7(I) amended effective 12/15/2025*

**4.8 WOODED RESIDENTIAL DISTRICT (WR)**

(A) Purpose: The Wooded Residential District is intended primarily for single and multifamily residential uses on standard size lots (1.5 acres or greater). With some additional uses allowed for storage rental units, building and trade contractors, and limited others that could be compatible as conditional uses. The conditions that could apply to any commercial uses could directly relate to the intensity of the proposed use, as the intent of this zoning district is primarily for residential uses. However, the occurrence of this type of preferred use being located along roads suggests that some mixing of residential and less-intensive commercial uses should occur due to road access and the existing mixed development pattern.

*History: Amendment 85-267, Article IV, Section 4.8(A) amended effective 6/1/2021*

(B) Permitted Uses:

- (1) All uses permitted in the R-1 District.
- (2) Bed & breakfast establishments.
- (3) Forest product industries.
- (4) Multi-family residence.
- (5) Multi-family residential units on second stories.
- (6) Professional offices.
- (7) Roadside stands.

*History: Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.8(B) amended effective 12/15/2025*

(C) Conditional Uses:

- (1) Building and trade contractors, general and special.
- (2) Eating & drinking establishments.
- (3) Group lodging.
- (4) Indoor recreation facilities.
- (5) Private clubhouses exceeding 1,000 square feet.
- (6) Public and semi-public uses.
- (7) Resorts.
- (8) Storage rental unit.
- (9) Utility facilities.
- (10) Cottage park.
- (11) Erection of a structure on an Outlot.

*History: Amendment 85-267, Article IV, Section 4.8(C) amended effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-267, Article IV, Section 4.8(C) amended effective 12/15/2025*

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).

*History: Amendment 85-267, Article IV, Section 4.8(D) amended effective 6/1/2021*

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(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

**History:** *Amendment 85-267, Article IV, Section 4.8(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.8(E) amended effective 12/15/2025*

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

**History:** *Amendment 85-267, Article IV, Section 4.8(F) amended effective 6/1/2021  
Ordinance 2025-08, Article IV, Section 4.8(F) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.8(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.8(G) amended effective 12/15/2025*

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(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.8(H) amended effective 12/15/2025

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

*History:* Amendment 85-234, Article IV, Section 4.8 created effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.8(I) amended effective 12/15/2025

### 4.9 RURAL RESIDENTIAL / LIGHT MIXED-USE DISTRICT (RRL)

(A) Purpose: The Rural Residential/Light Mixed-use District is created to provide areas for low density single and multifamily residential uses on larger lots (five acres minimum), but with some mixed uses as conditional uses to reduce incompatibility. Examples of mixed uses expected to occur in this district are eating and drinking establishments, retail sales, building and trade contractors, heavy equipment storage and sales, service and repair. The intensity of some uses would be greater than the Wooded Residential District.

(B) Permitted Uses:

- (1) All uses permitted in the Single Family Residential (R-1) District, except CBRF.
- (2) Agriculture.
- (3) Bed & breakfast establishments.
- (4) Building and trade contractors, general and special.
- (5) Eating & drinking establishments.
- (6) Forest product industries.
- (7) Multi-family residence.
- (8) Multi-family residences on second stories.
- (9) Professional offices.
- (10) Resorts.
- (11) Roadside stands.
- (12) Single-family residences attached to commercial uses.
- (13) Cottage park.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(B) amended effective 12/15/2025

(C) Conditional Uses:

- (1) Community Based Residential Facilities (CBRF)
- (2) Group lodging.
- (3) Heavy equipment storage yards.
- (4) Indoor recreation facilities.
- (5) Kennels – commercial.
- (6) Objectionable emission of odor, dust, fumes, smoke and noise (E.g. recycling business)
- (7) Outdoor amusement facilities.
- (8) Private clubhouses exceeding 1,000 square feet.
- (9) Public and semi-public uses.
- (10) Retail sales and service.

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- (11) Riding stables.
- (12) Sales, service and repair, misc.
- (13) Storage rental units.
- (14) Utility facilities.
- (15) Earth materials storage yard.
- (16) Erection of a structure on an Outlot.

*History:* Amendment 85-267, Article IV, Section 4.9(C) amended effective 6/1/2021  
Ordinance 2025-08, Article IV, Section 4.9(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B)

*History:* Amendment 85-267, Article IV, Section 4.9(D) amended effective 6/1/2021

(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet of frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 5 acres minimum lot area.
  - (b) 2 acres minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

*History:* Amendment 85-267, Article IV, Section 4.9(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(E) amended effective 12/15/2025.

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(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.
- (3) Unsewered back lots: 100 feet.
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

*History:* Amendment 85-267, Article IV, Section 4.9(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(F) amended effective 12/15/2025

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

*History:* Amendment 85-267, Article IV, Section 4.9(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(G) amended effective 12/15/2025

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 30 feet.
- (2) Accessory structures: 10 feet.

*History:* Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(H) amended effective 12/15/2025

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 30 feet.
- (2) Accessory structures: 10 feet.

*History:* Amendment 85-237, Article 4.9 created effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.9(I) amended effective 12/15/2025

### 4.10 INDUSTRIAL DISTRICT (I)

- (A) Purpose: The Industrial District is created to provide areas for industrial and commercial activities, which are not compatible with residential uses. While the district does permit general commercial uses, such users enter the district aware incompatibilities may affect their property.

*History:* Amendment 85-267, Article IV, Section 4.10(A) amended effective 6/1/2021

(B) Permitted Uses:

- (1) Agri-business.
- (2) Auto & RV sales, service and repair.
- (3) Auto service stations.
- (4) Body shops.
- (5) Building and trade contractors, general and special.
- (6) Essential services.
- (7) Forest product industries.
- (8) Heavy equipment storage yards.
- (9) Manufacture, processing, fabrication, packing, packaging and assembly of products.
- (10) Motor freight terminals.
- (11) Professional offices.

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- (12) Retail sales and service.
- (13) Sales, service and repair, misc.
- (14) Storage rental units.
- (15) Non-automotive vehicle and implement sales, service, and repair.
- (16) Utility facilities.
- (17) Warehousing and wholesaling.
- (18) Bottled water source site.
- (19) Electric vehicle charging stations – all levels.
- (20) Earth materials storage yard.

*History: Amendment 85-267, Article IV, Section 4.10(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(B) amended effective 12/15/2025*

(C) Conditional Uses:

- (1) Adult use.
- (2) Airports and landing fields.
- (3) Non-metallic mining.
- (4) Objectionable emission of odor, dust, fumes, smoke and noise (E.g. recycling business).
- (5) Salvage and junkyards.
- (6) Erection of a structure on an Outlot.

*History: Amendment 85-267, Article IV, Section 4.10(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(C) amended effective 12/15/2025*

(D) Building Height Limits:

Principal and accessory buildings may be erected to a height not exceeding 60 feet mean height, provided each building exceeding 35 feet mean height is located at least 60 feet from the nearest property line; garages as specified in Article V, Section 5.9(B).

*History: Amendment 85-199, Article IV, Section 4.6(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.10(D) amended effective 6/1/2021*

(E) Minimum Lot Area:

- (1) Sewered back lots:
  - (a) 3 acres minimum lot area.
  - (b) 1.5 acres minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 20 percent of the base minimums for each unit.
- (2) Sewered lake lots:
  - (a) 3 acres minimum lot area.
  - (b) 1.5 acres minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 20 percent of the base minimums for each unit, except as required in Section 4.10(F)(2) below.

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- (3) Unsewered back lots:
  - (a) 3 acres minimum lot area.
  - (b) 1.5 acres minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 20 percent of the base minimums for each unit.
- (4) Unsewered lake lots:
  - (a) 3 acres minimum lot area.
  - (b) 1.5 acres minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 20 percent of the base minimums for each unit, except as required in Section 4.10(F)(2) below.

**History:** Amendment 85-199, Article IV, Section 4.6(E) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.10(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(E) amended effective 12/15/2025

(F) Minimum Lot Width:

- (1) No portion of a lot shall be less than 300 feet in width.
- (2) For lake lots, additional contiguous units shall include an additional 100 feet of water frontage for each additional unit.

**History:** Amendment 85-267, Article IV, Section 4.10(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(F) amended effective 12/15/2025

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be in accordance with the Vilas County Shoreland Zoning Ordinance.

**History:** Amendment 85-267, Article IV, Section 4.10(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(G) effective 12/15/2025

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 50 feet.
- (2) Accessory structures: 30 feet.

**History:** Amendment 85-267, Article IV, Section 4.10(H) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(H) amended effective 12/15/2025.

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 50 feet.
- (2) Accessory structures: 30 feet.

**History:** Amendment 85-230, Section 4.6(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.6 renumbered to 4.10 effective 11/24/2010  
Amendment 85-267, Section 4.10(I) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10(I) amended effective 12/15/2025

**4.11 FORESTRY DISTRICT (F)**

(A) Purpose: The Forestry District is created to set aside areas for forestry and other land uses. The purpose of the Forestry District is to reduce public service demands, particularly school transportation and snow removal, in remote areas and to promote the preservation of forestlands for sustained yielded forestry, wildlife habitats, aesthetics, and recreation.

(B) Permitted Uses:

- (1) All uses permitted in the RL District.
- (2) Agri-business.
- (3) Agriculture.
- (4) Auto and RV sales, service and repair.
- (5) Auto service stations.
- (6) Banks, credit unions and financial institutions.
- (7) Bed and breakfast establishments.
- (8) Campgrounds and camping resorts.
- (9) Eating and drinking establishments.
- (10) Forest product industries.
- (11) Marinas – commercial.
- (12) Private clubhouses exceeding 1,000 square feet.
- (13) Private hunting cabin.
- (14) Resorts.
- (15) Retail sales and service.
- (16) Riding stables.
- (17) Roadside stands.
- (18) Storage rental units.
- (19) Single family residence attached to a commercial use.
- (20) Non-automotive vehicle and implement sales, service and repair.
- (21) Electric vehicle charging stations – all levels.
- (22) Camping on a parcel not within a campground or camping resort.
- (23) Cottage park.

*History: Amendment 85-267, Article IV, Section 4.11(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11 (B) amended effective 12/15/2025*

(C) Conditional Uses:

- (1) Adult Use.
- (2) Airports and landing fields.
- (3) Gun clubs and shooting ranges.
- (4) Kennels – commercial.
- (5) Non-metallic mining.
- (6) Objectionable emission of odor, dust, fumes, smoke and noise. (E.g. recycling business).
- (7) Public and semi-public uses.
- (8) Utility facilities.
- (9) Warehousing and wholesaling.
- (10) Earth materials storage yard.

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- (11) Heavy equipment storage yard.
- (12) Erection of a structure on an Outlot.

**History:** *Amendment 85-267, Article IV, Section 4.11(C) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(C) amended effective 12/15/2025*

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B), except farm buildings related to the production of agricultural products.

**History:** *Amendment 85-199, Article IV, Section 4.7(D) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.11(D) amended effective 6/1/2021*

(E) Minimum Lot Area:

- (1) 5 acres minimum lot area.
- (2) 2.5 acres minimum contiguous buildable area.
- (3) Additional contiguous units shall include 20 percent of the base minimums for each unit, except as required in Section 4.11(F)(2) below.

**History:** *Amendment 85-267, Article IV, Section 4.11(E) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(E) amended effective 12/15/2025*

(F) Minimum Lot Width:

- (1) No portion of a lot shall be less than 300 feet in width.
- (2) For lake lots, additional contiguous units shall include an additional 100 feet of water frontage for each unit.

**History:** *Amendment 85-267, Article IV, Section 4.11(F) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(F) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be in accordance with the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.11(G) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(G) amended effective 12/15/2025*

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 20 feet.
- (2) Accessory structures: 10 feet

**History:** *Amendment 85-267, Article IV, Section 4.11(H) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(H) amended effective 12/15/2025*

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 20 feet.
- (2) Accessory structures: 10 feet.

**History:** *Amendment 85-230, Article IV, Section 4.7(I) amended effective 11/25/2009*  
*Amendment 85-234, Article IV, Section 4.7 renumbered to Section 4.11 effective 11/24/2010*  
*Amendment 85-267, Article IV, Section 4.11(I) effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11(I) amended effective 12/15/2025*

**4.12 AGRICULTURAL DISTRICT (A)**

(A) Purpose: The purposes of the Agriculture District are to preserve land and water resources for food and fiber production, and preserve productive farms by preventing land use conflicts between incompatible uses. The district is generally intended to apply to lands in productive farm operations including lands historically exhibiting good crop yields or capable of such yields; lands which have been demonstrated to be productive for dairying, livestock raising and grazing; land suitable for specialty crops such as cranberry production, sod farms, Christmas trees and other types of food and fiber products. Wood lots and forested land, which are part of a commercial farm operation may be included in the district.

(B) Permitted Uses:

- (1) Agri-business.
- (2) Agriculture.
- (3) Bed and breakfast establishments.
- (4) Essential services.
- (5) Forest management and silviculture.
- (6) Forest product industries.
- (7) Hobby farm.
- (8) Home occupation.
- (9) Parks, playgrounds and golf courses.
- (10) Riding stables.
- (11) Roadside stands.
- (12) Single family residence.
- (13) Single family mobile or manufactured home.
- (14) Structures and improvements consistent with and contributing to agricultural use.
- (15) Level 1 and 2 Electric vehicle charging stations within an agricultural operation.
- (16) Level 3 and DCFC Electric Vehicle Charging Stations located within an agricultural operation.
- (17) Camping on a parcel not within a campground or camping resort.

*History: Amendment 85-267, Article IV, Section 4.12(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(B) amended effective 12/15/2025*

(C) Conditional Uses:

- (1) Concentrated Animal Feeding Operations (CAFO) which may require greater setbacks.
- (2) Multi-family residence.
- (3) Multi-family residence on second story.
- (4) Non-metallic mining.
- (5) Objectionable emission of odor, dust, fumes, smoke and noise (E.g. recycling business).
- (6) Public and semi-public uses.
- (7) Community Based Residential Facilities (CBRF)
- (8) Single family residence attached to a commercial use.
- (9) Utility facilities.
- (10) Warehousing and wholesaling.

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(11) Earth materials storage yard.

**History:** Amendment 85-267, Article IV, Section 4.12(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B) except farm buildings related to the production of agricultural products.

**History:** Amendment 85-199, Article IV, Section 4.8(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.12(D) amended effective 6/1/2021

(E) Minimum Lot Area:

- (1) 35 acres.
- (2) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 43,560 square feet of buildable lot area.
- (3) Lake lots require an additional 300 feet of frontage per each additional contiguous unit.

**History:** Amendment 85-267, Article IV, Section 4.12(E) amended effective 6/1/2021

(F) Minimum Lot Width:

No portion of a lot shall be less than 300 feet in width.

**History:** Amendment 85-267, Article IV, Section 4.12(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(F) amended effective 12/15/2025

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be in accordance with the Vilas County Shoreland Zoning Ordinance.

**History:** Amendment 85-267, Article IV, Section 4.12(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(G) amended effective 12/15/2025

(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 20 feet.
- (2) Accessory structures: 20 feet.

**History:** Amendment 85-267, Article IV, Section 4.12(H) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(H) amended effective 12/15/2025

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 20 feet.
- (2) Accessory structures: 20 feet.

**History:** Amendment 85-230, Article IV, Section 4.8(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.8 renumbered to Section 4.12 effective 11/24/2010  
Amendment 85-267, Article IV, Section 4.12(I) effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.12(I) amended effective 12/15/2025

**4.13 ALL PURPOSE DISTRICT (AP)**

(A) Purpose: The All Purpose District is created to provide areas for a variety of mixed uses. Land in this district may be used for mixed purpose, however, such uses are subject to the provisions of the Ordinance, and all other Local, State and Federal regulations.

(B) Permitted Uses:

All uses are permitted except those uses requiring a conditional use permit.

(C) Conditional Uses:

- (1) Adult use.
- (2) Airports and landing fields.
- (3) Community Based Residential Facilities (CBRF)
- (4) Concentrated Animal Feeding Operations (CAFO) which may require greater setbacks
- (5) Gun clubs and shooting ranges.
- (6) Manufacture, processing, fabrication, packing, packaging and assembly of products.
- (7) Non-metallic mining.
- (8) Objectionable emission of odor, dust, fumes, smoke and noise. (E.g. recycling business)
- (9) Outdoor amusement facility.
- (10) Salvage and junkyard.
- (11) Utility facilities.
- (12) Warehousing and wholesaling.
- (13) Bottled water source site.
- (14) Earth materials storage yard.
- (15) Erection of a structure on an Outlot.

*History:* Amendment 85-171, Article IV, Section 4.9(C) amended effective 9/17/2002  
Amendment 85-267, Article IV, Section 4.13(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.13(C) amended effective 12/15/2025

(D) Building Height Limits:

- (1) A principal building may not exceed 35 feet mean height.
- (2) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B) except farm buildings related to the production of agricultural products.

*History:* Amendment 85-199, Article IV, Section 4.9(D) amended effective 5/11/2005  
Amendment 85-267, Article IV, Section 4.13(D) amended effective 6/1/2021

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(E) Minimum Lot Area and Frontage Width:

- (1) Sewered back lots:
  - (a) 10,000 square feet minimum lot area.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit
- (2) Sewered lake lots:
  - (a) 10,000 square feet minimum lot area and 65 feet frontage width.
  - (b) 4,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.
- (3) Unsewered back lots:
  - (a) 65,340 square feet minimum lot area.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus:
    - (i) An additional 15 percent of the base minimums for each of the first three additional units; and
    - (ii) An additional 20 percent of the base minimums for each additional unit beyond the first three.
- (4) Unsewered lake lots:
  - (a) 20,000 square feet minimum lot area and 100 feet of frontage width.
  - (b) 16,500 square feet minimum contiguous buildable lot area.
  - (c) Additional contiguous units shall include the base minimum requirements for each structure plus an additional 50 percent of the base minimums for each unit.

**History:** *Amendment 85-199, Article IV, Section 4.9(E) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.13(E) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.13(E) amended effective 12/15/2025*

(F) Minimum Lot Width:

- (1) Sewered back lots: 100 feet.
- (2) Sewered lake lots: 65 feet, plus an additional 50 percent of the base minimums for each contiguous unit.
- (3) Unsewered back lots: 100 feet
- (4) Unsewered lake lots: 100 feet, plus an additional 50 percent of the base minimums for each additional contiguous unit.

**History:** *Amendment 85-199, Article IV, Section 4.9(F) amended effective 5/11/2005*  
*Amendment 85-267, Article IV, Section 4.13(F) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 84-283, Article IV, Section 4.13(F) amended effective 12/15/2025*

(G) Road and Ordinary High-water Mark (OHWM) Setback Requirements:

- (1) Road setbacks for principal and accessory buildings shall be in accordance with Article III, Section 3.2(F) of this Ordinance.
- (2) The minimum setback for a structure from the OHWM shall be as set forth in the Vilas County Shoreland Zoning Ordinance.

**History:** *Amendment 85-267, Article IV, Section 4.13(G) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.13(G) amended effective 12/15/2025*

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(H) Side Yard Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.13(H) amended effective 12/15/2025

(I) Rear Yard and Right of Way Setback Requirements:

- (1) Principal and all attached structures: 15 feet.
- (2) Accessory structures: 5 feet.

**History:** Amendment 85-230, Article IV, Section 4.9(I) amended effective 11/25/2009  
Amendment 85-234, Article IV, Section 4.9 renumbered to Section 4.13 effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.13(I) amended effective 12/15/2025

### 4.14 METALLIC MINERAL EXPLORATION OVERLAY DISTRICT (ME)

(A) Purpose: The Metallic Mineral Exploration District is an overlay district created to provide for the conduct of exploration for metallic minerals as defined in the Vilas County Metallic Mining Ordinance.

(B) Description: As an overlay district, the Metallic Mineral Exploration District exists concurrently with the original and underlying zoning district. As such, the regulations and standards affecting the underlying district shall be as set forth in this Ordinance, and the regulations and standards affecting metallic mineral exploration shall be as set forth in the Vilas County Metallic Mining Ordinance.

(C) Permitted Districts: The Metallic Mineral Exploration District shall only be permitted as an overlay district in the Forestry(F) and Industrial(I) districts as set forth in this Ordinance.

**History:** Amendment #85-139, Article IV, Section 4.10 created effective 6/16/1999.  
Amendment 85-234, Article IV, Section 4.10 renumbered Section 4.14 effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.10 title amended effective 12/15/2025

### 4.15 METALLIC MINING AND PROSPECTING OVERLAY DISTRICT (MM)

(A) Purpose: The Metallic Mining and Prospecting District is created to provide for the conduct of prospecting and/or mining for metallic minerals.

(B) Creation: Designation of an area as a Metallic Mining and Prospecting District shall be done in accordance with the rezoning requirements of this Ordinance and state law in conjunction with the requirements set forth in the Vilas County Metallic Mining Ordinance.

(C) Description: Mining and prospecting shall be allowed in the Metallic Mining and Prospecting District in accordance with the rules and regulations set forth in the Vilas County Metallic Mining Ordinance.

(D) Uses: All uses allowed in the original zoning district from which the Metallic Mining and Prospecting District was created shall be allowed but only as conditional uses subject to the provisions of this Ordinance and the other regulations of the original zoning district.

(E) Permitted Districts:

The Metallic Mining and Prospecting District (MM) shall only be permitted as an overlay district in the Forestry (F) and Industrial (I) districts as set forth in this Ordinance.

*History: Amendment 85-139, Article IV, Section 4.11 created effective 6/16/1999  
Amendment 85-234, Article IV, Section 4.11 renumbered Section 4.15 effective 11/24/2010  
Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.11 title amended, Section 4.15(E) added effective 12/15/2025*

#### **4.16 FARMLAND PRESERVATION OVERLAY DISTRICT (FP)**

(A) Purpose:

The purpose of the Farmland Preservation District is an overlay district to preserve and maintain highly productive agricultural lands in food and fiber production by effectively limiting encroachment of non-agricultural development and minimizing land use conflicts among incompatible uses.

(B) Description:

As an overlay district, the Farmland Preservation District exists concurrently with the original underlying zoning district. As such, the regulations and standards affecting the underlying district shall be as set forth in this Ordinance, unless the provisions of this overlay district are more restrictive, in which case the greater restriction shall be applicable.

(C) Inclusion or Removal of Lands:

Designation of an area as a Farmland Preservation District shall be accomplished in accordance with Section 9.5 of this Ordinance. Removal of the Farmland Preservation District shall be accomplished in accordance with Sections 9.5 and 9.8 of this Ordinance and Section 91.48 of Wisconsin Statutes.

(D) Permitted Districts:

The Farmland Preservation District shall only be permitted as an overlay district in the Agricultural (A), Forestry (F), and All-Purpose (AP) Zoning Districts as set forth in this Ordinance.

(E) Permitted Uses:

- (1) Agriculture.
- (2) Agricultural accessory uses.
- (3) Agri-business.
- (4) Essential Services.
- (5) Forest management and silviculture.
- (6) Forest product industries.
- (7) Roadside stand.
- (8) Farm residence.

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(F) Conditional Uses:

- (1) Essential services in accordance with Wis. Stat. 91.46(4).
- (2) Public and semi-public uses in accordance with Wis. Stat. 91.46(5).
- (3) Non-metallic mining in accordance with Wis. Stat. 91.46(6).
- (4) Utility facilities in accordance with Wis. Stat. 91.46(4).

(G) Nonconforming Uses:

Uses which existed prior to December 15, 2025 and which do not meet the requirements of this Section shall be subject to the requirements of Article VIII of this Ordinance and Wis. Stat. 59.69(10).

*History: Ordinance 2025-08, Amendment 85-283, Article IV, Section 4.16 created effective 12/15/2025*

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## ARTICLE V: REQUIREMENTS FOR SPECIFIC USES

Introduction and Explanation: Article V contains rules regulating certain specific uses which have potentially high impact in terms of health, safety, and general welfare, the environment, aesthetics, traffic generation and valuation of adjacent and nearby properties. These requirements must be met regardless of whether the use is a permitted use requiring only a Zoning Permit, or a conditional use requiring a Conditional Use Permit.

### 5.1 ADULT USE

(A) Adult use shall only be permitted in the Industrial (I), Forestry (F), and All Purpose (AP) Zoning Districts and shall require a Conditional Use Permit.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.1(A) amended effective 12/15/2025

(B) No adult use shall be located within one (1) mile of a school, religious institution, outdoor public recreation use, or any other adult use. Distances shall be measures in a straight line without regard to intervening structures or objects from the closes point of the structure or portion of the structure occupied or proposed for occupancy by the adult use to the nearest point of the lot of the other references land use.

*History:* Amendment 85-267, Article V, Section 5.1 created effective 6/1/2021

Ordinance 2025-08, Amendment 85-283, Article V, Section 5.1(B) amended effective 12/15/2025.

### 5.2 CAMPING AND RECREATIONAL VEHICLES

(A) Campgrounds, Camping Resorts and Primitive Campgrounds

(1) A minimum lot area of five (5) acres is required.

(2) A minimum width of 300 feet of road frontage and 300 feet of water frontage is required. For every acre over five (5) an additional 75 feet of water frontage is required.

(3) The maximum density shall be 15 campsites per acre of buildable lot area.

(4) Access Points

(a) A maximum or two vehicular access points from public roads or private easement roads shall be permitted.

(b) A third vehicular access point may be permitted provided it is designed to accommodate employee and maintenance vehicles only.

(c) No individual campsite may have a direct access point to a public road or private easement road.

(5) Outer boundaries shall contain thirty (30) feet of a buffer zone consisting of a greenbelt with coniferous trees and shrubs.

(6) No campsites shall be within thirty (30) feet of the campground or camping resort outside boundary.

(7) No campsites shall be within 75 feet of the Ordinary High-water Mark (OHWM) of a navigable body of water.

(8) Campsite Dimensions and Identification

(a) Each campsite shall require a minimum area of 2,000 square feet.

(b) Corners of sites shall be marked by permanent markers.

(c) Each site shall be given a unique site number which shall be noted with a permanent marker easily visible from the nearest access road.

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- (9) Individual campsites within a campground or camping resort shall not be sold or transferred.
- (10) Retail Sales
- (a) Convenience establishments of a commercial nature, such as gasoline and grocery sales, are permitted in a campground providing such establishments and their related parking areas shall not occupy more than ten (10) percent of the total campground area.
  - (b) Such uses shall be subordinate to the recreational character of the camp; and
  - (c) They shall be located, designed and intended to serve the needs of the campground occupants.
- (11) Drainage
- (a) All parks shall be located on a well-drained area, not subject to intermittent flooding.
  - (b) The premises shall be graded to prevent accumulation of drainage or stormwater.
  - (c) Exposed ground surfaces in a parking area shall be paved or covered with stone screening, other solid materials, or protected with vegetative growth capable of preventing soil erosion and eliminating objectionable dust.
- (12) Parking
- Every campsite shall be provided with two (2) off-street parking spaces.
- (13) Permits and Plans Required
- (a) A Zoning Permit shall be required for the creation or expansion of a campground unless a Conditional Use Permit is required under Article IV of this Ordinance.
  - (b) All structures erected within a campground, camping resort, or campsite shall require a separate zoning permits (E.g. decks, sheds, garages, etc.)
  - (c) If a permit is requested for a new campground, or a campground expansion, a plan drawing of the entire proposed and existing campground shall be submitted with the application showing all sites with site numbers and borders, roads, structures, buffer zones, water sources, sanitation facilities, and other necessary improvements or planned amenities. Such plan shall be forwarded on to County and local municipal services in order to facilitate emergency response.
- (14) Sewage System
- (a) A safe community sewage system or public sewer shall be provided in all campgrounds.
  - (b) Systems shall be designed, constructed and maintained in accordance with the Vilas County Private Sewage System Ordinance and any other applicable Local or State codes.
  - (c) Private septic systems or holding tanks serving individual campsites shall not be permitted in campgrounds or camping resorts, excepting one site which is designed to serve a campground host.
- (15) For the purposes of this Section, adjacent parcels, including those separated by a public road, shall constitute a single campground and shall be subject to density and frontage requirements in its entirety.

*History: Amendment 85-199, Article V, Sections 5.2(K)-(P) amended effective 5/11/2005  
Amendment 85-267, Article V, Sections 5.2(A)-(P) renumbered 5.2(A)(1)-(14) and amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.2(A) amended effective 12/15/2025*

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### (B) Camping on Undeveloped Lots Not Within a Campground or Camping Resort

Camping is allowed on an undeveloped lot not within a campground or camping resort provided:

- (1) All requirements of the Vilas County Private Sewage System Ordinance are fully complied with; and
- (2) No more than one campsite per lot.
- (3) Written permission has been granted by the Town Board/Authorized Town Official or by a Town Ordinance.
- (4) All setback and lot requirements for a primary structure are met.
- (5) A Zoning Permit has been issued.

**History:** *Amendment 85-267, Article V, Section 5.2(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.2(B) amended effective 12/15/2025*

### (C) Camping on Developed Lots Not Within a Campground or Camping Resort

- (1) A one (1) week occupation for one (1) recreational vehicle, once per calendar year, is permitted for the convenience of the property owner. This provision is not permitted for habitable structures which are used as a Tourist Rooming House.
- (2) The use of a recreational vehicle within a structure for dwelling, occupation, or sleeping purposes shall render that structure a habitable structure, and it shall meet all requirements in this Ordinance for a habitable structure.

**History:** *Ordinance 2025-08, Amendment 85-283, Article V, Section 5.2(C) created effective 12/15/2025*

- (D) A recreational vehicle may be used for dwelling, occupation or sleeping purposes provided it is on the same lot where a zoning permit and building permit have been issued for a new habitable dwelling. Such temporary occupancy shall be permitted for up to one (1) year provided the recreational vehicle is connected to adequate sanitary facilities. Such occupancy must cease once the occupancy permit has been issued for the dwelling.

**History:** *Ordinance 2025-08, Amendment 85-283, Article V, Section 5.2(D) created effective 12/15/2025*

- (E) The parking of unoccupied recreational vehicles may be located on a lot provided each meets the setback requirements for a structure and is not used for dwelling or sleeping purposes. All provisions for occupancy (awnings, steps, water, or sewer hookups, etc.) shall be stowed.

**History:** *Ordinance 2025-08, Amendment 85-283, Article V, Section 5.2(E) created effective 12/15/2025*

## 5.3 CLUBHOUSES

- (A) Clubhouses less than 1,000 square feet in size associated with parks, playgrounds, golf courses, condominium associations, apartment complexes, mobile home parks, resorts, campgrounds, or other similar uses are permitted with those uses provided access is only available to the occupants of the associated use.

- (B) Private clubhouses exceeding 1,000 square feet shall be permitted as listed in Article IV of this Ordinance.

**History:** *Amendment 85-267, Article V, Section 5.3 created effective 6/1/2025  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.3(A)&(B) amended effective 12/15/2025*

**5.4 COMMERCIAL MARINAS**

- (A) Marina Location: Shall be located more than five hundred (500) feet from any public bathing beach or park.
- (B) Compatibility: Shall be designed and constructed so as not to interfere with adjacent riparian owner's uses of the water for swimming, fishing or boating, nor interfere with the public's free navigation.
- (C) Location of Fuel: Fueling pumps and tanks shall be located two (2) feet above the normal water elevation, and no fuel hose shall extend beyond a point necessary to fuel boats at the closest proximity to land.
- (D) Waste Disposal: All commercial marinas shall be equipped with facilities for the disposition of domestic wastes, including septage waste, from boats.
- (E) Dimensional Requirements: For commercial marinas and boat liveryes:
  - (1) Minimum lot area requirement – 60,000 square feet.
  - (2) Minimum lot width at the waterline – 200 feet.
- (F) Marinas Prohibited: Commercial marinas on lakes of less than 200 surface acres are prohibited unless the lake is part of a chain of two (2) or more connecting bodies of water whose cumulative surface acreage is 200 acres.

*History: Amendment 85-267, Article V, Section 5.3 renumbered Section 5.4 effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.4(F) amended effective 12/15/2025*

**5.5 COMMUNITY BASED RESIDENTIAL FACILITIES (CBRF)**

- (A) Community Based Residential Facilities.
  - (1) A place providing care and maintenance, and up to three (3) hours of intermediate nursing care per week per person, to five (5) or more adults not related to the care provider or facility administrator governed by provisions in Wisconsin Statutes.
  - (2) A place providing room and board.
- (B) CBRF and Community Living Arrangements  
Community living arrangements (group homes) as defined in 46.03(22) including the following:
  - (1) Community living arrangement means any of the following facilities licensed or operated, or permitted under the authority of the Department of Health Services:
    - (a) Residential care centers for children and youth, as defined in s. 48.02(15d), operated by child welfare agencies licensed under s.48.60;
    - (b) Group homes for children, as defined in s. 48.02(7), and community-based residential facilities, as defined in s. 50.01(1g);
    - (c) Does not include adult family homes, as defined in s. 50.01(1), day care centers, nursing homes, general hospitals, special hospitals, prisons, and jails.

- (2) Community living arrangements shall be subject to the same building and housing ordinances, codes and regulations of the municipality or county as similar residences located in the area in which the facility is located.
- (3) The Department of Health Services shall designate a subunit to keep records and supply information on community living arrangements under ss. 59.69(15)(f), 60.63(7) and 62.23(7)(i)6. The subunit shall be responsible for receiving all complaints regarding community living arrangements and for coordinating all necessary investigatory and disciplinary actions under the laws of this state and under the rules of the Department of Health Services relating to the licensing of community living arrangements.
- (4) A community living arrangement with a capacity for eight (8) or fewer persons shall be a permissible use for purposes of any deed covenant which limits use of property to single-family or 2-family residences. A community living arrangement with a capacity for fifteen (15) or fewer persons shall be a permissible use for purposes of any deed covenant which limits use of property to more than 2-family residences. Covenants in deeds which expressly prohibit use of property for community living arrangements are void as against public policy.
- (5) If a community living arrangement is required to obtain a Conditional Use Permit, as defined in s 59.69(15)(g), the Department of Health Services shall, at the request of the unit of government responsible for granting a Conditional Use Permit permission, inspect the proposed facility and review the program proposed for the facility. After such inspection and review, the Department of Health Services shall transmit to the unit of government responsible for granting the Conditional Use Permit a statement that the proposed facility and its proposed program have been examined and are either approved or disapproved by the Department of Health Services.

*History: Amendment 85-267, Article V, Section 5.5 created effective 6/1/2021*

## **5.6 CONDOMINIUMS**

### **(A) Introduction, Special and General Requirements:**

- (1) Intent
  - (a) This section is created to clarify the application of zoning requirements, density requirements and legal descriptions on parcel(s) to be covered by a condominium plan and condominium declaration.
  - (b) Condominiums are regulated in Vilas County to:
    - (i) Protect residents and non-residents and their use, values and enjoyment of property;
    - (ii) Protect public health, safety, comfort and general welfare;
    - (iii) Minimize traffic congestion through proper ingress and egress; and
    - (iv) Ensure conformance with applicable uses within the zoning districts in which a condominium is located.
- (2) Condominium Creation

A condominium may be created within Vilas County pursuant to the procedures set forth in Chapter 703 of the Wisconsin Statutes.

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- (3) Condominium Final Plat Approval and Condominium Preliminary Plat Review and Approval:
  - (a) Prior notification of a condominium review shall be sent to the Town Clerk of all towns which do not have their own zoning ordinance. The County Board Supervisor of jurisdiction shall be notified in all instances of a review of a proposed condominium.
  - (b) A preliminary condominium plat shall be submitted for review and approval by the Vilas County Zoning Administrator and Vilas County Zoning and Planning Committee.
  - (c) The Vilas County Zoning and Planning Committee after initial review may provide, for the public, an informational meeting prior to preliminary approval.
  - (d) Final condominium plats, final and preliminary condominium plat addenda, declaration and declaration amendments shall be submitted and approved by the Vilas County Zoning Administrator prior to recording condominium instruments with the Vilas County Register of Deeds.
- (4) An addendum is required any time the condominium plat is substantially altered. A substantial alteration would include any encroachment into the common area or limited common element unless the plat specifies the common or limited common element may be use in another particular manner.
- (5) Consecutively Numbered Units  
All units shall be consecutively numbered on the plat (Unit numbers may not contain more than eight (8) numerals and must be unique throughout the condominium).
- (6) Statutory Requirements  
The final condominium plat shall be drafted in compliance with the requirements of Chapter 703, Wisconsin Statutes.
- (7) Unit Compliance with Zoning and Sanitary Ordinances  
Each individual unit, when constructed, expanded or altered shall conform to the current applicable Vilas County Ordinances.
- (8) Expansion Areas  
All expansion areas shall be noted on the face of the plat.

**History:** Amendment 85-199, Article V, Section 5.8(A) amended effective 5/11/2005  
Amendment 85-209, Article V, Section 5.8(A) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(A) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(A) amended effective 12/15/2025

(B) Definitions:

- (1) Definitions for this section shall be as set forth in Chapter 703 of Wisconsin Statutes.
- (2) Terms which are not defined in Wisconsin Statutes shall be as defined in Article XI of this Ordinance.
- (3) For the purpose of this section, “substantial changes” shall mean any changes which affect more than one unit, which increase or decrease the number of units, which alter a unit boundary, which alter the proposed or alternate POWTS areas, which provide additional structures greater than 100 square feet in area within the common or limited common element, or which substantially alter the layout or operation of the Condominium as determined by the Zoning Administrator.

**History:** Amendment 85-209, Article V, Section 5.8(B) amended effective 8/30/2006  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(A) amended effective 12/15/2025

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(C) Standards for New Construction:

(1) Introduction

Construction of new units on property to be part of a new condominium shall conform to the current Vilas County General and Shoreland Zoning, Private Sewage System, and Subdivision Control Ordinances.

(2) Alternative Suitability Requirements

(a) Proof of the availability of primary and alternate system areas for privately owned wastewater treatment systems (POWTS) for all units complying with the requirements of the Vilas County Private Sewage System Ordinance Chapter 15 and Wisconsin Administrative Code Chapter SPS 383 shall be provided and shown on the plat.

(b) Soil evaluation reports which conform to Wisconsin Administrative Code SPS 385.20 shall be submitted for each primary and alternate area.

(3) Height Limitation

All proposed structures shall meet the requirements of the Vilas County General Zoning Ordinance.

(4) Minimum Parcel Size

All new condominium parcels shall meet the minimum lot area and buildable lot area requirements as described in this and the Vilas County Shoreland Zoning Ordinances.

(5) Frontage and/or Width Requirements

All new condominium parcels shall meet the minimum frontage width and minimum lot width requirements as described in this and the Vilas County Shoreland Zoning Ordinances.

*History: Amendment 85-209, Article V, Section 5.8(C) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(C) amended effective 12/15/2025*

(D) Standards for Condominium Expansion:

(1) Introduction

Expansion condominium allows additional unit(s), additional property or both to be added to a condominium provided the additions are in accordance with the declaration, the Vilas County Zoning and Subdivision Control Ordinances, and Wisconsin Statutes.

(2) Alternative Suitability Requirements

(a) Proof of the availability of primary and alternate system areas for privately owned wastewater treatment systems (POWTS) for all units complying with the requirements of the Vilas County Private Sewage System Ordinance Chapter 15 and Wisconsin Administrative Code Chapter SPS 383 shall be provided and shown on the plat.

(b) Soil evaluation reports which conform to Wisconsin Administrative Code SPS 385.20 shall be submitted for each primary and alternate area.

(c) A report shall be submitted for all existing POWTS which meets the requirements of the Vilas County Private Sewage System Ordinance Section 15.25(3)(b)-(d) unless the POWTS are to be abandoned and replaced.

(d) All existing POWTS which do not meet the requirements of Wisconsin Administrative Code SPS 383 shall be replaced within one (1) year of the preliminary approval.

- (3) Height Limitation
  - (a) All newly constructed structures shall meet the requirements of the Vilas County General Zoning Ordinance.
  - (b) All previously constructed structures shall meet the minimum requirements of the Vilas County General Zoning Ordinance at the time each structure was constructed.
- (4) Minimum Parcel Size

All expandable condominium parcels shall meet the minimum lot area and buildable lot area requirements as described in the Vilas County General Zoning and Vilas County Shoreland Zoning Ordinances.
- (5) Frontage and/or Width Requirements

All new condominium parcels shall meet the minimum frontage width and minimum lot width requirements as described in the Vilas County General Zoning and Vilas County Shoreland Zoning Ordinances.
- (6) Expansion Requirements
  - (a) All expandable condominiums must indicate the final total number and the approximate placement of the condominium units anticipated for the parcel.
  - (b) Expandable condominiums cannot be added to conversion condominiums unless the combined conversion and expandable condominium complies with the minimum requirements for lot area, buildable lot area, frontage width and lot width requirements for the total number of units proposed.
  - (c) Each expansion phase must receive both preliminary and final plat approval by the Vilas County Zoning Administrator to ensure that the expansion complies with the current ordinances in effect at the time of expansion.
  - (d) If the final condominium plat for the expansion area substantially conforms to the layout approved on the preliminary expansion approval, it shall be entitled to approval with respect to such layout.

*History: Amendment 85-209, Article V, Section 5.8(D) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(D) amended effective 6/1/2025  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(D) amended effective 12/15/2025*

(E) Standards for Conversion Condominiums:

- (1) Introduction
  - (a) Conversion condominiums allow for a parcel of land with one or more existing structures to be converted to a condominium form of ownership.
  - (b) Licensed resorts are allowed to maintain the dwelling unit density that may exist on a resort property.
- (2) Alternative Suitability Requirement
  - (a) Proof of the availability of primary and alternate system areas for privately owned wastewater treatment systems (POWTS) for all units complying with the requirements of the Vilas County Private Sewage System Ordinance Chapter 15 and Wisconsin Administrative Code Chapter SPS 383 shall be provided and shown on the plat.
  - (b) Soil evaluation reports which conform to Wisconsin Administrative Code SPS 385.20 shall be submitted for each primary and alternate area.

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- (c) A report shall be submitted for all existing POWTS which meets the requirements of the Vilas County Private Sewage System Ordinance Section 15.25(3)(b)-(d) unless the POWTS are to be replaced or abandoned.
- (d) All existing POWTS which do not meet the requirements of Wisconsin Administrative Code SPS 383 shall be replaced within one (1) year of the preliminary approval.
- (3) Height Limitation
  - (a) All newly constructed structures shall meet the requirements of the Vilas County General Zoning Ordinance.
  - (b) All previously constructed structures shall meet the minimum requirements of the Vilas County General Zoning Ordinance at the time each structure was constructed.
- (4) Parcel Size and Frontage Requirements
  - (a) Where existing single dwelling unit structure(s), and/or existing multiple-family dwelling unit structure(s), rental or non-rental, not part of a resort, are to be part of a condominium declaration, such property shall not be converted until a final condominium plat is approved by the Vilas County Zoning Administrator.
  - (b) All conversion condominiums parcels shall meet the minimum lot area, minimum buildable lot area, minimum frontage width and minimum lot width requirements as described in the Vilas County General Zoning, Vilas County Shoreland Zoning and Vilas County Subdivision Control Ordinances.
  - (c) Zoning Compliance

A condominium plat shall not be approved for a resort which was not constructed in compliance with the County Zoning Ordinances applicable at the such resort was constructed, made alterations, or made additions unless corrections are made to comply with the applicable zoning regulation.
  - (d) Resorts shall not be converted until a final condominium plat is approved by the Vilas County Zoning Administrator.

*History: Amendment 85-199, Article V, Section 5.8(D) amended effective 5/11/2005  
Amendment 85-209, Article V, Section 5.8(D) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(E) amended 12/15/2025*

(F) Commercial (Non-Residential) Condominiums:

- (1) Will be subject to the requirements of the Vilas County Ordinances. They will be treated as principal structures.
- (2) Will be limited to fifty (50) percent impervious surface area off water, except in Community Business District. Impervious surface requirements see Article III, Section 3.2(E).
- (3) Lot areas and widths, structure sizes, setbacks, impervious areas, mitigation requirements, land disturbance areas, privately owned wastewater treatment system requirements, parking requirements, and any other construction or improvement shall conform to the requirements of any and all other applicable Vilas County Ordinances.

*History: Amendment 85-199, Article V, Section 5.8(F) amended effective 5/11/2005  
Amendment 85-209, Article V, Section 5.8(F) amended effective 8/30/2006  
Amendment 85-267, Amendment 85-267, Article V, Section 5.6(F) amended effective 6/1/2021*

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(G) Land-Only Units (Building Pad Condominiums):

- (1) Land-only units of property to be part of a condominium shall conform to Vilas County Ordinances.
- (2) Land-only condominium regulations apply only where no structures have been constructed prior to recording the condominium declaration and plat.
- (3) Land-only condominium does not apply where any unit is located above or below any other unit.
- (4) POWTS Requirement
  - (a) Proof of the availability of primary and alternate system areas for privately owned wastewater treatment systems (POWTS) for all units complying with the requirements of the Vilas County Private Sewage System Ordinance Chapter 15 and Wisconsin Administrative Code Chapter SPS 383 shall be provided and shown on the plat.
  - (b) Soil evaluation reports which conform to Wisconsin Administrative Code SPS 385.20 shall be submitted for each unit.
- (5) Minimum Parcel Size  
All new condominium parcels shall meet the minimum lot area and minimum buildable lot area requirements as described in the Vilas County General Zoning and Vilas County Shoreland Zoning Ordinances.
- (6) Frontage and/or Width Requirements  
All new condominium parcels shall meet the minimum frontage width and minimum lot width requirements as described in the Vilas County General Zoning and Vilas County Shoreland Zoning Ordinances.
- (7) Setback Requirements  
Unit boundaries shall be treated as lot lines for the purposes of structure setbacks within land-only units.

*History: Amendment 85-209, Article V, Section 5.8(G) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(G) amended effective 6/1/2021  
Ordinance 2025-08, Article V, Section 5.6(G) amended effective 12/15/2025*

(H) Condominium Preliminary Plat Requirements and Approval:

- (1) Condominium preliminary plats are subject to the requirements of this Ordinance, the Vilas County Shoreland Zoning and Subdivision Control Ordinances, and Chapter 703 of Wisconsin Statutes.
- (2) Prior notification of a proposed condominium shall be sent to the Town Clerk and County Board Supervisor of jurisdiction, the property owner, and applicable surveyor.
- (3) A preliminary condominium plat shall be submitted to the Zoning Administrator for review, who will forward the plat to the Zoning and Planning Committee for approval.
- (4) The Zoning and Planning Committee may provide an informational meeting for the public prior to preliminary approval.

- (5) Preliminary condominium plats shall include and show the following elements:
- (a) The name of the condominium, which must be unique and shall match word for word the name on the declaration, and the type of condominium;
  - (b) The county and municipality in which the property is located provided on each sheet of the plat;
  - (c) Consecutively numbered sheets including the relation of that sheet number to the total number of pages;
  - (d) Adjacent water bodies, section corners, public and private roads;
  - (e) The boundary of the parcel to be dedicated as common areas for the condominium, including any expansion areas for expandable condominiums;
  - (f) The location of all existing and proposed structures within the condominium;
  - (g) The area of the total parcel in square feet. For expandable condominiums the area of each individual expansion area as well as the total must be shown;
  - (h) Location and area calculation of all wetlands in square feet. For expandable condominiums the area of wetland in each individual expansion area as well as the total must be shown;
  - (i) The frontage width of lake, pond, stream or watercourse frontage. For expandable condominiums the frontage width for each individual expansion area as well as the total must be shown;
  - (j) Computations which verify compliance with the parcel size required by this Ordinance, including but not limited to lot area and buildable lot area;
  - (k) Plans that show the location of each unit to be located on the property, including the approximate dimensions, floor area and location of each unit;
  - (l) Location of all existing or proposed POWTS, and the location of all alternative replacement areas;
  - (m) Existing easements which affect the condominium;
  - (n) The minimum number of two (2) parking spaced for each unit, unless otherwise specified in Article VII or Article XII of this Ordinance;
  - (o) The number of bedrooms per dwelling unit;
  - (p) Existing structure expansion areas showing dimensions and square footage;
  - (q) For expandable condominiums, the final number of units, the number of units in each individual expansion area, and the location of the units in each phase;
  - (r) Existing and proposed water supply systems;
  - (s) Areas of slopes greater than twenty (20) percent;
  - (t) Impervious surface calculations;
  - (u) Location of all limited common elements;
  - (v) Certificate of a Registered Land Surveyor.

*History: Amendment 85-209, Article V, Section 5.8(H) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.6(H) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(H), amended effective 12/15/2025*

**(I) Condominium Final Plat Requirements and Approval:**

- (1) Upon approval of the preliminary condominium plat by the Zoning and Planning Committee, the applicant shall submit a final condominium plat within one (1) year unless a written request for an extension is approved by the Zoning Administrator. The extension shall not be for more than 180 days.

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- (2) Condominium final plats are subject to the requirements of this Ordinance, the Vilas County Shoreland Zoning and Subdivision Control Ordinances, and Chapter 703 of Wisconsin Statutes.
- (3) The final plat shall be submitted to the Zoning Administrator for approval prior to recording condominium instruments with the Vilas County Register of Deeds.
- (4) The Zoning Administrator may require a final plat to be resubmitted as a revised preliminary plat if it is substantially different from the approved preliminary plat.
- (5) Final condominium plats shall include and show the following elements:
  - (a) The name and type of condominium;
  - (b) The legal description of the property;
  - (c) A boundary survey of the condominium;
  - (d) The location of all current and proposed structures;
  - (e) The size and location of all limited common elements;
  - (f) The area available in square feet;
  - (g) The water frontage width, if applicable;
  - (h) The size and location of all proposed and alternate POWTS areas;
  - (i) All units consecutively numbered;
  - (j) Adjacent roads and water bodies;
  - (k) Existing easements which affect the condominium;
  - (l) The required number of designated parking spaces for each unit;
  - (m) The number of bedrooms for each dwelling unit;
  - (n) Wetland boundaries and areas;
  - (o) Existing POWTS and water supply systems;
  - (p) Certificates by the Owner and Registered Land Surveyor;
  - (q) Plans showing the location of each unit to be located in the condominium which show the approximate dimensions, floor area, and location of each unit.
  - (r) On the first sheet of the final plat, a blank area at least 3" x 3" retained for the Register of Deeds for recording purposes.

*History: Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(I) amended effective 12/15/2025*

(J) Condominium Plat Amendments and Addendums:

- (1) A condominium plat addendum may be made to any recorded condominium plat pursuant to the procedures set forth in Chapter 703 of Wisconsin Statutes provided the amendment does not create any additional non-conformity with current applicable ordinances.
- (2) Preliminary condominium plan addendums and final condominium plat addendums must be approved by the Zoning Administrator.
- (3) If the condominium plat addendum amends a final condominium plat without providing substantial changes, the addendum may be submitted as a final plat and may be specific to the unit involved.
- (4) If the condominium plat addendum amends a preliminary condominium plat without providing substantial changes, the addendum may be submitted as a final plat of the preliminary plat and may be specific to the unit involved.
- (5) If the condominium plat addendum amends a final or preliminary condominium plat while providing substantial changes to the preliminary plat the addendum shall be submitted as a preliminary plat showing the entirety of the condominium.

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- (6) Any condominium plat addendums to a condominium plat which was recorded and has not had an addendum prior to August 1, 1978 shall be submitted as a preliminary plat which meets all the requirements for preliminary plats set forth in this Ordinance.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(J) added effective 12/15/2025

(K) Administrator Requirements:

- (1) The Zoning Administrator shall act upon the final plat within ten (10) working days of receiving the final plat be registered mail, certified mail, or receipted delivery to the Zoning Office.
- (2) The Zoning Administrator may extend the review period upon written notice to the owner of the property or his agent.
- (3) Failure to act upon the plat within ten (10) working days, or extension thereof, shall constitute an approval of the condominium plat approval.
- (4) The Zoning Administrator shall act to approve, approve conditionally, or reject the submitted plat. Any conditions or reasons for rejection shall be stated in writing.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(K) added effective 12/15/2025

(L) Town Ordinance Regulating Condominiums:

Nothing contained herein shall be construed to prohibit any town from enacting any Ordinance that would be more restrictive than the provisions contained herein provided the town Ordinance is not in conflict with any provisions hereof or any provisions in Chapter 703 of the Wisconsin Statutes and that the Ordinance is properly drawn up in compliance with Section 60.74 of Wisconsin Statutes.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.6(J) renumbered Section 5.6(L) effective 12/15/2025.

(M) Relationship of Structures to Unit Boundaries and Common Elements:

- (1) All structures within a condominium must be placed within a vacant unit space or unit boundary unless specifically permitted under law or by the condominium declaration to be placed within the common area.
- (2) No structure, or portion thereof, may be placed in the common element or limited common element of a condominium unless specifically permitted under law or by the condominium declaration.

*History:* Amendment 85-134, Article V, Section 5.8 repealed and replace effective 5/17/1999  
Amendment 85-146, Article V, Section 5.8 revised throughout effective 12/19/1999  
Amendment 85-267, Article V, Section 5.8 renumbered to Section 5.6 effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.8(M) created effective 12/15/2025

## 5.7 FENCES

(A) Fence Permits

- (1) Zoning Permit Required
  - (a) All permanent fences six (6) feet in height or less.
  - (b) All permanent fences up to twelve (12) feet in height and located greater than or equal to fifteen (15) feet from the property boundary line.
- (2) Conditional Use Permit Required
  - (a) All permanent fences over six (6) feet in height and located less than fifteen (15) feet from the property boundary line.
  - (b) All permanent fences greater than twelve (12) feet in height.

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### (3) Exception

No permit will be required for a farm fence. A farm fence may be constructed of woven or barbed wire, according to Wisconsin Statutes. Garden fences, in order to restrict animals, have no height limitation.

*History: Amendment 85-209, Article V, Section 5.12(A) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.7(A) amended effective 6/1/2021*

### (B) Fence Provisions:

(1) A solid or privacy fence can be a maximum of six (6) inches off the ground for sites with uneven landscape.

*History: Ordinance 2025-08, Amendment 85-283, Section 5.7(A)(4) renumbered Section 5.7(B) effective 12/15/2025*

### (C) Fence Measurements

Fence height and setback measures shall be as follows:

#### (1) Fence Height Measurements

- (a) Fence height shall be measured from the ground surface to the top of fence along length of fence for level ground.
- (b) For sloping sites or uneven ground please contact the Zoning Office and Zoning staff will review documentation, fence location, and provide a basis on how to measure for a height determination.

#### (2) Setback Measurements

- (a) Shoreline setback shall be measured from the closes point of the Ordinary High-water Mark (OHWM) landward to the location of the fence.
  - (i) No fences are permitted between 0 and 75 feet from the shoreline, unless exempted by Section 5.7(A)(3) above or Wis. Stat. §59.692(1n)(d)7.
- (b) Side yard setbacks shall be measured from the property boundary line.
  - (i) Fences six (6) feet or less in height may be located on the property line. It is important to erect fences so they are maintained without trespass.
- (c) For lots abutting roads, setbacks shall be measured and established according to local, county, or state regulations.

*History: Amendment 85-199, Article V, Section 5.12(B) amended effective 5/11/2005  
Amendment 85-209, Article V, Section 5.12(B) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.7(B) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.7(B) renumbered to Section 5.7(C) effective 12/15/2025*

### (D) Temporary Fences

Temporary fences are allowed without obtaining a zoning permit provided they comply with the requirements of Section 5.7(A)(3) and Section 5.7(C)(2) and meet all requirements of permanent fences. All other temporary fences require a zoning permit as a minimum requirement and may require a conditional use permit if the use of the temporary fence is detrimental to or endangers the public health, safety, comfort or general welfare.

#### (1) Temporary Fence Height

- (a) Temporary fences are limited to a maximum of six (6) feet in height.

#### (2) Removal of Temporary Fences

- (a) Temporary fences shall be removed on an annual basis and shall remain removed compatible with the purpose of the fence.

- (3) Determination of Permanent Use vs. Temporary Use
  - (a) In cases where the use of a fence has appeared to change from a temporary use to a permanent use, the Zoning Administrator has the responsibility and authority to determine whether the use is temporary or permanent and can:
    - (i) Require removal of the fence; and/or
    - (ii) Require the owner of the property to properly permit the fence provided the fence can meet all requirements to be permitted.
    - (iii) When determining whether a fence is permanent or temporary, the Zoning Administrator and/or his assistants or deputies shall document the fence, location, and circumstances surrounding the fence and provide a basis as to how the determination was made.

*Note:* This is to allow discretion out of the ordinary.

*History:* Amendment 85-113, Section 5.12 created effective 1/20/1998

*Amendment 85-267, Amendment 85-283, Article V, Section 5.12 renumbered to Section 5.7 effective 6/1/2021*

## **5.8 FOREST MANAGEMENT AND TREE REMOVAL**

- (A) The use best management practices (BMPs) as set forth in “Wisconsin’s Forestry Best Management Practices for Water Quality” shall be the minimum standards in forest management in Vilas County.
- (B) Forest management conducted as part of Wisconsin managed forest tax programs including Forest Crop Law, Woodlands Tax Law, and Managed Forest Law shall meet the standards set forth in the rules and regulations for those programs.
- (C) Notice of harvesting must be provided to the County Clerk as required by Wis. Stats. §26.03.

*History:* Amendment 85-199, Article V, Section 5.13 created effective 5/11/2005

*Amendment 85-267, Article V, Section 5.13 renumbered to Section 5.8 effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article V, Section 5.8(A)-(C) amended effective 12/15/2025*

## **5.9 GARAGES**

- (A) No habitation is permitted. A change of use permit and conformance with Zoning District requirements are required to convert a garage to a habitable structure.
- (B) Height Requirements for Garages:
  - (1) Detached garages: 25 feet mean height.
  - (2) Attached to habitable structure: 35 feet mean height.
- (C) Setbacks:
  - (1) Setbacks shall be in accordance with Article IV of this Ordinance.
  - (2) 15 feet from side and rear lot lines, garage attached to habitable structure.
  - (3) 75 feet from Ordinary High Watermark.
  - (4) Road & highway setbacks per Article III, Section 3.2(F) of this Ordinance.

*History:* Ordinance 2025-08, Article V, Section 5.9(C) amended effective 12/15/2025

(D) Garages on lots with no principal structure:

One garage or accessory storage building is permitted on a lot prior to the erection of a principal structure subject to the following restrictions:

- (1) No private onsite waste treatment system (septic system) may be connected to the building.
- (2) There shall be no patio doors, garage and service doors only.
- (3) No decks, dormers, patios or porches are permitted.
- (4) Recreational vehicles are not considered principal structures for the purpose of this section.

*History: Amendment 85-267, Article V, Section 5.9 created effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.9(D) amended effective 12/15/2025*

**5.10 GUN CLUBS AND SHOOTING RANGES**

(A) Conditional Use Permit Required:

All gun clubs and shooting ranges are conditional uses, the applicant will be required to provide a site and operation plan with setbacks and a narrative considering the following:

- (1) Potential hazards to adjacent uses.
- (2) Topography and ground cover.
- (3) Noise.
- (4) Parking.
- (5) Hours of operation.
- (6) Location to residences and other structures.

*History: Amendment 85-267, Article V, Section 5.10(A) amended effective 6/1/2021*

(B) Location:

The firing of rifles, shotguns, or dangerous weapons within a gun club or shooting range shall not be permitted directly towards or over navigable waters, public or private roads or drives, towards any building or structure nor directly towards any population concentration located within one and a half miles. There shall be:

- (1) An adequate shortfall or bullet/impact of rifled arms and all dangerous weapons area.
- (2) A defined firing line or firing direction.
- (3) Adequate target backstops for firing of rifled arms and all dangerous weapons.

*History: Amendment 85-267, Article V, Section 5.10(B) amended effective 6/1/2021*

(C) Posting:

Shooting ranges shall be clearly identified by signs not less than four square feet in gross area at intervals of not less than 25 yards around the perimeter and shall be maintained in a legible condition.

(D) Indoor gun clubs and shooting ranges:

Indoor gun clubs and shooting ranges shall meet the requirements for indoor recreation and all State and Federal requirements.

*History: Amendment 85-267, Article V, Section 5.10(D) created effective 6/1/2021*

(E) All structures require a zoning permit.

*History: Amendment 85-267, Article V, Section 5.10(E) created effective 6/1/2021  
Amendment 85-267, Article V, Section 5.7 renumbered to Section 5.10 effective 6/1/2021*

**5.11 HOTELS AND MOTELS**

(A) Lot size for hotels and motels shall have a minimum of 60,000 square feet.

*History: Amendment 85-209, Article V, Section 5.9(A) amended effective 8/30/2006  
Amendment 85-267, Article V, Section 5.11(A) amended effective 6/1/2021*

(B) Hotels and motels shall include the base minimum requirements for each hotel and/or motel structure. Sizing of a hotel/motel is based on two (2) percent of the base minimum for each bedroom created. A single hotel/motel room shall be considered a single bedroom.

*History: Amendment 85-267, Article V, Section 5.11(B) amended effective 6/1/2021*

(C) The square foot base area of a single-story structure and parking area shall not exceed fifty (50) percent of the required minimum lot area.

*History: Amendment 85-267, Article V, Section 5.9 renumbered to 5.11 effective 6/1/2021*

**5.12 JUNK AND SALVAGE YARDS**

(A) Conditional Use Permit Required:

All junk and salvage yards are Conditional Uses and require a Conditional Use Permit.

(B) Setbacks:

Junk and salvage materials shall not be located within:

- (1) 60 feet from a public road, street or highway right-of-way;
- (2) 20 feet from an easement road;
- (3) 100 feet from a side or rear property line;
- (4) 300 feet from a lake, pond, stream or any watercourse.

*History: Amendment 85-267, Article V, Section 5.12(B) amended effective 6/1/2021*

(C) General Provisions:

- (1) All junk and salvage yards shall be enclosed by a berm with a fence, thick vegetated screen or screening from a tall solid fence.
- (2) Materials shall not be visible from other properties in the vicinity of the site and also not visible from a public right-of-way such as roads, streets, highways and waterways.
- (3) A fence and/or vegetated screen shall be maintained. Screening can be made of natural plants or constructed of wood or plastic, or any other recognized blocking/fencing materials that form a solid barrier.
- (4) Junkyards and recycling centers shall have a minimum fence height of ten (10) feet and a maximum of twenty (20) feet and will not require a separate conditional use permit.
- (5) Junk and/or salvage materials shall not be piled higher than fence height.

*History: Amendment 85-119, Article V, Section 5.4(C) amended effective 4/2/1998  
Amendment 85-267, Article V, Section 5.12(C) amended effective 6/1/2021*

(D) Firebreak:

- (1) An unobstructed firebreak shall be maintained twenty (20) feet in width surrounding any junk or salvage yard.
- (2) For purposes of enforcement, a firebreak shall be an area void of vegetation over twelve (12) inches in height or any manufactured combustible materials.

(E) Zoning Permits are required for all structures and fences

*History: Amendment 85-267, Article V, Section 5.12(E) amended effective 6/1/2021  
Amendment 85-267, Article V, Section 5.4 renumbered Section 5.12 effective 6/1/2021*

**5.13 LAND SPREADING OF PETROLEUM CONTAMINATED SOILS PROHIBITED**

(A) No person shall deposit on lands located in Vilas County any soil contaminated by petroleum products. These restrictions do not apply to:

- (1) The temporary stockpiling of petroleum contaminated soil prior to approved remediation or disposal;
- (2) The stockpiling of petroleum contaminated soil at the site where the contamination occurred, for purposes of Wisconsin DNR approved bio-remediation.
- (3) Landfills and asphalt hot-mix plants properly licensed for the disposal or remediation of petroleum-contaminated soils.

(B) Any person violating this section shall cease such activity and shall remove and soil placed in violation of this ordinance.

(C) Any person violating this section shall also be subject to a forfeiture of no less than \$1,000 plus costs.

*History: Amendment 85-267, Article V, Section 5.11 renumbered Section 5.13 effective 6/1/2021*

**5.14 MANUFACTURED AND MOBILE HOMES**

(A) Individual manufactured homes and mobile homes are permitted in all residential classifications of the Vilas County Zoning Ordinance subject to the requirements of those classifications, and subject to the following minimum requirements:

- (1) All manufactured homes must be constructed with a pitched roof;
- (2) The structure shall be anchored per manufacturer recommended requirements;
- (3) Subject to the requirements set forth in the provisions of Wisconsin Administrative Code, 42 U.S.C. 5401-5426 and the Manufactured Housing Improvement Act of 2000;
- (4) The space between the ground and first level occupied or used for living purposes shall be enclosed with properly treated all-weather materials compatible in design and appearance with the exterior of the structure.
- (5) Placement Requirements:
  - (a) Manufactured homes to which a garage, carport, or enclosed space has been attached shall be permanently attached to footings on foundations which meet the requirements of:
    - (i) If the manufactured home was built prior to April 1, 2007 then installation standards are governed by provisions of SPS 321.40.
    - (ii) If the home was built on or after April 1, 2007 then the federal model installation standard as adopted by Wisconsin applies.
    - (iii) Wisconsin Administrative Code SPS 321. Such homes shall be permanently attached to their footings or foundations pursuant to the manufacturer's installation instructions.

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- (b) Mobile homes and manufactured homes wo which a carport, garage, or other enclosed space has not been attached shall be set in place at the site in accordance with the manufacturer's installation instructions, if available, otherwise pursuant to accepted industry standards.
- (6) All manufactured homes shall have as exterior siding any material that is non-corrosive.

*History: Amendment 85-267, Article V, Section 5.14(A) amended effective 6/1/2021*

(B) Requirements for Manufactured Home Parks, Mobile Home Parks and Manufactures Home Communities:

- (1) Minimum lot area:  
Minimum lot area shall be five (5) acres.
- (2) Density:
  - (a) Sewered lot:  
6 manufactured homes/mobile homes per acre.
  - (b) Unsewered lot:  
4 manufactured homes/mobile homes per acre.
- (3) Minimum lot width:  
300 feet road and/or water frontage.
- (4) Access:
  - (a) A minimum of two (2) vehicular access points from public roads, streets or highways are required.
  - (b) Individual sites may not have direct access to public roads.
- (5) Buffer zone:
  - (a) The outer boundaries shall contain a twenty (20) foot buffer zone consisting of a greenbelt with trees and shrubs.
  - (b) No manufactured home or mobile home shall be placed within twenty (20) feet of the park boundary line.
  - (c) No POWTS shall be located in the buffer zone.
  - (d) No structures shall be located in the buffer zone.
- (6) Site numbering:  
All sites shall be numbered and corners marked so setbacks can meet site plan requirements and compliance with SPS 326.12, SPS 381 to 387 and Vilas County Ordinances.
- (7) Setbacks:
  - (a) No mobile or manufactured home site shall be within twenty (20) feet of the outer boundary of the park.
  - (b) Mobile or manufactured homes and any attached structures may not be located within fifteen (15) feet of any site boundary line.
  - (c) Accessory structures may not be located within five (5) feet of any site boundary line.
- (8) Road setback:  
No site shall be within the public road setback as set forth in Article III, Section 3.2(F) of this Ordinance.

- (9) Ordinary high watermark setback to a navigable body of water:  
No site shall be located within 75 feet of the ordinary high water mark of a body of water
- (10) Building height limits:
  - (a) A principal building may not exceed 35 feet mean height.
  - (b) Accessory buildings may not exceed 15 feet mean height, garages as specified in Article V, Section 5.9(B).
- (11) Occupied site area:  
No more than forty (40) percent of the site area may be occupied by structures and parking areas.
- (12) Recreation areas:
  - (a) In all parks there shall be one or more recreation areas, easily accessible to all park residents and maintained by the park owner.
  - (b) Recreation areas shall not be less than eight (8) percent of the gross site area.
- (13) Sale of sites prohibited:  
Individual home sites shall not be sold or transferred.
- (14) Home sales:  
Commercial sale of mobile or manufactured homes within a park is prohibited unless the home is on an individual site.
- (15) Other structures:  
The park management may construct a structure for:
  - (a) Storage of service equipment.
  - (b) Park office.
  - (c) Other purposes accessory to the operation of the park.
  - (d) A clubhouse as set forth in Section 5.3 of this Ordinance.
  - (e) Recreational structures whose use is limited to park tenants.
- (16) Drainage:
  - (a) All parks shall be located on a well-drained area, not subject to intermittent flooding.
  - (b) The premises shall be graded to prevent accumulation of drainage or storm water in areas which may create hazards to the health and safety of park occupants.
  - (c) No site or park improvement shall be located within a Special Flood Hazard Area (SFHA).
  - (d) Exposed ground surfaces in a parking area shall be paved or covered with stone screening, other solid materials, or protected with vegetative growth capable of preventing soil erosion and eliminating objectionable dust.
- (17) Parking:  
Every home site shall be provided with two (2) off-street parking spaces.
- (18) Utilities:  
Control instrumentation and substations shall be screened.

**History:** Amendment 85-199, Article V, Section 5.1(B) amended effective 5/11/2005  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.14 (B) amended effective 12/15/2025

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(C) Responsibilities of Park Management:

- (1) The person to whom a permit for a park is issued shall operate the park in compliance with this Ordinance, the Vilas County Private Sewage System Ordinance, Wisconsin Administrative Code Chapters SPS 381-387 and SPS 326, shall provide adequate supervision and shall maintain the park and its facility in a clean and sanitary condition.
- (2) The park management shall notify the park occupants of all provisions of this Ordinance. A copy of Article V, Section 5.14 of the Vilas County General Zoning Ordinance and Chapter SPS 362 of the Wisconsin Administrative Code shall be available for inspection by park residents in the park office.
- (3) The park management shall be responsible for the securing of any tie-down anchors for each home.
- (4) The park management shall be responsible for maintaining all private roads and drives within the park in a safe and dust-free condition.

*History:* Amendment 85-267, Article V, Section 5.14(C) added effective 6/1/2021

(D) Zoning Permits and Plan Drawings:

- (1) A zoning permit shall be required for the creation or expansion of a manufactured home park unless a Conditional Use Permit is required under Article IV of this Ordinance.
- (2) All structures placed or erected within a manufactured home park shall require a separate zoning permit.
- (3) If a permit is requested for a new manufactured home park, or the expansion of an existing manufactured home park, a plan drawing of the entire proposed and existing park shall be submitted with the application showing all sites with the site numbers and borders, roads, structures, buffer zones, water sources, sanitation facilities, drainage, and other necessary improvements or planned amenities. Such plan shall be forwarded on to County and local municipal services in order to facilitate emergency response.

*History:* Amendment 85-267, Article V, Section 5.14(D) created effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.14(D) amended effective 6/1/2021

(E) POWTS may not be individually owned by park occupants and must be owned and operated by park management.

*History:* Amendment 85-267, Article V, Section 5.14(E) created effective 6/1/2021  
Amendment 85-267, Article V, Section 5.1 renumbered Section 5.14 effective 6/1/2021

### 5.15 METALLIC AND NON-METALLIC MINERAL EXTRACTION

(A) Metallic Mineral Extraction:

All exploration, prospecting, and mining activities and any other activities related to metallic mineral extraction are subject to the requirements specified in this Ordinance and in the Vilas County Metallic and Non-Metallic Mining Ordinances.

*History:* Amendment 85-267, Article V, Section 5.15(A) amended effective 6/1/2021

(B) Non-Metallic Mineral Extraction

(1) Conditional Use Permit Required:

All non-metallic mineral exploration, extraction and processing operations including, but not limited to, exploration drilling, blasting, excavating, and other types of removal of mineral resources, and washing crushing and processing of mineral resources, the erection of buildings and the installation of necessary machinery used in said extraction or processing, and the preparation of hot blacktop mix and ready-mix concrete are conditional uses and require Conditional Use Permits unless subject to paragraph nine (9) or ten (10) below.

(2) District requirements:

All activities as set forth in paragraph one (1) above shall conform to the permitted or conditional uses for the applicable Zoning District as set forth in Article IV of this Ordinance.

(3) Lot size requirement:

The minimum lot size for all non-metallic mines shall be five (5) acres.

(4) Plan:

An application for a Conditional Use Permit for non-metallic mineral extraction shall be submitted by the owner or their agent and shall include the following:

- (a) An adequate description of the operation;
- (b) A plan of the site showing the proposed and existing roads;
- (c) A plan showing the sources, quantity and disposition of water to be used;
- (d) Estimated dates for commencement and completion of the extraction;
- (e) Estimated commencement and completion dates for the reclamation;
- (f) Any other information as may be necessary to determine the nature of the operation and the effect to the surrounding area.

(5) Reclamation plan:

A reclamation plan shall be submitted which is in accordance with all applicable requirements of:

- (a) Vilas County Non-Metallic Mining Reclamation Ordinance;
- (b) Wisconsin Administrative Code NR 135;
- (c) Wisconsin Administrative Code NR 340;
- (d) Chapter 30 of Wisconsin Statutes;
- (e) Financial assurance shall be submitted to the Vilas County Zoning and Planning Department.

(6) Financial assurance:

Financial assurance shall be provided in accordance with all applicable requirements of:

- (a) Vilas County Non-Metallic Mining Reclamation Ordinance;
- (b) Wisconsin Administrative Code NR 135;
- (c) Wisconsin Administrative Code NR 340;
- (d) Chapter 30 of Wisconsin Statutes;
- (e) Financial assurance shall be submitted to the Vilas County Zoning & Planning Department.

(7) Length of operation:

An application for a Conditional Use Permit for a non-metallic mineral extraction operation or for a hot mix blacktop mix plant or ready-mixed concrete plant, shall be for a period of time stated in the application or as modified by the Zoning Committee. Modification of the application or reclamation plan may be permitted or additional conditions may be required upon application.

(8) Non-conforming uses:

All existing non-metallic mineral extraction operations shall be considered non-conforming uses and may be continued providing that they have been worked prior to the date of adoption of this Ordinance and they have been registered with the Vilas County Zoning office within one (1) year of the date of the adoption of the Non-Metallic Mining Ordinance.

(9) Exceptions for agricultural practices:

Conditional Use Permits are not required for land leveling activities or conservation practices on agricultural land and where fill material or aggregate is removed from the property as an incidental activity.

(10) Portable mixing plants:

Portable cement batch or mixing plants, or portable hot mix blacktop plants used in connection with a highway improvement or construction project does not require a Conditional Use Permit. Material produced by such a plant shall be used only for the designated project, and sale or use of material for any other location will require a separate Conditional Use Permit.

(11) Buffer strips:

The outer boundaries of all non-metallic mineral extraction sites shall include a fifty (50) foot buffer zone consisting of a landscaped greenbelt of coniferous trees. Where mature existing vegetation presently screening the site exists, the non-coniferous species do not need to be removed, but any new planting shall be coniferous species.

*History: Amendment 85-139, Article V, Section 5.6 created effective 6/16/1999  
Amendment 85-267, Article V, Section 5.6 renumbered to Section 5.15 effective 6/1/2021  
Amendment 85-267, Article V, Section 5.15(B) amended effective 6/1/2021*

**5.16 PONDS (ARTIFICIALLY CREATED)**

(A) A zoning permit shall be required for ponds in the following cases:

- (1) Any pond greater than 1,600 square feet shall require a zoning permit and shall comply with setbacks for structures as required in this Ordinance.
- (2) For any pond which, through the process of digging, excavating, or scraping, creates spoils which are stockpiled on-site or removed from the property and affect more than one (1) acre of area shall require a nonmetallic mining permit and must comply with all mining regulations within this Ordinance, the Vilas County Nonmetallic Mining Reclamation Ordinance, and Wisconsin Administrative Code NR 135.
- (3) For any pond constructed within a shoreland area a Shoreland Alteration Permit and Erosion Control Plan shall be required.

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(B) Construction of ponds:

- (1) All spoil material removed from the pond shall be thin spread, less than twelve (12) inches in thickness, on upland portions of the parcel.
- (2) All disturbed areas associated with pond construction shall be stabilized.
- (3) Sites within the jurisdiction of shoreland/wetland and/or floodplain zoning regulations shall have to comply with said regulations.

(C) Pond construction proposal:

All ponds which require a zoning permit shall submit a plan and description. Plans and descriptions shall include:

- (1) Size of pond;
- (2) Location on site;
- (3) Setbacks;
- (4) Other existing or planned water features on the site;
- (5) Spoil spreading locations;
- (6) Disturbed land reclamation;
- (7) Property description;
- (8) Site stability;
- (9) Erosion control and stormwater plans, if needed; and
- (10) Construction timing.

*History:* Amendment 85-267, Article V, Section 5.16 created effective 6/1/2021

### 5.17 PRIVATE EASEMENT ROADS

The structure setback from a private driveway easement or private road used for ingress and egress to a structure or tax parcel shall be as follows:

- (A) No structure shall be placed within a recorded easement area or within fifteen (15) feet from the edge of the roadway (traveled or existing).

- (B) This setback may be reduced with written consent of all property owners to which the easement rights are granted. Such written consent shall be forwarded to the Vilas County Zoning and Planning Department and kept on file.

*History:* Amendment 85-267, Article V, Section 5.17 created effective 6/1/2021  
Ordinance 2025-08, Article 85-283, Article V, Section 5.17 amended effective 12/15/2025

### 5.18 PRIVIES

- (A) Privies shall have an enclosed structure which meets the following requirements:

- (1) Minimum height: 6 feet.
- (2) Minimum width: 4 feet.
- (3) Must have a floor, a roof and four (4) walls, one of the walls with a door.
- (4) Be provided with a suitable approach such as concrete, gravel or cinder walk.
- (5) Meet all requirements under Wisconsin Administrative Code SPS 391.12 and Chapter 15, Vilas County Private Sewage System Ordinance.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.18(A) amended effective 12/15/2025

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(B) Privies shall meet the following setback requirements:

- (1) Well setback: 50 feet
- (2) Dwelling: 25 feet
- (3) Lot line: 25 feet
- (4) A slope twenty (20) percent or greater: 20 feet
- (5) Ordinary High-water Mark of a water body: 75 feet
- (6) Another property owner's residence or dwelling: 250 feet

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.18(B) amended effective 12/15/2025

(C) A Vilas County Sanitary Permit is required in accordance with Chapter 15, Vilas County Private Sewage System Ordinance Section 15.22.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.18(C) amended effective 12/15/2025

(D) A Vilas County zoning permit is required to build a privy structure.

*History:* Amendment 85-267, Article V, Section 5.18 created effective 6/1/2021

*Ordinance 2025-08, Amendment 85-283, Article V, Section 5.18(D) amended effective 12/15/2025*

### **5.19 RELAXATION OF STANDARDS FOR PERSONS WITH DISABILITIES**

(A) The Zoning Administrator or their designee may issue a permit to relax dimensional standards or this Ordinance in order to provide a reasonable accommodation for persons with disabilities as required by provisions of Federal and State law. Such a relaxation shall be the minimum necessary to be consistent with Federal guidelines for accommodation of persons with disabilities and where practicable, be terminated when no longer used by the disabled person, or the person vacates the property or the structure ceases to be a public accommodation. A person applying for a permit for construction under this section shall establish:

- (1) Prove the facility or premises are routinely used by a disabled person;
- (2) Communicate the nature and extent of the disability; and
- (3) Relaxation of the request is the minimum necessary to provide reasonable use of the facility by a disabled person.
- (4) An affidavit for the reasonable accommodation shall be filed with the Register of Deeds.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.19(A) amended effective 12/15/2025

(B) If the Zoning Administrator or their designee denies a permit requesting an accommodation under this subsection, the denial may be appealed to the Board of Adjustment pursuant to Article X.

*History:* Amendment 85-267, Article V, Section 5.19 created effective 6/1/2021

**5.20 STORAGE RENTAL UNITS**

Storage rental units shall meet the following requirements:

(A) Indoor storage space (structures):

- (1) The side and rear lot line boundaries shall contain a fifteen (15) foot buffer zone consisting of a greenbelt with coniferous trees and shrubs.
- (2) All storage rental unit structures shall be located at least thirty (30) feet from any lot boundary.
- (3) All storage rental unit structures shall be located at least twenty (20) feet from all other structures.
- (4) Maximum impervious surface fifty (50) percent on non-shoreland lots.
  - (a) Exemption to impervious surface limits requires submission of a stormwater mitigation management plan. Impervious surface requirements, see Article III, Section 3.2(E).
- (5) No storage rental unit shall exceed a twenty-five (25) foot mean height.
- (6) No habitation allowed.

*History: Ordinance 2025-08, Amendment 85-283, Article V, Section 5.20(A) amended effective 12/15/2025*

(B) Outdoor storage space:

- (1) A six (6) foot security fence minimum height, surrounding outdoor storage area.
- (2) The side and rear lot line boundaries shall contain a fifteen (15) foot buffer zone consisting of a greenbelt with coniferous trees and shrubs.
- (3) Maximum impervious surface fifty (50) percent on non-shoreland lots. See Article III, Section 3.2(E).
- (4) Twenty (20) feet height stacking restriction.
- (5) Outdoor storage is limited to licensed operable vehicles.
- (6) Outdoor storage spaces/units cannot be sold.
- (7) Outdoor storage shall be kept neat, clean and in an orderly manner.
- (8) No habitation allowed.

*History: Ordinance 2025-08, Amendment 85-283, Article V, Section 5.20(B) amended effective 12/15/2025*

(C) No other activity other than storage rental is to take place, without meeting Vilas County Ordinances.

(D) The minimum lot size for multiple storage rental unit types or structures shall be three (3) acres.

*History: Amendment 85-267, Article V, Section 5.20 created effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article V, Section 5.20(D) added effective 12/15/2025*

**5.21 TOXIC WASTE DISPOSAL**

Toxic and/or hazardous wastes such as: Pesticides, acids, caustics, and pathological radioactive, flammable, explosive or similar harmful chemical wastes requiring special handling and disposal shall not be permitted to be transported into Vilas County from other counties in Wisconsin or from other states for disposal or storage.

*History: Amendment 85-199, Article V, Section 5.5 created effective 5/11/2005  
Amendment 85-267, Article V, Section 5.5 renumbered Section 5.21 effective 6/1/2021  
Amendment 2025-08, Amendment 85-283, Article V, Section 5.21 amended effective 12/15/2025*

**5.22 SIGNS AND LIGHTING**

(A) Signs may be regulated by the State of Wisconsin or the local town board.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.22 amended effective 12/15/2025

(B) Towns may regulate lighting within their boundaries.

*History:* Amendment 85-199, Article V, Section 5.22 created 6/1/2021

Ordinance 2025-08, Amendment 85-283, Article V, Section 5.22(B) amended effective 12/15/2025

**5.23 TREEHOUSES**

(A) Prohibited if tree is on protected list (This restriction if also called a Tree Preservation Order).

(B) Maximum mean height: 20 feet measured from grade.

(C) Maximum size: 256 square feet.

(D) Setback from lot line: 20 feet.

(E) Permanent electrical or water connections are prohibited, without a change of use permit. Installation of these connections will cause a structure to become a principal structure and all requirements of the district in which it is located will become effective.

(F) Setback from OHWM: 75 feet.

(G) Road setback shall be in accordance with Article III, Section 3.2(E) of this Ordinance.

(H) Structures less than 64 square feet do not require a zoning permit.

*History:* Amendment 85-267, Article V, Section 5.23 created effective 6/1/2021

**5.24 WAREHOUSES**

(A) Warehouse Classifications:

(1) Class I – Less than 10,000 square feet of floor space.

(2) Class II – 10,000 square feet or over, but less than 50,000 square feet of floor space.

(3) Class III – 50,000 square feet or over, but less than 100,000 square feet of floor space.

(4) Class IV – 100,000 square feet or over, but less than 150,000 square feet of floor space.

(5) Class V – 150,000 square feet or over of floor space.

(B) Setbacks:

(1) Class I – Fifteen (15) foot setback from side and rear lot lines.

(2) Class II – Twenty (20) foot setback from side and rear lot lines.

(3) Class III – Twenty-five (25) foot setback from side and rear lot lines.

(4) Class IV – Thirty (30) foot setback from side and rear lot lines.

(5) Class V – Fifty (50) foot setback from side and rear lot lines.

*History:* Amendment 85-267, Article V, Section 5.24(B) amended effective 6/1/2021

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- (C) Warehouses are not permitted in Single Family Residential, Residential/Lodging, Multiple Family Residential, Residential/Recreation, Wooded Residential and Rural Residential/Light Mixed Use Districts. They are permitted in other zoning districts with a Conditional Use Permit, except Industrial District where they are a permitted use.

*History:* Amendment 85-267, Article V, Section 5.24(C) amended effective 6/1/2021

(D) Height Requirements:

- (1) If a warehouse is a principal structure the maximum height shall be thirty-five (35) feet.
- (2) In all other instances, the maximum height shall be twenty-five (25) feet.

- (E) The operator shall obtain a warehouse keepers license as set forth in Wisconsin State Statues.

*History:* Amendment 85-267, Article V, Section 5.24(E) amended effective 6/1/2021

*Amendment 85-267, Article V, Section 5.10 renumbered Section 5.24 effective 6/1/2021*

### 5.25 WETLANDS

- (A) The setback for all structures from a wetland shall be ten (10) feet.

(1) Exemptions:

- (a) Driveway or paths which are perpendicular to the wetland edge for which necessary crossing or fill permits have been issued by the Department of Natural Resources.
- (b) Boardwalks or piers used to cross the wetland area as permitted by the Department of Natural Resources.
- (c) Any other structures permitted or exempted by Statute, Wisconsin Administrative Code, or Vilas County Ordinances.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.25(A) amended effective 12/15/2025

- (B) Wetlands shall have all uses as set forth in Article X of the Vilas County Shoreland Zoning Ordinance.

*History:* Ordinance 2025-08, Amendment 85-283, Article V, Section 5.25(B) amended effective 12/15/2025

- (C) No lot or parcel shall be created which does not meet the following requirements:

- (1) Lots or parcels 1.5 acres or larger in size shall have fifty (50) percent of the minimum lot area located outside of a wetland as depicted on the most precise Wisconsin Department of Natural Resources mapping or a wetland delineation completed by a qualified professional wetland delineator.
- (2) Lots or parcels less than 1.5 acres in size shall have ninety (90) percent of the minimum lot area located outside of a wetland as depicted on the most precise Wisconsin Department of Natural Resources mapping or a wetland delineation completed by a qualified professional wetland delineator.
- (3) The requirements set forth in this subsection may be waived by the Vilas County Zoning and Planning Committee.

*History:* Amendment 85-267, Article V, Section 5.25 created effective 6/1/2021

*Ordinance 2025-08, Amendment 85-283, Article V, Section 5.25(C) effective 12/15/2025*

**5.26 COTTAGE PARK**

(A) Plans and permits:

- (1) A plan drawing of the proposed park must be submitted to the Vilas County Zoning Office with an application showing the lot, sites, roads, location of water sources, proposed POWTS locations, and other park improvements.
- (2) Zoning permits are required for all individual structures within cottage parks.

(B) Minimum lot area:

The minimum lot area for a cottage park shall be five (5) acres.

(C) Density:

- (1) The maximum density of sites within a cottage park served by municipal sewer shall be six (6) sites per acre.
- (2) The maximum density of sites within a cottage park served by POWTS shall be four (4) sites per acre.
- (3) No site shall include more than one habitable structure.

(D) Minimum width:

- (1) The minimum road and water frontage widths for each cottage park shall be 300 feet.
- (2) An additional 75 feet of water frontage with is required for each acre above five (5).

(E) Buffer zone:

- (1) The outer boundary shall contain a thirty (30) foot buffer zone consisting of a greenbelt with mature trees and shrubs.
- (2) No POWTS shall be located within the buffer zone.
- (3) No structures shall be located within the buffer zone.

(F) Setbacks:

- (1) Each site shall be set back thirty (30) feet from the outer boundary or the cottage park.
- (2) The principal and all attached structures shall be set back at least fifteen (15) feet from the site boundary.
- (3) Accessory structures shall be set back at least five (5) feet from the site boundary.

(G) Building height limitations:

All structures located within cottage park sites shall be limited to fifteen (15) feet mean height.

(H) Building size and number limitations:

- (1) No site shall contain more than one (1) principal structure.
- (2) The cumulative footprint of all accessory structures within a site shall not exceed the size of the principal structure.
- (3) The total area of each site covered by structures and driveways shall not exceed forty (40) percent of the site area.
- (4) No principal structure shall exceed 960 square feet in size.

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(I) Other structures:

Park management may construct a structure for:

- (1) Storage of maintenance and service equipment;
- (2) A park office;
- (3) Other purposes accessory to the operation of the park;
- (4) A clubhouse as set forth in Section 5.3 of this Ordinance;
- (5) Recreational structures whose use is limited to park tenants.

(J) Land division or condominium creation:

Division of a parcel permitted as a cottage park, or conversion of a parcel permitted as a cottage park to a condominium form of ownership, shall meet the density requirements as set forth in Article IV of this Ordinance, the Vilas County Shoreland Zoning Ordinance, and the Vilas County Subdivision Control Ordinance for new structures, and the standards set forth for resort conversion condominiums shall not be applicable to cottage parks.

(K) Parking:

Each site shall be provided with two (2) off-street parking spaces.

(L) Private onsite wastewater treatment systems (POWTS):

- (1) POWTS may not be individually owned by park occupants and must be owned and operated by park management.
- (2) POWTS must be installed in the designated locations as shown on the cottage park plan.

(M) Prohibitions:

- (1) Commercial uses and home occupations shall be prohibited in cottage parks.
- (2) No structure in a cottage park shall be used for transient lodging or as a tourist rooming house.
- (3) Individual sites shall not be sold or transferred.
- (4) Manufactured or mobile homes shall be prohibited in cottage parks.
- (5) Multi-family dwellings are prohibited in cottage parks.

*History: Ordinance 2025-08, Amendment 85-283, Article V, Section 5.26 created effective 12/15/2025*

### 5.27 RETAINING WALLS

- (A) Retaining walls shall be considered accessory structures and shall meet the necessary setbacks.
- (B) Erection, enlargement, or replacement of a retaining wall shall require the issuance of a zoning permit.
- (C) Retaining walls which exceed eight (8) feet in height shall be designed by a Wisconsin licensed professional engineer.
- (D) No new retaining walls are permitted within seventy-five (75) feet of the OWHM.

*History: Ordinance 2025-08, Amendment 85-283, Article V, Section 5.27 created effective 12/15/2025*

**ARTICLE VI: PUBLIC HEALTH ORDINANCE (REMOVED)**

Responsibilities placed in Vilas County Public Health Department Human Health Hazard Ordinance.

*History: Amendment 85-199, Article VI removed effective 5/11/2005*

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## ARTICLE VII: OFF-STREET PARKING AND DRIVEWAYS

Introduction and Explanation: Article VII contains the minimum requirements for off-street parking and driveways.

### 7.1 GENERAL RULES

- (A) Off-street parking spaces for single-family residences or second spaces for dwelling units in multi-family residential buildings may be provided in tandem or parallel. A parking space occupying a portion of driveway shall be at least twenty (20) feet by ten (10) feet.
- (B) Whenever a lot used for business or industrial purposes abuts upon a public or private alley, street, road or highway, sufficient loading space shall be provided on the lot or adjacent thereto in connection with any business or industrial use so the alley, street, road or highway shall at all times be free and unobstructed to the passage of traffic.
- (C) One (1) off-street parking space in a lot shall be two hundred (200) square feet of area, exclusive of adequate ingress and egress driveway to connect with a public thoroughfare. The dimensions of a parking space on a lot shall be twenty (20) by ten (10) feet. A single stall in a garage may replace a single parking space.
- (D) No building for which off-street parking space is required may be added to, structurally altered or converted in use so as to encroach upon or reduce the parking space below the required minimum.
- (E) No parking spaces required under this Ordinance may be used for another purpose with the exception of an occasional yard sale, business sale or during town festivities, provided however, that open spaces required by this Ordinance for setback and side yards may not be used for such parking spaces or approaches thereto. There shall be no parking on corner lots within the visual clearance triangle.
- (F) Parking/parking lots containing five (5) or more parking spaces which are located in the Residential Districts or adjacent to residential lots shall be:
  - (1) Screened along the side or sides of such lots which abut the lot lines of residential lots by a solid wall, fence or evergreen planting of equivalent capacity or other equally effective means built or maintained at a minimum height of four (4) feet.
  - (2) If parking/parking lots so located are lighted, the lights shall be shielded as to prevent undesirable glare or illumination of adjoining residential property.
- (G) Parking of a recreational vehicle shall be in accordance with Section 5.2(E) of this Ordinance.

*History:* Amendment 85-267, Article VII, Section 7.1(G) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article VII, Section 7.1(G) amended effective 12/15/2025

**7.2 REQUIRED OFF-STREET PARKING SPACES FOR SPECIFIC USES (EXCEPT IN THE DESIGNATED DOWNTOWN COMMUNITY BUSINESS DISTRICTS)**

- (A) Single-family dwellings shall provide two (2) spaces.
- (B) Multiple-family dwellings shall provide two (2) off-street spaces for each family for which accommodations are provided in the building plus two (2) spaces per building.  
*History: Amendment 85-267, Article VII, Section 7.2(B) amended effective 6/1/2021*
- (C) Roadside stands shall provide not less than five (5) parking spaces at the place of business off the right-of-way of the highway.
- (D) Establishments offering curb service to customers who remain in their vehicle, shall provide at least five (5) off-street parking spaces for each person employed to serve such customers.
- (E) New retail or local business places, banks, offices and professional offices and personal service shops shall provide at least one (1) off-street parking space for each two hundred (200) square feet of ground floor area plus at least one (1) additional parking space for each five hundred (500) square feet of upper floor area.
- (F) Buildings combining business and residential use shall provide at least one (1) off-street parking space for each three hundred (300) square feet of area devoted to business use, plus at least two (2) parking spaces for each family for which accommodations are provided on the premises.  
*History: Amendment 85-267, Article VII, Section 7.2(F) amended effective 6/1/2021*
- (G) Theaters, churches, auditoriums, lodges or fraternity halls and similar places of public assemblage shall provide at least one (1) parking space for each seven (7) seats.
- (H) Hotels, motels, lodging houses and dormitories shall provide at least one (1) parking space for each guestroom.
- (I) Restaurants, taverns, and similar places for eating and for refreshments, except curb service establishments, shall provide at least one (1) parking space for each fifty (50) square feet of floor space devoted to the use of the patrons.  
*History: Ordinance 2025-08, Amendment 85-283, Article VIII, Section 7.2(I) amended effective 12/15/2025*
- (J) Funeral homes and mortuaries shall provide at least one(1) parking space for each fifty (50) square feet of space devoted to parlors.  
*History: Ordinance 2025-08, Amendment 85-283, Article VII, Section 7.2(J) amended effective 12/15/2025*
- (K) Bowling alleys shall provide at least five (5) parking spaces for each alley.
- (L) Service stations shall provide parking for all vehicles used directly in the conduct of the business, plus two (2) spaces for each gas pump, plus three (3) spaces for each service bay.  
*History: Amendment 85-267, Article VII, Section 7.2(L) amended effective 6/1/2021*

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- (M) Industrial uses shall provide at least one (1) parking space for each employee on the premises at any one time, plus at least one (1) additional space for each vehicle operated in connection with such use for which parking on the premises is required.
- (N) Any use not specifically named shall be assigned to the most appropriate classification by the Zoning Administrator.

### **7.3 DRIVEWAYS AND PRIVATE EASEMENT ROADS**

- (A) No driveways or private roads will be permitted to be constructed within five (5) feet of an adjoining property owner's lot line unless:
  - (1) The adjoining property owner(s) affected by such road give written consent to the effect they do not object to construction of a driveway or private road being closer than five (5) feet from the lot line.
  - (2) A copy of the letter shall be forwarded to the Vilas County Zoning Office to be kept on file.
  - (3) A driveway may be allowed to straddle lot lines on a new subdivision provided an easement and a maintenance agreement for the driveway straddling lot lines be filed with the subdivision and recorded with the Register of Deeds.

*History: Amendment 85-267, Article VII, Section 7.3 amended effective 6/1/2021*

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**ARTICLE VIII: NONCONFORMING USES, STRUCTURES AND LOTS**

Introduction and Explanation: Article VIII contains rules pertaining to uses, structures and lots which existed before the effective date of this Ordinance which may not be in full compliance with the provisions of this Ordinance. The practice of accepting nonconforming uses, dwellings, nonconforming trade and industry and nonconforming lots is commonly referred to as “grandfathering” or accepting under a “grandfather clause.” Nonconforming uses, dwellings, trade and industry existing at the time of the adoption of this Ordinance are permitted to continue. Nonconforming lots existing at the time of the adoption of this Ordinance may generally be constructed upon, providing minimum requirements are met.

**8.1 GENERAL LIMITATIONS ON NONCONFORMING STRUCTURES OR USE**

When any structure, or the use of any structure or premise, has become nonconforming as defined in Article XI of this Ordinance, such nonconformity may continue subject to the following limitations:

- (A) A nonconforming use shall not be changed to another nonconforming use. There shall be no structural alterations, additions or major repairs made to a nonconforming structure until a zoning permit has been issued.

*History:* Amendment 85-267, Article VIII, Section 8.1(A) amended effective 6/1/2021

- (B) Structures which existed before the effective date of this Ordinance which may not be in full compliance with the provisions of this Ordinance may be reconstructed or repaired to the size, footprint, location and use it had immediately prior to repair or reconstruction. Any additions shall conform to current ordinance language. In addition, the septic system servicing the structure or use will be brought up to code in compliance with Vilas County Private Sewage System Ordinance Chapter 15, Wisconsin Administrative Code SPS 383 and a county zoning permit has been issued.

*History:* Amendment 85-267, Article VIII, Section 8.1(B) amended effective 6/1/2021

- (C) A nonconforming structure and or existing use may be expanded, provided the expansion does not encroach into any required side or rear yard setback(s) beyond any existing encroachment and it meets all other current zoning requirements. In addition, the septic system serving the structure or use will be brought up to code in compliance with Wisconsin Administrative Code SPS 383 and a county zoning permit has been issued.

*History:* Amendment 85-267, Article VIII, Section 8.1(C) amended effective 6/1/2021

- (D) Where an expansion of a nonconforming structure is proposed which will encroach into a minimum setback not covered by Section 8.1(C) above, the granting of a variance by the Board of Adjustment and the issuance of a county zoning permit shall be required.

*History:* Amendment 85-267, Article VIII, Section 8.1(D) amended effective 6/1/2021

- (E) If a structure or use nonconforming to this Ordinance is discontinued for twelve (12) consecutive months any further use of the structure or premises shall conform to this Ordinance with the exception of those structures or properties in probate, foreclosure, or other form of litigation, or on the market.

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- (F) Septage effluent, waste disposal or any other use found not in compliance with County, State or Federal law shall not be permitted to continue as a nonconforming use, and upon written notice to the property owner(s) shall be corrected within thirty (30) days of receiving such notice.

*History: Amendment 85-267, Article VIII, Section 8.1(F) amended effective 6/1/2021*

### 8.2 GENERAL LIMITATIONS OF NONCONFORMING LOTS

Nothing in this Ordinance will prohibit the lawful use of a sub-standard sized lot for the erection of a structure that can conform to the minimum requirements of this Ordinance upon issuance of a zoning permit provided the lot meets the following requirements:

- (A) The lot was described and recorded with the Vilas County Register of Deeds or the Vilas County Surveyor prior to the effective date of this Ordinance;
- (B) The lot, when recorded, met the minimum dimensional standards in effect on that date;
- (C) The substandard lot or parcel was never reconfigured or combined with another lot or parcel by plat, survey, or consolidation by the owner into one property tax parcel;
- (D) The substandard lot or parcel has never been developed with one or more of its structures placed partly upon an adjacent lot or parcel;
- (E) Any deviation from setback or other standards shall require issuance of a variance by the Board of Adjustment as provided in Article X of this Ordinance.

*History: Amendment 85-199, Article VIII, Section 8.2 amended effective 5/11/2005*

*Amendment 85-267, Article VIII, Section 8.2 amended effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article VIII, Section 8.2 amended and renumbered effective 12/15/2025*

### 8.3 EXISTING LOTS

- (A) Existing lots are defined as follows:

- (1) All lots recorded or filed with the Vilas County Register of Deeds office prior to the enactment of this Ordinance.
- (2) All lots created prior to the Vilas County Subdivision Control Ordinance and on file in the Vilas County Surveyor's Office prior to the enactment of this Ordinance.
- (3) All single lots and splits created where Vilas County Zoning & Planning approval was not required, but the lots meet the minimum standards set forth in the Vilas County Subdivision Control Ordinance at the date on which they were created, and the map is filed in the Vilas County Surveyor's Office prior to the enactment of this Ordinance.

*History: Amendment 85-267, Article VIII, Section 8.3(A) amended effective 6/1/2021*

- (B) Existing lots are subject to the requirements in Section 8.1.

*History: Amendment 85-199, Article VIII, Section 8.3 created effective 5/11/2005*

**ARTICLE IX: ADMINISTRATION**

Introduction and Explanation: Article XI describes how the Ordinances are administered and enforced. This Article created and defines the Vilas County Zoning Administrator’s Office. The Administrator is a county officer who advises citizens and landowners of their rights and obligations under these Ordinances, who supervises Zoning Staff and Deputy Zoning Administrators in issuing permits and making inspections to determine compliance with these Ordinances. They can issue compliance orders and recommend actions to obtain compliance with the Ordinances. The Administrator acts under authority delegated by the County Board. Zoning Permits may be obtained from the Vilas County Zoning Department. The Zoning Administrator, Assistant Zoning Administrator, or Deputy may issue Zoning Permits when the use is listed in the Ordinances as a permitted use and all other ordinance requirements are met. Conditional Use Permit applications must be decided upon by the Zoning Committee. Zoning Text Amendments and Re-zonings must be approved by the County Board after review and recommendation by the Zoning Committee. Variances and Appeals of Administrative Decisions must be decided upon by the Board of Adjustment under procedures described in Article X of this Ordinance.

*History: Amendment 85-267, Article IX, Introduction and Explanation, amended effective 6/1/2021*

**9.1 CREATION OF THE ZONING AND PLANNING COMMITTEE**

The Zoning and Planning Committee shall be created and constituted by the County Board as provided in Section 59.69 of the Wisconsin Statutes. The Zoning and Planning Committee shall have the following duties and responsibilities:

- (A) Supervise the administration of the Vilas County General Zoning Ordinance and all other Ordinances administered by the Vilas County Zoning and Planning Department as approved by the County Board of Supervisors.

*History: Amendment 85-267, Article IX, Section 9.1(A) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.1(A) amended effective 12/15/2025*

- (B) To hold public hearings and decide upon the issuance of Conditional Use Permits.

- (C) To hold public hearings on all proposed Ordinance amendments administered by the Vilas County Zoning and Planning Department and to make recommendations on such amendments to the County Board of Supervisors.

*History: Amendment 85-267, Article IX, Section 9.1(C) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.1(C) amended effective 12/15/2025*

- (D) Assume responsibility for the office of County Zoning and Planning.

*History: Amendment 85-267, Article IX, Section 9.1(D) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.1(D) amended effective 12/15/2025*

- (E) To perform other such duties in connection with zoning or land use planning as may be delegated to it by the County Board of Supervisors.

*History: Amendment 85-267, Article IX, Section 9.1(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.1(E) amended effective 12/15/2025*

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- (F) Supervise a County Zoning Administrator and staff as may be approved by the County Board of Supervisors and prescribe their duties and activities and have full direction and supervision thereof.

*History:* Amendment 85-267, Article IX, Section 9.1(F) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.1(F) amended effective 12/15/2025

### 9.2 OFFICE OF THE ZONING AND PLANNING ADMINISTRATOR

There is hereby created the office of the Zoning and Planning Administrator, hereafter referred to as Zoning Administrator. The Zoning Administrator and all other Zoning personnel shall be approved by the rules set forth by Vilas County. The Zoning Administrator shall perform duties under guidelines and supervision of the Zoning and Planning Committee. The duties and responsibilities of the Zoning Administrator shall include:

- (A) Administer the provisions of the Vilas County Zoning Ordinances and assist in preparing them.

*History:* Amendment 85-267, Article IX, Section 9.2(A) amended effective 6/1/2021

- (B) Aide in issuance of zoning permits as provided in this Ordinance.

- (C) Keep records of all permits issued, inspections made, work approved and other official actions.

- (D) Determine questions of the exact location of district boundaries.

*History:* Amendment 85-267, Article IX, Section 9.2(D) amended effective 6/1/2021

- (E) Supervise the staff of the Zoning and Planning Department subject to guidelines set forth by the Zoning and Planning Committee.

*History:* Amendment 85-267, Article IX, Section 9.2(E) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.2(E) amended effective 12/15/2025

- (F) Serve as staff to the Zoning and Planning Committee. In this capacity the Zoning Administrator may present staff reports on all applications for Zoning Amendments, Conditional Use Permits, and other matters requiring Zoning Committee action.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(F) amended effective 12/15/2025

### 9.3 RULES AND PROCEDURES FOR ISSUANCE OF A ZONING PERMIT

- (A) No new building or structure having a permanent or temporary location on the ground shall hereafter be erected, and no existing building or structure shall be added to in a manner altering its exterior dimensions, moved, demolished or changed in use until a zoning permit has been issued. Exceptions to this requirement are:

- (1) Public telephone and electrical service equipment as sited in Section 3.2(F)(1) of this Ordinance.

*History:* Amendment 85-267, Article IX, Section 9.3(A) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.3(A) amended effective 12/15/2025

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(B) Application for Zoning Permit must contain the following:

- (1) Property owner's name and address;
- (2) Actual property address (if applicable);
- (3) Computer number;
- (4) Legal description of the parcel;
- (5) Size and location of the structure to be erected or moved (on or off), or relocated on, the property;
- (6) Proposed use of the building or premises;
- (7) Type of construction and any other applicable information;
- (8) Sanitary permit number (if applicable);
- (9) The permit application shall be accompanied with the appropriate fee.

**History:** *Amendment 85-141, Article IX, Section 9.3(B) amended effective 11/8/1999*  
*Amendment 85-267, Article IX, Section 9.3(B) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.3(B) amended effective 12/15/2025*

(C) The Zoning Administrator or their designee may require additional information, including but not limited to:

- (1) A scale drawing of the premises showing the dimensions of the lot or parcel;
- (2) Dimensions of the proposed structure, the distance in feet from the abutting street or highway, side and rear lot line;
- (3) Size and location of any existing structures and any other information deemed necessary.
- (4) Proof of compliance with the Vilas County Private Sewage System Ordinance;
- (5) Proof of compliance with the Vilas County Subdivision Control Ordinance;
- (6) Proof of compliance with the Vilas County Shoreland Zoning Ordinance;
- (7) Proof of compliance with Vilas County Trunk Highway Access Control Regulations or any other Federal, State, County or Town requirements as a condition precedent to the issuance of a Zoning Permit;
- (8) Any additional information necessary to decide upon the issuance of a Zoning Permit including but not limited to proof of State approval for buildings of public use;
- (9) The Zoning Administrator or their designee shall not be responsible for determining the location of lot lines and may require the applicant to furnish a land survey of such lines.

**History:** *Amendment 85-267, Article IX, Section 9.3(C) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.3(C) amended effective 12/15/2025*

(D) The application shall be signed by the owner, when submitted electronically, an electronic or scanned signature will be accepted.

**History:** *Amendment 85-267, Article IX, Section 9.3(D) amended effective 6/1/2021*

## VILAS COUNTY GENERAL ZONING ORDINANCE

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(E) Coincident with the issuing of a Zoning Permit the Zoning Administrator or designated employee shall prepare a card certifying a permit has been issued. This card shall bear the same number as the permit and identify the construction and premises covered by the permit. This card shall be posted in a conspicuous place on the premises during the construction, and no construction shall begin until this card has been posted. For purposes of this Ordinance, start of construction shall be when any earth disturbing activity takes place that will lead to the installation of footings, piers, posts, pilings or foundations. Earth disturbing activity for the purpose of soil evaluation testing shall not be considered the start of construction.

(F) Any permit obtained through material misrepresentation on the permit application shall be null and void immediately upon discovery. Any corrections, anticipated changes, or other amendments to the original permit will require approval by the Zoning Administrator or designated employee prior to starting construction.

*History: Amendment 85-199, Article IX, Section 9.3(F) amended effective 5/11/2005*

(G) A permit issued pursuant to the provisions of this section shall expire one (1) year from the date of issuance if construction is not started within that time. Such a permit will expire if construction, once started, does not diligently proceed to completion within two (2) years of starting time. Zoning permits may be renewed one time after issuance. A new Zoning Permit must be obtained after one (1) renewal and any and all new Zoning requirements shall be met.

*History: Amendment 85-267, Article IX, Section 9.3(G) amended effective 6/1/2021*

(H) No Zoning Permit, Conditional use Permit, Re-zone, Subdivision, or Variance shall be issued or considered when requested if a violation of any regulation enforced by Vilas County Zoning exists on the property, unless the above listed items requested is necessary to correct the violation.

*History: Amendment 85-267, Article IX, Section 9.3(H) created effective 6/1/2021*

(I) Temporary Permit:

A temporary permit may be issued owing to unforeseen circumstances arising, or under special conditions whereby a regular zoning permit cannot be secured and/or is not applicable, such as the following, but not limited thereto:

- (1) For the storage of chattel on a County highway right-of-way.
- (2) For any temporary structures or uses inadvertently omitted from this Ordinance.
- (3) For the parking of a mobile home or other form of habitation structure during the construction of a dwelling provided the temporary structure is located on the same lot where a zoning permit has been issued for the dwelling under construction and the structure's wastewater and sewage enters the septic system that will serve the dwelling.
- (4) In order to accommodate individuals in emergency situations.
- (5) Provided the uses are allowed in the district and do not conflict with existing legal uses on or around the affected lot.

*History: Amendment 85-267, Article IX, Section 9.3(I) amended and renumbered effective 6/1/2021*

**9.4 RULES AND PROCEDURES FOR ISSUANCE OF CONDITIONAL USE PERMITS**

(A) A Conditional Use Permit request is as follows:

Any person, firm, corporation, organization having a freehold interest, a possessory interest entitled to exclusive possession, or a contractual interest, which is specifically enforceable in the land for which a Conditional Use Permit is sought, may file an application to use such land for one or more of the conditional uses provided for in this Ordinance provided the use is one which is conditionally permitted by the Zoning Ordinance in the zoning district where the parcel is located.

(B) Conditional Use Permit Review Process:

An application for a Conditional Use Permit shall be filed with the Zoning Administrator on a form prescribed by the Zoning Administrator. The Conditional Use application shall be accompanied by plans and other information as may be prescribed by the Zoning Administrator, Assistant Zoning Administrator, or the Zoning and Planning Committee.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(B) amended effective 12/15/2025

(C) Town Recommendation:

- (1) The Committee shall seek an advisory recommendation from the town board prior to the date of the public hearing of the town in which the proposed conditional use is located.
- (2) A written and electronic notice of application and public hearing shall be sent at least ten (10) days prior to the date of the public hearing to the clerk of the town where the proposed conditional use is located.
- (3) For applications where the conditional use is located within the boundaries of a federally recognized Tribal reservation, a written and electronic notice of application and public hearing shall be sent at least ten (10) days prior to the date or public hearing to the Tribe.

*History:* Amendment 85-267, Article IX, Section 9.4(C) created effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(C) amended effective 12/15/2025

(D) Hearing an Application:

- (1) Upon receipt of the application, the Zoning Committee shall hold a public hearing on each application for Conditional Use Permit at such time and place as shall be established by the Vilas County Zoning and Planning Department.
- (2) The hearing shall be conducted and a record of the proceedings preserved in such a manner and according to such procedures as the Zoning and Planning Committee shall, by rule, prescribe from time to time.
  - (a) The Chairperson, or the Chairperson's designee, may administer oaths and compel the attendance of witnesses.
- (3) Notice of public hearing shall be given by publication as a Class 2 notice as provided for in section 985 of the Wisconsin Statutes.

*History:* Amendment 85-267, Article IX, Section 9.4(D) renumbered and amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(D) amended effective 12/15/2025

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(E) Basis of Approval:

- (1) If the applicant for a Conditional Use Permit meets or agrees to meet all requirements and conditions specified in this Ordinance and all other governing ordinances, statues and regulations, and those conditions imposed by the Zoning and Planning Committee, the Committee shall grant the conditional use permit.
- (2) Any condition imposed must be related to the purpose of the Ordinance and be based on substantial evidence.
- (3) The burden of proof is on an applicant that the application and all requirements and conditions established by the County relating to the conditional use are or shall be satisfied.
- (4) The decision of the Zoning and Planning Committee to approve or deny a Conditional Use Permit application must be supported by substantial evidence.

*Statutory Reference: Wis. Stat. §59.69(5e)*

*History: Amendment 85-267, Article IX, Section 9.4(E) created effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(E) amended effective 12/15/2025*

(F) Standards:

- (1) The establishment, maintenance, or operation of the conditional use will not be detrimental or endanger the public health, safety, comfort, or general welfare.
- (2) The uses, values, and enjoyment of property in the neighborhood for purposes already permitted shall not be substantially impaired or diminished and it will not impede the normal development and improvement of the surrounding property for uses permitted in the district.
- (3) That adequate utilities, lighting, stormwater management plan, and necessary site improvements have or will be provided.
- (4) Measures have or will be taken to provide ingress and egress, designed to minimize traffic congestion in the public streets.
- (5) The conditional use shall conform to all applicable regulations of the district in which it is located.

*History: Amendment 85-267, Article IX, Section 9.4(D) renumbered Section 9.4(F) and amended effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(F) amended effective 12/15/2025*

(G) Conditions and Guarantees:

- (1) Prior to the granting of a Conditional Use Permit, the Zoning Committee may stipulate such conditions and restrictions upon the establishment as to; location, construction, maintenance, and operation of the conditional use as deemed necessary to promote the public health, safety, and general welfare of the community, to secure compliance with the standards and requirements specified in subsection 9.4(F), above.
- (2) In all cases in which conditional uses are granted; the committee shall require such evidence and guarantees as it may deem necessary as proof that the conditions stipulated in connection therewith are being and will be complied with.
- (3) Once a conditional use permit is granted, additional permit(s) including but not limited to sanitary, zoning, shoreland alteration, etc. may be required.

*History: Amendment 85-267, Article IX, Section 9.4(E) renumbered Section 9.4(G) and amended effective 6/1/2021*

(H) Denied Conditional Use Permit:

(1) Appeal from Action by Zoning Committee:

A decision of the Zoning Committee may be appealed to Circuit Court by a person aggrieved by the decision of the Zoning Committee, or a taxpayer, or any officer, department, board or bureau of the municipality, may within thirty (30) days after the filing of the decision, commence an action seeking the remedy available by certiorari in accordance with Section 59.69(5e) of Wisconsin Statutes.

(2) Intermediate Appeal from Action by Zoning Committee:

A decision of the Zoning Committee may be appealed to the Board of Adjustment by the applicant for the Conditional Use Permit or by the owners of fifty (50) percent or more of the property within 300 feet of the parcel affected. Such appeal must specify the grounds thereof in respect to the findings of the Zoning Committee and must be filed with the Board of Adjustment within thirty (30) days of the final action of the Zoning Committee. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, and give public notice thereof as well as due notice to the parties in interest, and decide the same within a reasonable time. The action of the Zoning Committee shall be deemed just and equitable unless the Board of Adjustment by a favorable vote reverses or modifies the action of the Zoning Committee.

**Note:** *An Ordinance providing for an intermediate appeal is acceptable under an argument that if the applicant succeeds in the appeal it saves the time and expense of having to bring a lawsuit in a court of law.*

**History:** *Amendment 85-267, Article IX, Section 9.4(F) renumbered to Section 9.4(H) and amended effective 6/1/2021*

(I) Effect of Denial of Application:

(1) No application for a Conditional Use which has been denied wholly or in part by the Zoning and Planning Committee shall be resubmitted for a period of one (1) year from the date of said denial, except on the grounds of new evidence or proof of change of conditions found to be valid by the Zoning and Planning Committee.

(2) In any case where a Conditional Use Permit, issued under this Ordinance, has not been instituted or construction begun within one (1) year of the date of approval, the conditional use permit shall be null and void without further action by the Zoning and Planning Committee.

**History:** *Amendment 85-267, Article IX, Section 9.4(G) renumbered Section 9.4(I) effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(I) and amended effective 12/15/2025*

(J) Revocation of a Conditional Use Permit:

(1) If the Zoning and Planning Committee finds that the standards and the conditions stipulated in a Conditional Use Permit are not being complied with, or that a Conditional Use Permit was obtained through material misrepresentation, the Committee, after a public hearing, may revoke the Conditional Use Permit.

(2) Appeals from the action of the Zoning and Planning Committee may be as provided above in Subsection 9.4(H).

**History:** *Amendment 85-267, Article IX, Section 9.4(H) renumbered Section 9.4(J) effective 6/1/2021*

*Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(J) amended effective 12/15/2025*

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(K) Ceased Conditional Uses:

A Conditional Use Permit for any use which has been ceased for a period of one (1) year will be deemed to have been terminated and any future use shall be in conformity with these Ordinances.

*History:* Amendment 85-267, Article IX, Section 9.4(I) renumbered Section 9.4(K) effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.4(K) amended effective 12/15/2025.

### 9.5 RULES AND PROCEDURES FOR RECOMMENDING AMENDMENTS IN THE ZONING ORDINANCE TEXT OR ZONING MAP

(A) The County Board of Supervisors may alter, supplement, or change the boundaries and regulations contained in this Ordinance in the manner provided by Section 59.69 of the Wisconsin Statutes.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(A) amended effective 12/15/2025

(B) Petitions for amendments of the Zoning Ordinance text or map may be made by any property owner in the area to be affected by the amendment, by the Town Board, by any member of the County Board of Supervisors, by the Zoning and Planning Committee, or the Zoning Administrator. Forms for submitting petitions are provided by the Zoning Administrator.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(B) amended effective 12/15/2025

(C) Completed petition forms are filed with the County Clerk who shall immediately refer the petition to the Zoning and Planning Department.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(C) amended effective 12/15/2025

(D) Upon receipt of the petition the Zoning and Planning Department shall schedule a public hearing before the Zoning and Planning Committee thereon. Notice of the time and place of such hearing shall be given by publication of a Class 2 Notice as provided under Section 985 of the Wisconsin Statutes. A copy of such notice shall be mailed by certified mail to the Town Clerk for each town affected by the proposed amendment at least ten (10) days prior to the date of such hearing. In the case of a proposed change in zoning district boundaries a copy of such notice shall also be sent to the local County Board Supervisor. For applications where the proposed rezoning is located within the boundaries of a federally recognized Tribal reservation, a written and electronic notice of application and public hearing shall be sent at least ten (10) days prior to the date of public hearing to the Tribe.

*History:* Amendment 85-267, Article IX, Section 9.5(D) amended effective 6/1/2021  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(D) amended effective 12/15/2025

(E) As soon as possible after the public hearing, the Zoning and Planning Committee shall act on the petition either recommending approval, modification, or disapproval. If its action is favorable to granting the requested change or any modification thereof, it shall cause an Ordinance to be drafted effectuating its determination and shall submit such proposed Ordinance directly to the County Board of Supervisors with its recommendation. If the Zoning and Planning Committee recommends denial of the petition it shall report its recommendations directly to the County Board of Supervisors with its reasons for such action.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(F) amended effective 12/15/2025

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- (F) Upon receipt of the recommendation of the Zoning and Planning Committee the County Board of Supervisors may adopt, modify, or deny the petition. Actions of the County Board of Supervisors are subject to protest or town veto as provided in Section 59.69 of the Wisconsin Statutes, with the exception of those changes relative to shorelands per Section 59.692(2)(a) of the Wisconsin Statutes.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.5(F) amended effective 12/15/2025

- (G) The office of the Zoning Administrator shall submit copies of all shoreland amendments to the Department of Natural Resources for any required approval.

*History:* Amendment 85-267, Article IX, Section 9.5(G) amended effective 6/1/2021

### 9.6 ENFORCEMENT

(A) Violations and Penalties:

- (1) Any violation of the terms of this Ordinance not corrected on the written order of the Zoning and Planning Department within the time specified shall be referred to the Zoning Administrator who shall determine the further action to be taken.
- (2) The violation of any condition attached by the Zoning and Planning Department to a Zoning Permit approval shall constitute a violation of this Ordinance.
- (3) Penalties:
  - (a) Any person, firm, corporation or entity, including those doing work for others, who violates any of the provisions of this Ordinance shall be subject to a forfeiture of \$300.00 for the first violation, \$500.00 for the second violation, and \$1,000.00 for all subsequent violations of this Ordinance, plus cost of prosecution. Each day a violation exists shall constitute a distinct and separate violation of this Ordinance and as such, forfeitures shall apply accordingly. The Zoning and Planning Department shall refer violations to the Corporation Counsel who shall prosecute violations.
  - (b) As a substitute for or in addition to the forfeiture actions, the Corporation Counsel may, on behalf of the County, seek enforcement of any or all parts of this Ordinance by a court action seeking injunctive relief.
  - (c) In addition to any forfeitures or penalties, the violation of this Ordinance which caused the forfeiture or penalty must be abated unless otherwise directed by a Court of competent jurisdiction.

*History:* Amendment 85-267, Article IX, Section 9.6(A) amended effective 6/1/2021

Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.6(A) amended effective 12/15/2025

(B) Property Owners and Agents:

It shall be the responsibility of the property owners and their agents or other persons acting on their behalf including builders and contractors to comply with the terms of this Ordinance. Any person failing to comply with this Ordinance is subject to enforcement under Section 9.6(A).

*History:* Amendment 85-267, Article IX, Section 9.6(B) amended effective 6/1/2021

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(C) Governmental Bodies:

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this Ordinance and obtain all necessary permits. Unless specifically exempted by law, all state agencies are required to comply if Wis. Stats. §13.48(13) applies. Unless specifically exempted by law, federal agencies are required to comply with this Ordinance.

*History:* Amendment 85-267, Article IX, Section 9.6(C) amended effective 6/1/2021

(D) Suspension of Permit:

Whenever the zoning Administrator, Assistant Zoning Administrator, or Deputy Zoning Administrator determines there are reasonable grounds for believing there is a violation of any provisions of this Ordinance, the Zoning Administrator, Assistant Zoning Administrator or Deputy Zoning Administrator shall give notice to the owner of record as hereinafter provided. Such notice shall be in writing and shall include a statement of reason for the suspension of the permit. It shall allow for thirty (30) days for the performance of any act it requires. If work cannot be completed in the thirty (30) day period, an extension may be granted if reason of hardship prevails and can be verified. Such notice or order shall be deemed to have been properly served upon such owner or agent when a copy thereof has been sent by certified mail to owner's last known address or when the owner has been served by such notice by any method authorized by the laws of the State of Wisconsin. The owner of record has the right to appeal any decision by the Zoning Administrator, Assistant Zoning Administrator, or Deputy Zoning Administrator or apply to the Vilas County Board of Adjustment for a variance from the strict rule of the Ordinance within thirty (30) days of receipt of a notice or order.

*History:* Amendment 85-199, Article IX, Section 9.6(D) amended effective 5/11/2005  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.6(D) amended effective 12/15/2025

(E) Emergency Conditions:

Whenever the Zoning Administrator finds that an emergency exists such as sudden, unexpected occurrences or combinations thereof, unforeseen conditions or circumstances at the time beyond one's control, adverse weather conditions, meeting a timetable which requires immediate action to protect the public health, safety and welfare, the Administrator may, without notice or hearing, issue an order citing the existence of such emergency and may require that such action be taken as may be deemed necessary to meet the emergency. The Administrator shall notify the Chairperson of the Zoning and Planning Committee within 24 hours of such situations. Notwithstanding any other provisions of this Ordinance such order shall become effective immediately. Any person to whom such order is directed shall comply therewith immediately. Appeals or challenges to emergency orders may be brought after emergency conditions have ceased, to the Board of Adjustment.

*History:* Amendment 85-141, Article IX, Section 9.6(E) created effective 11/8/1999  
Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.6(E) amended effective 12/15/2025

(F) No enforcement action may be commenced against a person who owns a structure that is in violation of this Ordinance if the structure has been in place for more than ten (10) years.

*History:* Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.6(F) created effective 12/15/2025

**9.7 NOTIFICATION TO THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES**

Written notice shall be given to the appropriate district office of the Department of Natural Resources at least ten (10) days prior to hearings on proposed variances, conditional uses, appeals for map or text interpretations, and map or text amendments, and submission shall be made to the same office of copies of decisions on variances, conditional uses, appeals for map or text interpretations, and map or text amendments within ten (10) days after they are granted or denied.

*History: Amendment 85-141, Article IX, Section 9.7 created effective 11/8/1999*

**9.8 REZONING OF LAND OUT OF FARMLAND PRESERVATION OVERLAY (FP) ZONING DISTRICT**

- (A) Rezoning of land out of Farmland Preservation Overlay Zoning District shall be accomplished by the procedures set forth in Section 9.5 of this Ordinance.
- (B) Except as provided in paragraph (C) below, the County Board of Supervisors may not rezone land out of the Farmland Preservation Zoning District unless the County Board of Supervisors finds all of the following in writing as part of the official record of the rezoning:
  - (1) The rezoned land is better suited for a use not permitted in the Farmland Preservation Zoning District;
  - (2) The rezoning is consistent with the Vilas County Comprehensive Plan and any applicable Town comprehensive plans;
  - (3) The rezoning is substantially consistent with the Vilas County Farmland Preservation Plan which is in effect at the time of the rezoning; and
  - (4) The rezoning will not substantially impair or limit current or future agricultural use of other protected farmland.
- (C) Paragraph (B) above does not apply to any of the following:
  - (1) A rezoning that is affirmatively certified by the Wisconsin Department of Agriculture, Trade, and Consumer Protection under Chapter 91 of Wisconsin Statutes.
  - (2) A rezoning that makes the farmland preservation zoning ordinance map more consistent with the County farmland preservation plan map certified under Chapter 91 of Wisconsin Statutes which is in effect at the time of rezoning.
- (D) **Statutory Reporting Requirements**  
By March 1 of each year, the Zoning and Planning Department shall provide to the Wisconsin Department of Agriculture, Trade, and Consumer Protection a report of the number of acres that Vilas County has rezoned out of the Farmland Preservation Zoning District under Paragraph (B) above during the previous year, and a map which clearly shows the location of those acres.

*History: Ordinance 2025-08, Amendment 85-283, Article IX, Section 9.8 created effective 12/15/2025*

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## ARTICLE X: BOARD OF ADJUSTMENT

**Introduction and Explanation:** This Article described the Board of Adjustment. This five (5) member Board has powers directly granted to it by the State Legislature. The statutory duties of the Board are to hear and decide appeals from decisions of the Zoning Administrator, Assistant Zoning Administrator, or Deputies and to consider variances from the strict requirements of the Ordinances where a unique hardship exists and where a waiver of the strict rule of the Ordinance can be granted without destroying the purpose and intent of the Ordinance.

**History:** *Amendment 85-199, Article X, Introduction amended effective 5/11/2005*  
*Ordinance 2025-08, Amendment 85-283, Article X, Introduction amended effective 12/15/2025*

### 10.1 CREATION OF THE BOARD OF ADJUSTMENT

A Board of Adjustment is hereby created as authorized pursuant to Wisconsin Statutes §59.694.

- (A) The Board of Adjustment shall consist of five (5) members who shall be appointed by the Vilas County Board Chairperson and approved by the County Board of Supervisors for terms of three (3) years. Alternates shall be designated by the County Board of Supervisors as the first alternate and second alternate, pursuant to Wis. Stats. §59.694(2)(bm).

**History:** *Ordinance 2025-08, Amendment 85-283, Article X, Section 10.1(A) amended effective 12/15/2025*

- (B) The Board of Adjustment may choose its own chairperson and vice-chairperson.

**History:** *Ordinance 2025-08, Amendment 85-283, Article X, Section 10.1(B) amended effective 12/15/2025*

- (C) The County Board of Supervisors may employ staff, provide office space and necessary supplies to assist the Board of Adjustment in the administration of their duties, and may pay the actual and necessary expenses incurred by the Board in the performance of its duties.

**History:** *Ordinance 2025-08, Amendment 85-283, Article X, Section 10.1(C) amended effective 12/15/2025*

- (D) Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

**History:** *Amendment 85-199, Article X, Section 10.1(D) amended effective 5/11/2005*

### 10.2 JURISDICTION AND AUTHORITY

A Board of Adjustment shall have the following powers:

- (A) To hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative official in the enforcement of Wis. Stat. §59.69 or of any Ordinance adopted pursuant hereto.

- (B) To hear and decide appeals of Conditional Use decisions by the Zoning and Planning Committee if Section 9.4(H) of this Ordinance applies.

**History:** *Amendment 85-267, Article X, Section 10.2(B) amended effective 6/1/2021*  
*Ordinance 2025-08, Amendment 85-283, Article X, Section 10.2(B) amended effective 12/15/2025*

- (C) To authorize upon appeal in specific cases such variances from the terms of the Ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the Ordinance will result in unnecessary hardship, and so that the spirit of the Ordinance shall be observed and substantial justice done.

**10.3 MEETINGS AND RULES**

Meetings of the Board of Adjustment shall be held at the call of the Chairperson and at such other times as the Board may determine. The Chairperson, or in the Chairperson’s absence, the Acting Chairperson may administer oaths and compel the attendance of witnesses. All meetings of said Board shall be open to the public. The Board’s secretary shall keep a written record of the outcome of the vote of each member on each question and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board of Adjustment and shall be a public record. Any person may appear and testify at the hearing either in person or by duly authorized agent or attorney. The Board of Adjustment shall adopt further rules as necessary to carry into effect the regulations of the County Board of Supervisors, which are not in conflict with the Wisconsin Statutes.

History: Ordinance 2025-08, Amendment 85-283, Article X, Section 10.3 amended effective 12/15/2025

**10.4 PROCEDURE FOR HEARING APPEALS**

(A) Filing Appeals:

Appeals to the Board of Adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of Vilas County affected by a decision of the office of the Zoning Administrator, Assistant Zoning Administrator or designated Deputies. Such appeal shall be taken within a reasonable time as provided by the rules of the Board, by filing with the secretary to the Board of Adjustment a notice of appeal specifying the grounds thereof. Upon filing of an appeal, the Zoning Administrator shall transmit to the Board all of the materials constituting the record upon which the action appealed from was taken.

History: Amendment 85-199, Section 10.4(A) amended effective 5/11/2005  
Ordinance 2025-08, Amendment 85-283, Section 10.4(A) amended effective 12/15/2025

(B) Stay of Proceedings:

An appeal shall stay all proceedings in furtherance of the action appealed from unless the Zoning Administrator certifies to the Board of Adjustment that such a stay would cause imminent peril to life or property. In such case proceedings shall not be stayed other than by a restraining order, which may be granted by the Board of Adjustment or a court of law.

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(C) Notice of Hearing:

The Board of Adjustment shall fix a reasonable time for the hearing of the appeal. Notice of time, place and purpose of such hearing shall be given by publication as a Class 2 Notice as provided for in Section 985 of the Wisconsin Statutes. Notice of time, place, and purpose of such hearing shall also be given to the applicant or appellant, Zoning Administrator, Town Clerk and the County Board Supervisor for the district in which the property is located. If the appeal involves an area subject to the Shoreland Ordinance or within a 100-year floodplain, notice of the public hearing and a copy of the Board's decision shall be provided to the Wisconsin Department of Natural Resources district office. For applications where the property is located within the boundaries of a federally recognized tribal reservation, a written and electronic notice of the public hearing shall be sent at least ten (10) days prior to the date of public hearing to the Tribe.

*History: Ordinance 2025-08, Amendment 85-283, Article X, Section 10.4(C) amended effective 12/15/2025*

(D) Findings of the Board:

The Board of Adjustment, upon its findings, shall render a decision on the appeal within a reasonable time. The Board, upon the majority vote, may reverse, affirm or modify the order, requirement, decision or determination appealed from and may make such order, requirement, decision, or determination as it ought to be made, and to that end shall have all the powers of the officer from whom the appeal is taken. All decisions and findings of the Board of Adjustment on appeal shall in all instances be final administrative determination and shall thereafter be only subject to review by a court of law upon the filing of a writ or certiorari within thirty (30) days of the Board's decision.

### 10.5 PROCEDURE FOR HEARING VARIANCE REQUESTS

(A) Application for Variance:

An application for variance may be filed by a property owner or owner's agent with the Board of Adjustment on forms provided by the County.

(B) Notice of Hearing:

The Board of Adjustment shall fix a reasonable time for hearing variance requests. Notice of time, place and purpose of such hearing shall be given by publication as a Class 2 Notice as provided in Section 985 of the Wisconsin Statutes. Notice of time, place and purpose of such hearing shall also be given to the applicant or appellant, Zoning Administrator, Town Clerk and the County Board Supervisor for the district in which the property is located. If the variance request involved area subject to the Shoreland Ordinance or within a 100-year floodplain, notice of the public hearing and of the Board's decision shall be provided to the Wisconsin Department of Natural Resources district office. For applications where the requested variance is located within the boundaries of a federally recognized tribal reservation, a written and electronic notice of application and public hearing shall be sent at least ten (10) days prior to the date of public hearing to the Tribe.

*History: Ordinance 2025-08, Amendment 85-283, Article X, Section 10.5(B) amended effective 12/15/2025*

(C) Findings of the Board:

The Board of Adjustment, upon its findings, shall render a decision on the variance request within a reasonable time. A Board decision requires a majority vote. All decisions and findings of the Board of Adjustment on variance requests shall in all instances be final administrative determinations and shall thereafter be only subject to review by a court of law.

(D) Standards for Variances:

The Board of Adjustment may authorize such variances from the terms of the Ordinance to dimensional standards which will not be contrary to the public interest, where, owing to special conditions a literal enforcement of the Ordinance will result in unnecessary hardship, and so that the spirit of the Ordinance shall be observed and substantial justice done. The Board of Adjustment shall use the following guidelines in interpreting this standard:

- (1) The particular physical surroundings, shape, or topographic conditions of the specific property involved could result in a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulation were to be carried out.
- (2) The conditions upon which the application for a variance is based would not be applicable generally to other property within the same zoning classification.
- (3) The purpose of the variance is not based exclusively on a desire for economic or material gain by the applicant or owner.
- (4) The alleged difficulty or hardship is caused by this Ordinance and has not been created by any person presently having an interest in the property.
- (5) The granting of a variance will not be detrimental to the welfare or injurious to other property or improvements in the neighborhood in which the property is located.
- (6) The proposed variance will not impair an adequate supply of light and air to adjacent property, substantially increase the congestions in the public streets, increase the danger of fire or otherwise endanger the public health, safety and welfare or substantially diminish or impair property value in the neighborhood.
- (7) No variance shall have the effect of allowing, in any district, uses not permitted in that district. The Board of Adjustment may impose such conditions and restrictions upon the premises benefitted by the variance as may be necessary to comply with the above standards and to better carry out the general intent of this Ordinance.

(E) Length of Validity:

No order of the Board of Adjustment granting such variance shall be valid for longer than one (1) year from the date of such order unless a Zoning Permit is obtained within such period and the erection or alteration of the building is started or the use commenced.

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(F) Standards for Variances (Act 67):

- (1) A variance granted under this Section, after April 5, 2012, shall be deemed expired if the land use or development so approved has not obviously and substantially commenced and completed within two (2) years of the date on which the variance was granted.
- (2) A variance granted and completed in compliance with this Ordinance runs with the land.

**History:** Amendment 85-267, Article X, Section 10.5(F) created effective 6/1/2021

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## ARTICLE XI: DEFINITIONS

Introduction and Explanation: Article XI contains brief definitions of key words and phrases used throughout the Ordinance. For the purpose, intent, understanding and clarification of this Ordinance the following definitions shall apply. In the instance where a word is not defined, the latest editions of Webster's Unabridged Dictionary shall be used to define a word.

- (1) Accessory Structure: A subordinate non-habitable, detached structure which is clearly incidental to, and customarily associated with, the principal structure to which it is related, and which is located on the same lot as the principal structure, including but not limited to a non-rental guesthouse, deck, garage, driveway, fence, etc. and any permanent or temporary appurtenance attached thereto.
- (2) Adult Use: A type of use having its business distinguished or characterized by their emphasis on matter depicting, describing, or related to specific sexual activities or specified anatomical areas for adult patrons.
- (3) Agriculture: The act of cultivating the soil, producing crops, or raising livestock for food, material, or commercial or industrial use. For purposes of enforcement of this Ordinance agricultural use includes, but is not limited to, beekeeping, commercial feedlots, dairying, egg production, floriculture, fish and fur farming, forest and game management, grazing, livestock raising, orchards, plant greenhouses and nurseries, poultry raising, raising of grain, grass, mint and seed crops, raising of fruits, nuts and berries, sod farming, and vegetable raising.
- (4) Agricultural Accessory Use: A building, structure, improvement, activity, or business operation that is an integral part of, or is incidental to, an agricultural use including hobby farms, farm residences, riding stables, all levels of electric vehicle charging stations, warehousing and wholesaling, and all other uses described in Wis. Stat. §91.01(1) or its successors.
- (5) Agri-business: Uses which support agricultural production, sell agricultural equipment, store or process agricultural products, or process agricultural wastes, including all other uses described in Wis. Stat. §91.01(3) or its successors.
- (6) Antenna: See Structure.
- (7) Arterial Street: A public street or highway used or intended to be used primarily for fast or heavy through traffic. Arterial streets and highways shall include freeways and expressways as well as arterial streets, highways and parkways.
- (8) Attached: Physically joined together, located with eaves or portions of the footprint overlapping, or located within eighteen (18) inches proximity.

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- (9) Automobile Service Station: Any building or premises, which sells gasoline, oil, and related products to the motoring public. This shall include repairs, washing and lubrication, but shall not include body work, painting, or dismantling.
- (10) Backland: Any land located greater than two hundred (200) feet back from the ordinary high-water mark of a navigable body of water.
- (11) Back Lot: A lot which does not front on a navigable body of water, or which does not have fifty (50) percent or more of its total area within two hundred (200) feet of a navigable body of water.
- (12) Basement: A story partly or wholly underground which, if occupied for living purposes, shall be counted as a story.
- (13) Bed and Breakfast: Any place of lodging that provides four (4) or less rooms for rent to transient guests, within owner's personal residence, and licensed by the State of Wisconsin, and the only meal served is breakfast.
- (14) Boarding House: A building other than a hotel or motel where meals or lodging and meals are furnished for compensation for three (3) or more persons not members of a family, not open to daily transients as a hotel or restaurant.
- (15) Boathouse: A structure located on a lot and used for protecting or storing boats, marine motors, fishing and boating paraphernalia, and/or other water related equipment.
- (16) Body Shop: A business for the repair and painting of automobile and other motor vehicle bodies.
- (17) Building: Any structure which is built for the support, shelter or enclosure of persons, animals, or personal property of any kind and which is permanently affixed to the land. For purposes of enforcement, a building shall be considered to include the building and all its appendages.
- (18) Building Envelope: The three-dimensional space within which a structure is built.
- (19) Buildable Lot Area: The specified portion of a lot which meets all yard and setback requirements of this Ordinance and other applicable ordinances and regulations. Buildable lot areas shall not include wetlands, easement areas excepting utility easements, and areas within setbacks.
- (20) Building Height: The vertical distance measured from the lowest point of finished grade to a point along the roofline as set forth in Article III, Section 3.3(A)-(C) of this Ordinance.
- (21) Building Setback Line: A line measured across the width of the lot at that point where the main structure, including any overhang, is in accordance with setback provisions.

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- (22) Bulkhead Line: A shoreline legislatively established by municipal ordinance under Wis. Stat. §60.11 and approved by the Department of Natural Resources.
- (23) Campground: A parcel containing two (2) or more sites owned by a person, state or municipal government that is designed, maintained, intended or used for the purpose of providing sites for recreational vehicles or their equivalent offered with or without charge for temporary overnight sleeping accommodation.
- (24) Camping Unit: A structure, including a tent, camping cabin, yurt, recreational vehicle, bus, van, or pickup truck or a tree house without plumbing or electric. (Camping cabin max size 400 square feet in a campground.)
- (25) Campsite: A designated area within a campground, which is designated as a site by an individual, family unit, or group using a camping unit.
- (26) Community Based Residential Facility (CBRF): A place where five (5) or more adults who are not related to the operator or administrator and who do not require care above intermediate level nursing care reside and receive care, treatment or services that are above the level of room and board but that include no more than three (3) hours of nursing care per week per resident. See Wis. Stats. §50.01(1g) for further definition.
- (27) Club: An association of persons organized for a common purpose but not including any group organized primarily to render a source which is customarily carried on as a business.
- (28) Clubhouse: A structure occupied by a club or used for club activities.
- (29) Communal: Two (2) or more.
- (30) Concentrated Animal Feeding Operation (CAFO): A lot or facility where animals have been, are, or will be stabled or confined and fed or maintained for a total of forty-five (45) days or more in any twelve (12) month period and where crops, vegetation, forage growth, or post-harvest residues are not sustained in the normal growing season over any portion of the lot or facility.
- (31) Commercial: Occupied with or engaged in commerce or work intended for commerce.
- (32) Commercial Property: Property used for retail or trade.
- (33) Commercial Services: A use comparable to retail, the buying and sale of goods and services.
- (34) Condominium: A building, a part of a building, or a group of buildings, including associated land, jointly owned and operated under Chapter 703 of the Wisconsin Statutes for the mutual protection and benefit of an association of owners. The operations of a condominium unit are described in a condominium declaration.

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- (35) Condominium Conversion: A parcel of land with an existing structure or structures converted to a condominium form of ownership.
- (36) Condominium, Expandable: A condominium to which additional units or property may be added.
- (37) Conditional Uses: Certain land uses which are specifically mentioned in this Ordinance, which may have impacts dependent upon specific circumstances. Conditional uses as specified in this Ordinance require issuance of a Conditional Use Permit approved by the Vilas County Zoning and Planning Committee.
- (38) Contiguous: Touching, meeting or joining at the surface, close together, bordering or adjoining, as two contiguous bodies, houses or countries. Actual contact of bodies, a touching, a continuity, in a manner to touch without intervening space, a state of contact close union of surfaces or borders.
- (39) Convenience Bathroom: A bathroom located inside a non-habitable structure which consists of a toilet and a sink only, with no provisions for bathing or showering. No convenience bathrooms are allowed on lots without a principal structure.
- (40) Cottage Park: Any plot or plots of ground in which multiple single-family dwellings under the same ownership and of limited size and use are permitted to achieve a higher density of development, and which included common utilities, areas, and facilities including but not limited to driveways, walkways, recreation areas, and accessory structures.
- (41) Days: For enforcement purposes, a day is any portion of a 24-hour period commencing at 12-midnight.
- (42) Deck: A structure attached or adjacent to a dwelling, or anything with form, shape or utility made of posts, beams, joists, and a wooden floor joined together in order to create an elevated surface area.
- (43) Density: The number of buildings/structures located within a specific land area, expressed as the number of units per acre or square feet. For the purpose of this Ordinance, minimum density required or maximum density allowed is calculated based on gross acreage of parcel(s). Existing buildings/structures within the parcel are included in the calculation. Type and size of structure is determined by district and impervious surface requirements.
- (44) Department: The Vilas County Zoning and Planning Department.

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- (45) Development: Any man-made change to improved or unimproved real estate, including but not linked to the construction of buildings, structures or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of mobile homes; ditching, lagooning, dredging, filling, grading, paving, excavation or drilling operations, and the deposition or extraction of earthen materials.
- (46) Drainage System: One or more artificial ditches, tile drains or similar devices, which collect surface runoff or groundwater and convey it to a point of discharge.
- (47) Driveway: A private road which provides access to a lot, or to a use located on a lot, from a public way.
- (48) Dwelling: A structure or place of shelter to live in; place of residence.
- (49) Earth Materials Storage Yard: A location outside of a non-metallic mine used for the storage and processing of rock, stone, gravel, topsoil, timber and other natural bulk materials.
- (50) Electrical Vehicle Charging Station: A facility designed and installed for the charging of electrically powered motor vehicles and implements, which are divided into three categories:
- (A) Level 1: Charging stations which provide alternating current to the vehicle through a common household 110-120 VAC electrical service.
- (B) Level 2: Charging stations which provide alternating current to the vehicle through a 208-240 VAC electrical service.
- (C) Level 3 or Direct Current Fast Charging (DCFC): Charging stations which provide direct current to the vehicle through a 400 – 1000 VDC electrical service.
- (51) Essential Services: Services provided by public and private utilities, necessary for the exercise of the principal use or service of the principal structure. These services include the underground, surface or overhead gas, electrical, steam, water, sanitary sewerage, stormwater drainage and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes, traffic signals, pumps, lift stations and hydrants, but not including buildings. Essential services do not include general utility offices or other structures not related to the direct delivery of service.
- (52) Family: One or more persons related by blood, marriage or adoption, or a group of not more than five (5) persons not so related, maintaining a common household in a dwelling unit.
- (53) Farm: All land under common ownership that is primarily devoted to agricultural use.

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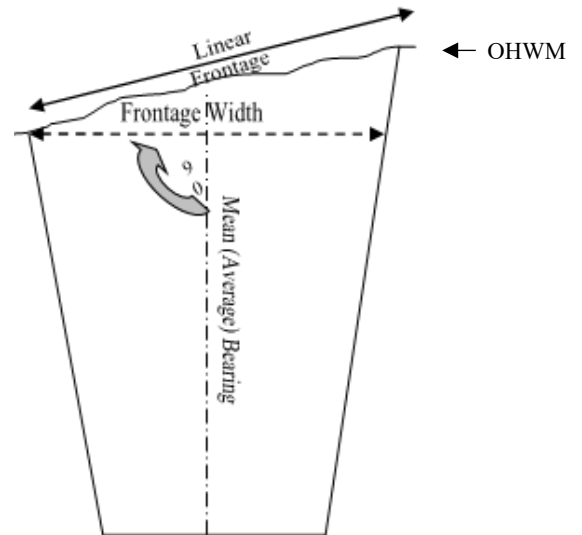
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- (54) Farmland Preservation Agreement: Any agreement between an owner of land and the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) or its successors entered into under Wis. Stat. §91.13, §91.14, or §91.60(1) under which the owner agrees to restrict the use of land in return for tax credits.
- (55) Farmland Preservation Area: An area that is planned primarily for agricultural or agriculture-related use, and which is identified as an agricultural preservation area or transition area in a farmland preservation plan described in Wis. Stat. §91.12(1) or identified under Wis. Stat. §91.10(1)(d) in a farmland preservation plan described in Wis. Stat. §91.12(2).
- (56) Farmland Preservation Plan: A plan for the preservation of farmland in a County as required by Wis. Stat. §91.10.
- (57) Farm Residence: A single-family residence or duplex residence that is the only residential structure on the farm or is occupied by an owner or operator of the farm, a parent or child of an owner or operator of the farm, or an individual who earns more than fifty (50) percent of his or her gross income from the farm. A migrant labor camp that is certified under Wis. Stat. §103.92 shall be considered a farm residence.
- (58) Fence: A structure or barrier making a boundary constructed of link or woven wire, post, wood, plastic, fiberglass, concrete products and commonly accepted practices within the community.
- (59) Floor Area, Gross: The sum of the gross horizontal areas of all occupied stories of a building.
- (60) Forest Product Industry: A forestry equipment dealership, facility providing forestry supplies, facility for storing or processing forestry products, or facility for processing silvicultural wastes.
- (61) Forestry: The production and/or management of trees as a crop.
- (62) Frontage: That side of a lot abutting on a street or waterway and ordinarily regarded as the front of the lot.
- (63) Frontage Street: Any street to be constructed by the developer or any existing street in which development shall take place.

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(64) Frontage Width: The frontage width shall be measured perpendicular to the mean (average) bearing of the side lot lines. This measurement shall start at the point where the side lot line intersects with the ordinary high-water mark and then measured on the perpendicular mean (average) to intersect the opposing side lot line.



(65) Fur Farm: A parcel of land or buildings devoted in whole or in part to the raising of fur bearing animals for commercial purposes.

(66) Garage, Private: A non-habitable structure primarily intended for and used for the enclosed storage or shelter of the private motor vehicles of the families residing upon the premises. Carports are considered garages.

(67) Habitable Living Area: The three-dimensional space enclosed floor area arranged for living, sleeping or the preparation of meals. The area can include multiple levels of an existing structure and covered/screened porches/decks. The area does not include decks, open porches, garages, or overhangs. All habitable living areas, including kitchens, hallways, bathrooms, and corridors shall have a ceiling height of at least seven (7) feet. Habitable rooms may have ceiling heights of less than seven (7) feet provided at least fifty (50) percent of the room's floor area has a ceiling height of at least seven (7) feet. Beams and girders or other projections shall not project more than eight (8) inches below the required ceiling height.

(68) Habitable Structure: Any three-dimensional space enclosed structure arranged for living or sleeping purposes.

(69) Habitation: A place of residence; dwelling; abode.

(70) Heavy Equipment: For purposes of enforcement heavy equipment shall be considered any vehicle or piece of movable machinery weighing eight (8) tons or more.

(71) Hobby Farm: A pass time not for income. One (1) livestock animal requiring pasture land will be allowed for each acre of land up to five (5) acres.

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- (72) Home Occupation: A gainful occupation engaged in by persons residing in their dwelling, which is conducted in the principal or accessory structure and meets the following criteria:
- (A) The total space on a lot used for the home occupation shall not exceed fifty (50) percent of the gross floor area of the principal building.
  - (B) There shall not be more than three (3) employees other than members of the family.
  - (C) There shall not be any outside storage associated with the home occupation and all occupations shall be conducted entirely within a building.
- (73) Hotel: A building containing lodging rooms, a common entrance lobby, halls and a stairway; where each lodging room does not have a doorway opening directly to the outdoors, except for emergencies, and where more than fifty (50) percent of the lodging rooms are for rent to transient guests, with or without meals, for a continuous period of less than thirty (30) days.
- (74) Impervious Surface Area: An area that releases as runoff all or a majority of the precipitation that falls on it. Impervious surfaces include, but are not limited to, rooftops, sidewalks, structures, decks, walkways, driveways, and parking areas (including gravel areas) unless specifically designed, constructed, and maintained to be pervious. Impervious surface areas exclude frozen soil, streets and roadways as defined in Wis. Stats. §340.01(54) or sidewalks as defined in Wis. Stats. §340.01(58).
- Note: Gravel – Typical gravel materials used for roads and parking lots are engineered and compacted to withstand heavy loads. These compacted gravel materials form a seal through which water will not readily infiltrate. Runoff from gravel is similar to paved surfaces with only a slight reduction in runoff. Gravel driveways are therefore considered impervious.*
- (75) Initial TRH Permit: A permit secured under Article XII of this Ordinance by an owner who has not had a valid TRH permit for or during the last twelve (12) months, or the first TRH permit secured under Article XII by an owner after a deed has been recorded to change or alter the name of the property owner.
- (76) Junk and/or Salvage Yard: An area or premises consisting of the following, but not limited to, salvage materials, scrap metal, paper, rags, glass, plastic, used lumber, oil, oil or gasoline containers, used tires, household furnishings, household appliances, two (2) or more unlicensed vehicles and parts thereof and machinery no longer used for the primary purpose for which it was intended. No junk and/or salvage yard shall be permitted in Vilas County, except in conformance with a plan approved by the Vilas County Zoning and Planning Committee in accordance with Article V, Section 5.12 of this Ordinance.
- (77) Keyed Unit: A structure or room within a structure arranged for sleeping which has a unique key or access code.

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- (78) Lake Lot: A lot with frontage on a lake, pond, or flowage or with fifty (50) percent or more of their area within two hundred (200) feet of a lake, pond or flowage.
- (79) Land Division: Any division of a lot, parcel, tract or block by the owner thereof or his agent, for the purpose of transfer of ownership or building development which creates one or more parcels or building sites of five (5) acres or less.
- (80) Lateral Expansion: The horizontal increase of the footprint of a structure.
- (81) Land Parcel: An identified section, fractional section, or government lot.
- (82) Livestock: Bovine animals, equine animals, goats, poultry, sheep, swine, farm-raised deer, farm-raised game birds, camelids, ratites, and farm-raised fish.
- (83) Local Government: For the purposes of these regulations: Any city, town, village or county authorized by law to enforce subdivision, sanitation and zoning regulations.
- (84) Local Ordinances: Any town or municipal Ordinance, portion of an Ordinance, or amendments thereto, adopted by a local unit of government with authority contained in §60.74 of the Wisconsin Statutes.
- (85) Lot: A parcel, piece or portion of land, defined by metes and bounds, certified survey, recorded land subdivision plat or other means, and separated from other lots, parcels or similar units by such description, and where applicable having its principal frontage upon a street, road or waterway.
- (86) Lot Area: The area of contiguous land bounded by lot lines, exclusive or land provided for public thoroughfares.
- (87) Lot Depth: The average horizontal distance between the front lot line and the rear lot line measured within the lot boundaries.
- (88) Lot Line: A property boundary line of any land parcel held in a single or separate ownership; except that where any portion of the property boundary line extends into the abutting street or alley, the property boundary line shall be deemed to be the street or alley right-of-way line.
- (89) Lot, Through: A lot which has a pair of opposite lot lines along two (2) substantially parallel streets, and which is not a corner lot. On a through lot both street lines shall be deemed front lot lines.
- (90) Lot Width: The average horizontal distance between the side lot line of a lot measured within the lot boundaries or the minimum distance between the side lot lines within the buildable area at right angle to the length.

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- (91) Manufactured Building: Any structure covered under the Wisconsin Manufactured Building Code §101.70 of Wisconsin Statutes, which is used or intended to be used primarily for human habitation, whether temporary or permanent.
- (92) Manufactured Home: A structure transportable in one (1) or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet or more in length, or when erected on-site is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein and which complies with all manufactured home construction and safety standards established under 42 U.S.C. 5401-5426, which became effective June 15, 1976.
- (93) Manufactured Home Park, Mobile Home Park, Manufactured Building Park or Manufactured Home Community: Any plot or plots of ground upon which three (3) or more manufactured homes that are occupied for dwelling or sleeping purposes are located, together with necessary accessory buildings, driveways, walks or other required adjuncts using a common septic system, excluding a farm where the occupants of the manufactured homes are the father, mother, son, daughter, brother or sister of the farm owner or operator or where the occupants of the manufactured homes work on the farm per Wis. Stats. §101.91(5m).
- (94) Marina, Commercial: A harbor, boat basin or dry dock area providing dockage, supplies and services for pleasure craft for pay.
- (95) Mineral Exploration: The on-site geographic examination from the surface of an area by core, rotary, percussion, or other drilling where the diameter of the hole does not exceed eighteen (18) inches for the purpose of searching for metallic minerals or establishing the nature of a known metallic mineral deposit and included associated activities such as clearing and preparing sites or constructing roads for drilling. For the purposes of this section, exploration does not include drill holes constructed for the purpose of collecting soil samples or for determining radioactivity by means of placement of radiation-sensitive devices.
- (96) Mineral Prospecting: Engaging in the examination of an area for the purpose of determining the quality and quantity of minerals other than for exploration but including the obtaining of an ore sample by such physical means as excavating, drilling, construction of shafts, ramps, tunnels, pits and the production of refuse and other associated activities.
- (97) Mineral Prospecting Site: The lands on which prospecting is actually conducted as well as those lands on which physical disturbance will occur as a result of such activity.

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- (98) Mining: All or part of the process of obtaining metallic minerals other than for exploration or prospecting including commercial extraction, agglomeration, beneficiation, construction of roads, removal of over-burden, and the production of refuse.
- (99) Mining Site: The surface area from which the minerals or refuse or both have been removed, the surface area covered by refuse or lands distributed by the construction or improvement of haulage-ways, and any surface areas on which structures, equipment, materials and any other things used in the mining operation are situated.
- (100) Mobile Home: A vehicle manufactured or assembled prior to June 15, 1976, designed to be transported to its placement as a single unit or in sections and equipped and used, or intended to be used, primarily for human habitation, with walls of rigid un-collapsible construction with has an overall length in excess of forty-five (45) feet. "Mobile home" includes the mobile home structure, its plumbing, heating, air-conditioning and electrical systems and all other equipment carrying a manufacturer's warranty.
- (101) Mobile Home Park: Any plot or plots of ground owned by a person, state or local government upon which two (2) or more units, occupied for dwelling or sleeping purposes regardless of mobile home ownership, and whether or not a charge is made for such accommodation.
- (102) Mobile Home Stand: That part of an individual mobile home lot which has been reserved for the placement of one (1) mobile home unit and the exclusive use of its occupants.
- (103) Motel: A building or group of buildings containing rooms which are offered for compensation for the temporary accommodation of transients, where there is no permanent occupancy for any unit except by the owner, his agent or his employees.
- (104) Motor Freight Transportation Terminal: A place where goods are loaded or unloaded onboard a vehicle for transport.
- (105) Non-automotive Vehicle Repair and Implement Sales, Service and Repair: Any building or premises which sells or offers repair and service of off-road vehicles, snowmobiles, all-terrain vehicles, motorcycles, motorboats, personal watercraft, lawn equipment, small engines or other similar vehicles or implements.
- (106) Nonconforming Lot: Any lot created and recorded prior to the effective date of this Ordinance, or amendment thereto, which does not conform to the size or lot dimension requirements herein.
- (107) Nonconforming Structure: Any structure lawfully placed when constructed but which does not conform to the current requirements of this Ordinance.
- (108) Nonconforming Trade or Industry: Any business lawfully conducted on a premise at the time of the effective date of this Ordinance, or amendment thereto, which does not conform to the regulations herein.

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- (109) Nonconforming Uses and Structures: The lawful use of a building, structure, or property, which existed at the time this Ordinance, or an applicable amendment to this Ordinance, took effect and which is not in conformity with the provisions of this Ordinance.
- (110) Non-rental Guesthouse: A habitable building to be used occasionally by guests of the owner of the principal house located on the same lot. Permits issued for a non-rental guesthouses prior to June 1, 2021 will continue to be regarded as non-rental structures. To be considered for a rental structure or a condominium unit an existing non-rental guesthouse must meet all current district zoning requirements and apply for a change of use permit.
- (111) Outlot: A parcel of land not suitable for or not intended for development and designated an outlot on a Certified Survey Map or plat approved pursuant to this Ordinance or the Vilas County Subdivision Control Ordinance.
- (112) Patio: A designated area constructed of materials embedded in the ground such as: Asphalt, concrete, block, tile, flagstone, crushed rock, brick, wooden block, etc.
- (113) Permitted Use: A use that is allowed by right, without a conditional use permit, special exception, or other special zoning permission.
- (114) Person: Any individual, corporation, firm, partnership, association, organization, any group acting as a unit, or personal representatives appointed according to law, including all partners, officers, agents, or members thereof.
- (115) Pond, Artificially Created: An area of water artificially created that is surrounded by land, not hydrologically connected to a natural navigable water body and smaller than a lake.
- (116) Primitive Hunting Cabin: A structure which is not used as a home or residence, used principally for recreational hunting activity constructed before December 31, 1997. Primitive hunting cabins are only permitted in the Forestry District (F) and all provisions of Wis. Stats. §101.61(3) and 101.65(1g) apply.
- (117) Principal Structure: Any structure on a parcel in which the principal use of the parcel is being conducted.
- (118) Private Onsite Wastewater Treatment System (POWTS): A sewage disposal system other than a public sewage system, including septic tanks, soil absorption systems, privies, holding tanks, and privately-owned common sewerage facilities including package treatment plants, lagoons, and irrigation systems.
- (119) Protected Farmland: Land that is located in the Farmland Preservation Overlay District, is covered by a farmland preservation agreement, or is otherwise legally protected from nonagricultural development.

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- (120) Public and Semi-Public Uses: Public and semi-public uses in the sense of this Ordinance are uses principally of an institutional nature and serving a public need, such as: Private and nursery schools, libraries, museums, post offices, police and fire stations, government offices, town halls and public garages.
- (121) Public Open Space: Any publicly owned open area, including but not limited to the following: Parks, playgrounds, forest preserves, beaches, waterways, parkways and streets.
- (122) Public Way: Any public road, street, highway, drainage-way or part thereof.
- (123) Quarrying: The removal of rock, slate, gravel, sand, topsoil or other natural material from the earth by excavating, stripping, leveling or any other such process.
- (124) Reclamation: The process by which an area physically or environmentally affected by mining is rehabilitated to either its original state, or is shown to be physically or economically impractical or environmentally or socially undesirable to a state that provides long-term environmental stability.
- (125) Recreational Area: Any park, playground, ball-field, ski hill, sport field, swimming pool, riding stable or riding academies or other facilities and areas constructed for recreational activities and open for use by public or private organizations.
- (126) Recreational Vehicle: Any of the following:
- (A) Travel Trailer: A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational and vacation uses and identified as a travel trailer by the manufacturer.
  - (B) Pick-Up Coach: A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
  - (C) Motor Home: A portable, temporary dwelling to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
  - (D) Camping Trailer: A canvas or folding structure mounted on wheels and designed for travel, recreation and vacation use.
  - (E) Tent: A portable lodge of canvas or strong cloth stretched and sustained by poles or by other means of support.
- (127) Recreational Vehicle Parking Area: A parcel of land on which two (2) or more spaces are temporarily occupied or intended for temporary occupancy by recreational vehicles for transient dwelling purposes.
- (128) Renewal TRH Permit: A permit secured under Article XII of this Ordinance by an owner who has had a valid TRH permit during the last twelve (12) months.

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- (129) Residence, Duplex (Two Family): A habitable structure containing two (2) single-family residential units within or attached are considered multi-family for administration of this Ordinance.
- (130) Residence, Multiple Family: A habitable structure containing three (3) or more single-family residential units within or attached. A single-family residence which is attached by same wall construction to another dwelling unit. Attached dwelling units include duplexes, triplexes, townhouses and row houses.
- (131) Residence, Single-Family: A detached habitable structure which is entirely surrounded by open space containing one (1) single-family dwelling unit, which may have accessory structures such as decks, garages, patios, porches and similar structures attached. Attached structures must maintain setbacks for a principal structure.
- (132) Residence, Single-Family Unit: A habitable structure or portion thereof; with rooms arranged, designed, used or intended to be used for one (1) family.
- (133) Resident Agent: A person appointed by the owner of a tourist rooming house to act as an agent on their behalf to ensure compliance with this Ordinance.
- (134) Resort:
- (A) A private business consisting of three (3) or more keyed units in separate structures on the same parcel, on multiple adjacent parcels, or within the same condominium which are owned by the same person, and which are utilized principally for the accommodation of tourists or transients for recreation, not including a hotel, motel, or bed and breakfast establishment.
  - (B) A condominium in which the declaration, by-laws, or other governing documents require all transient lodging offerings to be operated as a common entity with common management, as evidenced by deed restrictions recorded on the deed to each property.
- (135) Riding Stables or Riding Academies: For the purpose of this Ordinance, shall include buildings or premises used for the rent or lease of horses or animals for riding.
- (136) Right-of-Way: A strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main. The usage of the term right-of-way for zoning purposes shall mean every right-of-way hereafter established and shown on a plat or certified survey map which is separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.
- (137) Roadside Stand: A farm building used or intended to be used solely by the owner or tenant of the farm on which such building is located for the sale of farm products.
- (138) Sales, Service, or Repairs, Miscellaneous: Any of the mixed uses related to sales, service, or repairs.

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- (139) Sanitary Landfill: A waste disposal operation which consists of dumping garbage, rubbish, and other debris into a depression or trench, compacting it and promptly covering it with a layer of earth of suitable thickness.
- (140) Sanitary Station: A facility used for removing and disposing of wastes from recreational vehicle holding tanks.
- (141) Satellite Dish: See structure.
- (142) Setback Lines: Lines established adjacent to highways, shorelines, and side lot lines for the purpose of defining limits within which no building or structure or any part thereof shall be erected or permanently maintained. For purposes of enforcement, all measurements are to be taken horizontally.
- (143) Sewered: A structure which is connected to and served by a sewerage system as defined and regulated by Wisconsin Administrative Code NR 110.
- (144) Shooting Range: Public or private structures, parking areas, and other associated improvements, designed and constructed for the purpose of providing a place for the discharge or various types of firearms or dangerous weapons and is open to club members or public use. Shooting ranges shall encompass shooting stations or firing lines, target areas, berms and baffles, and other related components.
- (145) Site Plat: A drawing or design which shows the proposed land use, construction or practice as set forth by the County Zoning Committee.
- (146) Storage Rental Unit: A storage rental unit may also be known as self-service storage, mini storage or individual storage space. A location or structure in which storage space (such as large or small areas within a structure, lockers, containers, and/or outdoor space) is rented to tenants, usually on a short-term basis (often month-to-month).
- (147) Street (Avenue, Place, Road, Terrace, Parkway, Boulevard or Court): A right-of-way of a required width, which affords a primary means of access to abutting property.
- (148) Structure: Any construction, production or piece of work artificially built up or down composed of parts purposefully joined together in some definite manner; a combination of materials installed on, above, or below the surface of a parcel of land, the use of which requires location on the ground or attached to something on the ground.
- (149) Structural Alteration: Any change in the supporting members of a building such as bearing walls, columns, beams or girders, or any substantial changes in the roof and exterior walls.

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- (150) Substantial Evidence: Facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.
- (151) Temporary or Temporary Use: Any period of time or use not to exceed thirty (30) consecutive calendar days.
- (152) Tiny House: A single-family dwelling of less than 720 square feet. Tiny houses shall be regulated in all districts as a single-family dwelling unless located within an RV park, campground, or cottage park, where they must meet the requirements for that type of facility.
- (153) Tourist or Transient: A person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business, or employment.
- (154) Tourist Rooming House (TRH): A single keyed unit in which sleeping accommodations are offered for pay to tourists or transients, not including private boarding or rooming houses not accommodating tourists or transients, hotels, motels, or bed and breakfast establishments.
- Note: In general, TRH establishments are vacation homes, cabins and cottages which are rented out to tourists and transients.*
- (155) Town: Any town of the County including the town board, town clerk, or any designated town committee.
- (156) Toxic Materials: Materials which are capable of causing injury to living organisms by chemical means.
- (157) Tract: An area of land not definitely bounded and referred to as a general location.
- (158) Transient Lodging: A commercial lodging establishment which rents sleeping quarters or dwelling units for periods of less than one (1) month (30 days).
- (159) Travel Trailer Park: Any public or private premises having two (2) or more travel trailers including buildings established for temporary day and overnight habitation by persons other than the owner of the parcel using travel trailers or similar recreation vehicles for the purposes of camping. For enforcement purposes travel trailer parks are considered park-grounds.
- (160) Tree House: A tree house, tree fort, or tree shed is a platform or building constructed around, next to or among the trunk or branches of one (1) or more mature trees while above ground level. Tree houses can be used for recreation, work space, a hangout space and observation.

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- (161) TRH Permit: A permit obtained under Article XII of this Ordinance to operate a Tourist Rooming House. A TRH permit may be an initial TRH permit or a renewal TRH permit.
- (162) TRH Permit Year: A one-year period beginning February 1 and ending the following January 31.
- (163) Unnecessary Hardship: The circumstance where special conditions which were not self-created affect a particular property and make strict conformity with restrictions governing area, setbacks, frontage, height or density unnecessarily burdensome or unreasonable in light of the purposes of this Ordinance.
- (164) Unsewered: A structure or parcel where the domestic sewage is treated by means of a private sewage system as defined by Wisconsin Statutes Chapter 145. Private sewage systems include, but are not limited to, septic tanks, soil absorption fields, and holding tanks.
- (165) Use, Accessory: A subordinate use which is clearly and customarily incidental to the principal use of a building or premises and which is located on the same lot as the principal building or use except for such accessory parking facilities as are specifically authorized to be located elsewhere.
- (166) Use, Principal: The primary use of a property or structure.
- (167) Utility Facility: Utility owned structures not related to the direct delivery or utility service to households or businesses. Utility facilities include power generating plants, electrical utility substations, utility offices, treatment plants, sanitary stations, and sanitary landfills.
- (168) Variance: An authorization granted by the Board of Adjustment to construct, alter, or use a building or structure in a manner that deviates from the dimensional standards of the Ordinance.
- (169) Warehouse: A structure used for the reception and storage of raw materials, manufactured goods and merchandise temporarily before export or distribution for sale.
- (170) Wetland: An area where water is at, near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation, and which has soils indicative of wet conditions.
- (171) Yard: An open space on a zoning lot, which is unoccupied or unobstructed from its lowest level to the sky, except as otherwise provided herein. For the purpose of this Ordinance, a “yard” extends along a lot line to a depth or width specified in the yard regulations for the zoning district in which such zoning lot is located.

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- (172) Yard, Front: A yard paralleling along the full length of the front lot line between the side lot lines. For purposes of enforcement, the front lot line shall be considered the lot line bordering a public or private vehicular right-of-way or a navigable body of water.
- (173) Yard, Rear: A yard paralleling along the full length of the rear lot line between the side lot lines.
- (174) Yard, Side: A yard paralleling along a side lot line from the front yard to the rear yard.

**Note:** Prior to Amendment 85-267 in 2021, definitions in Article XI were not numbered. Numbers have changed as definitions have been added or removed; general numbering changes should be assumed with each subsequent amendment and are not specified in the History section below.

**History:** Amendment 85-177, Article XI:(15) created effective 11/12/2002

*Amendment 85-199, Article XI: Flood fringe, floodplain, flood proofed, and flood way removed; (62) added; (67) amended; (71) created; Navigable waters removed; Ordinary high-water mark removed; Pier removed; (118) amended; Shorelands, shoreland wetland zoning district, sign, sign gross surface area of, and special exception removed effective 5/11/2005*

*Amendment 85-216, Article XI, (64) amended; (110) created; (148) amended; effective 6/27/2007*

*Amendment 85-230, Article XI: (17) amended; (42) created effective 11/25/2009*

*Amendment 85-234, Article XI: (148) amended effective 11/24/2010*

*Amendment 85-267, Article XI: (2) created; (24) created; (25) amended; (26) created; (30) created; (31) created; (32) created; (33) created; (39) created; (43) created; (44) created; (47) created; (67) amended; (68) created; (69) created; Hunting or Fishing Shelter removed; (74) created; (76) amended; Mini storage removed; (104) created; (110) amended; (115) created; (116) created; Single Family Dwelling, Attached removed; Single Family Dwelling, Detached removed; (129) amended; (130) amended; (131) amended; (132) amended; (134) amended; (144) amended; (150) created; (152) created; (154) created; (158) amended; (16) created; (169) amended effective 6/1/2021*

*Amendment 85-276, Article XI: (75) created; (77) created; (114) created; (128) created; (133) created; (134) amended; (153) created; (154) amended; (161) created; (162) created effective 1/1/2024*

*Ordinance 2025-08, Amendment 85-283, Article XI: (1) amended; (3) amended; (4) created; (5) created; (8) created; former (6) automobile salvage yard removed; (11) amended; (16) amended; (18) created; (19) amended; (20) amended; (23) amended; (30) amended; (31) amended; (40) created; (49) created; (50) created; (46) Farming, tree removed; (53) created; (54) created; (55) created; (56) created; (57) created; (60) created; (67) amended; (80) created; (82) created; (105) created; (107) amended; (111) created; (113) created; (117) amended; (118) amended; (119) created; (134) amended; (152) amended effective 12/15/2025;*

**ARTICLE XII: OPERATION OF A TOURIST ROOMING HOUSE**

Introduction and Explanation: Article XII contains rules, regulations and permitting requirements for tourist rooming houses in Vilas County. It is adopted to ensure that tourist rooming houses in Vilas County are appropriately managed to protect the public health, safety, general welfare, environment, character and stability of all areas within the County.

**12.1 APPLICABILITY**

This article shall apply to all rentals of a single-family dwelling, tourist rooming house, or other structure for a term of twenty-nine (29) days or less unless specifically exempted by Section 12.2 below.

**12.2 EXEMPTIONS**

The following operations are exempt from complying with the requirements of this Article:

- (A) A private boarding or rooming house not accommodating tourists or transients.
- (B) Hotels and motels as defined in Article XI and licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625.
- (C) Resorts as defined in Article XI and licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625.
- (D) Bed and breakfast establishments as defined in Article XI and licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625.
- (E) Campgrounds as defined in Article XI and licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625.
- (F) February monthly rental of a single-family dwelling or multi-family dwelling unit which is normally and regularly offered for monthly rentals.

**12.3 PROHIBITIONS**

- (A) Any advertisement, offer, or execution of a rental for a term of less than seven (7) consecutive days, regardless of whether additional rentals occur within the seven (7) day period, are prohibited in the Single Family Residential (R-1) zoning district unless the tourist rooming house meets the requirements of Article VIII, Section 8.1(E) of this Ordinance.
- (B) Tourist rooming house rentals are prohibited in cottage parks, manufactured home parks, mobile home parks, manufactured building parks, or manufactured home communities as defined in Article XI.

*History:* Ordinance 2025-08, Amendment 85-283, Article XII, Section 12.3(B) amended effective 12/15/2025

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- (C) Camping units located outside of a campground licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625 are prohibited from being offered or used as tourist rooming houses.
- (D) No flows and loads affidavit, affidavit regarding private on-site waste treatment system (POWTS) size based on occupancy, or other affidavit shall be used to determine or affect the occupancy requirements set forth in this Ordinance.
- (E) No tourist rooming house may be served by a sanitary facility which does not meet the requirements of Wisconsin Administrative Code SPS 383.32.

### **12.4 PERMIT REQUIRED**

- (A) No person, agent or others acting on their behalf shall operate or offer a tourist rooming house without having obtained a permit from the Department in accordance with the provisions of this Article.
- (B) Initial TRH Permit:
  - (1) Any property owner, agent, or other person having a contractual interest in any residential dwelling or other structure may apply for a permit to operate a tourist rooming house.
  - (2) Initial applications must be submitted at least thirty (30) days in advance of the date the property is first offered for rent.
- (C) Renewal TRH Permit:
  - (1) Any property owner, agent, or other person having a contractual interest in any residential dwelling or other structure may apply for a renewal of a permit to operate a tourist rooming house.
  - (2) Renewal applications must be submitted no later than thirty (30) days prior to the expiration date of the existing TRH permit.
- (D) Permit Expiration:
  - (1) Initial TRH permits issued prior to November 1 shall expire at the end of the TRH permit year during which they are issued.
  - (2) Initial TRH permits issued on November 1 or later shall expire at the end of the next TRH permit year.
  - (3) Renewal TRH permits shall expire at the end of the next TRH permit year.
  - (4) Both initial and renewal TRH permits shall expire upon such time as a document is recorded with the Vilas County Register of Deeds which changes or alters the name of the person, firm, corporation, or entity which owns the property.
- (E) Permit Revision:
  - (1) Any property owner, agent or resident agent listed on an existing initial or renewal TRH permit may apply for a revision to said permit.
  - (2) All permit revisions shall be submitted to the Department on forms supplied by the Department. All requirements of the existing permit shall be in force until such time as the revisions are approved by the Department.

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- (F) Initial TRH Permit, Renewal TRH Permit, and Permit Revision Application Requirements:  
Applications for Initial TRH permits, renewal TRH permits, or revisions to existing permits, shall include the following information:
- (1) Address and tax parcel number;
  - (2) Name, address, telephone number and e-mail address of property owner;
  - (3) Name, address, telephone number and e-mail address of applicant;
  - (4) Name, address, telephone number and e-mail address of resident agent;
  - (5) Signature of applicant and resident agent;
  - (6) Legal description of property;
  - (7) Proposed occupancy of the tourist rooming house;
  - (8) Proof of adequate sewage disposal facilities (POWTS);
  - (9) Proof of licensure through the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625 or a copy of the application for said license;
  - (10) A copy of the property rules required under Paragraph 12.7(B), unless already on file;
  - (11) Permit fees as set forth in the Vilas County Zoning & Sanitary Fee Schedule.
- (G) The Zoning Administrator or their designee may require any additional information necessary to decide upon the issuance of a permit under this Article including but not limited to detailed site plans, floor plans, and parking area diagrams.
- (H) Issuance of a permit under this Article does not exempt a property owner from obtaining a permit or license from a local municipality under a local municipal ordinance, the Vilas County Public Health Department under Chapter 8 of the Vilas County Code of Ordinances, or the State of Wisconsin or its agents under Wis. Stat. §97.605 or §97.625.
- (I) No permit to operate a tourist rooming house shall be issued or considered when requested if three (3) or more violations of this Article resulting in forfeitures have occurred on a property, or if the owner or designated agent receives six (6) or more notifications of substantiated violations in accordance with Section 12.10(D) within the twelve (12) month period prior to application.
- (J) No permit to operate a tourist rooming house shall be issued or considered when requested if a violation of any regulation enforced by the Department exists on the property, or any violation of Chapter 8 of the Vilas County Code of Ordinances exists on the property, unless the above requested permit is required to abate the violation.
- (K) Permits issued under this Article are non-transferable, and the owner or resident agent shall notify the Department in writing of any transfer of legal control of any property covered by permit.
- (L) A separate permit under this Article shall be required for each structure to be used as a tourist rooming house.

**12.5 OCCUPANCY**

- (A) The maximum occupancy of a tourist rooming house served by a POWTS shall be limited to the number of occupants for which the POWTS was designed, or the number of occupants authorized by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625, whichever is less.

*Note:* Residential POWTS are considered to be designed to accommodate two (2) occupants per bedroom, or 75 gpd design flow per person for in-ground systems. Sizing may vary for holding tanks or other types of systems.

*History:* Ordinance 2025-08, Amendment 85-283, Article XII, Section 1.25(A) Note amended effective 12/15/2025

- (B) The maximum occupancy of a tourist rooming house served by a public or municipal sewer system is limited to the number of occupants authorized by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625.
- (C) The maximum occupancy allowed on a property being utilized as a tourist rooming house shall not exceed the allowed maximum of the tourist rooming house.
- (D) No camping units, recreational vehicles, or other temporary lodging arrangements shall be permitted onsite as a means of providing additional accommodation for paying guests or other invitees.

**12.6 PARKING**

- (A) Tourist rooming houses located in all zoning districts shall comply with the Section. Tourist rooming houses located in the Community Business (CB) zoning district are not exempt from the parking requirements un this Section.
- (B) Each tourist rooming house shall provide a minimum of two (2) parking spaces for the first eight (8) occupants, then one additional space for each two (2) additional occupants thereafter.

*History:* Ordinance 2025-08, Amendment 85-283, Article XII, Section 12.6(B) amended effective 12/15/2025

- (C) Parking spaces as required by this Section shall meet the requirements of Article VII, Section 7.1(A) of this Ordinance.
- (D) Garage areas may count as parking spaces for purposes of this Ordinance provided each space meets the size requirements of Article VII, Section 7.1(A) and the garage areas are made available to renters as part of the rental contract.
- (E) Areas located above, or within fifteen (15) feet of any POWTS component may not be used as parking areas to satisfy the requirements or this Article.
- (F) Areas located within road, access, or utility easements may not be used as parking areas to satisfy the requirements of this Article unless expressed written consent is given by all entities which have access to said easement.

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- (G) Wetland areas, mapped Special Flood Hazard Areas, areas subject to a Mitigation Agreement which is already on file or otherwise reserved for compliance with Article XI of the Vilas County Shoreland Zoning Ordinance, areas within seventy-five (75) feet of the ordinary high water mark (OHWM) of a navigable waterway, and areas located within five (5) feet of a lot line shall not be used as parking areas to satisfy the requirements of this Article.

*History: Ordinance 2025-08, Amendment 85-283, Article XII, Section 12.6(G) amended effective 12/15/2025*

- (H) Areas located within the right-of-way of a public road or highway may not be used as parking areas to satisfy the requirements of this Article.

- (I) The total number of vehicles and trailers allowed on site shall not exceed the number of parking spaces provided.

- (J) Existing garages, improved driveways, and improved parking areas which encroach into a setback set forth in Paragraphs (E) or (G) of this Section and which were in existence on January 1, 2024 may be used to satisfy the requirements of this Article.

*History: Ordinance 2025-08, Amendment 85-283, Article XII, Section 12.6(J) created effective 12/15/2025*

### **12.7 RESIDENT AGENT REQUIRED**

- (A) A resident agent is required for all tourist rooming houses. The owner may be the resident agent if they meet all requirements of this Section.
- (B) The resident agent must be an adult person residing within Vilas County or within a forty (40) mile radius of the subject tourist rooming house or a corporate entity with physical offices located within Vilas County or within a forty (40) mile radius of the subject tourist rooming house.
- (C) The resident agent must be authorized by the owner to act at the agent for the owner for the following purposes:
- (1) Receipt of service of notice of violation of the provisions of this Ordinance;
  - (2) Service of process pursuant to this Ordinance; and
  - (3) Granting permission for Vilas County or its agents to enter the property permitted under this Article for the purpose of inspection and enforcement of all Ordinances for which the Department is responsible.

**12.8 OTHER REQUIREMENTS**

- (A) A list of property rules must be posted at the property, provided to the guests and a copy submitted with the application for a permit. The property rules must include the following:
  - (1) Maximum occupancy of the property as permitted by this Article;
  - (2) Contact information for the designated agent;
  - (3) The number of vehicles and trailers permitted and the location of the designated parking spaces.
  - (4) Non-emergency contact information for law enforcement, fire department, and EMS services.
  - (5) If applicable, information on the location of the high-water alarm for the POWTS, and procedures to follow if the alarm is activated.
  - (6) Where to locate applicable outdoor burning regulations, hunting/fishing regulations, and local off-road vehicle, snowmobile, and boating regulations.
  
- (B) If a tourist rooming house is not served by a public sanitary sewer, a POWTS in full compliance with this Article, the Vilas County Private Sewage System Ordinance, and Wisconsin Administrative Code must serve the property.
  
- (C) A tourist rooming house which proposed to utilize a POWTS which was not installed using a valid soil and site evaluation report as defined in the Vilas County Private Sewage System Ordinance, Section 15.07(38) shall provide the documentation required under the Vilas County Private Sewage System Ordinance, Section 15.25(3)(b-d).

**12.9 EXISTING TOURIST ROOMING HOUSES**

Tourist rooming houses which were licensed by the State of Wisconsin or its agents under Wis. Stats. §97.605 or §97.625 prior to the enactment of this Article shall be permitted to retain the maximum occupancy as permitted under such license, shall be exempted from the parking requirements of this Article, and shall be exempted from the requirements of Section 12.8(C) until the expiration of their initial TRH permit. Any subsequent initial TRH permit, renewal TRH permit, or revision to an existing permit shall conform to the requirements of this Ordinance.

**12.10 ENFORCEMENT AND PENALTIES**

- (A) Enforcement of this Section shall be in accordance with the provisions of Section 9.6 of this Ordinance unless otherwise set forth in this Article.
  
- (B) Tourist rooming house designated agents and renters shall be considered to be acting on the owners' behalf for the purposes of enforcement under this Article and Section 9.6(B) of this Ordinance.
  
- (C) Advertising, offering, or operating a tourist rooming house which does not meet the requirements of this Article shall be considered a violation of this Article and be subject to the procedures and penalties set forth in Paragraphs (D) and (E) below.

## VILAS COUNTY GENERAL ZONING ORDINANCE

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(D) Upon notification of a substantiated violation of this Article, the owner, or those acting on their behalf, shall abate the violation within forty-eight (48) hours to the satisfaction of the Zoning Administrator or their designee. Failure to do so shall result in forfeitures as set forth in Section 12.41(I) of this Article and Paragraph (E) below.

(E) Penalties:

(1) Forfeitures

Any person, firm, corporation, or other entity including but not limited to contractors or those acting on behalf of the property owner, who violated any provision of this Article shall be subject to a forfeiture of \$1,000 for the first violation, \$1,500 for the second violation, and \$2,000 for the third and all subsequent violations of this Article, plus the cost of prosecution. Each day a violation exists shall constitute a distinct and separate violation of this Article, and as such, forfeitures shall apply accordingly. The Zoning Administrator or their designee may seek remedy through citation or any other legal means available.

(2) Injunctions

As a substitute for or in addition to forfeiture actions, Vilas County may seek enforcement of any or all parts of this Article by a court action seeking injunctive relief.

*History: Amendment 85-276, Article XII created effective 1/1/2024*

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**APPENDIX**

**City of Rhinelander Common Council**  
Oneida County, Wisconsin

**ORDINANCE NO. 2025-14**

**An Ordinance Creating Sections 4.05.16—4.05.22 of the City of Rhinelander Code of Ordinances**

"Sections 4.05.16-4.05.22 of the City of Rhinelander Code of Ordinances are hereby created to read as follows:"

**Article I - Short-Term Rentals**

**4.05.16 - General**

1. *Purpose.* The purpose of this article is to ensure that the quality of short-term rentals operating within the City of Rhinelander is adequate for protecting public health, safety and general welfare.
2. *Applicability.* The provisions of this article apply to all City of Rhinelander zoning districts except the CR Conservation-Recreation district; B-3 General Business district; I- 1 Light Industrial District; I-2 General Industrial district; and INT Institutional district.
3. *Definitions and word usage.* For the purpose of administering and enforcing this article, the following definitions apply unless specifically modified:

a. *Bed and Breakfast*

Any place of lodging as defined under ACTP73.03 (3) and existing City Ordinance (5.07.3.05(13))

b. *City Clerk*

The Clerk of the City of Rhinelander or the Clerk's designee.

c. *Corporate Entity*

A corporation, partnership, or limited-liability company; licensed to conduct business in this state.

d. *Guest Register*

The official record provided and kept by a property owner or property manager in which short- term rental guests are required to list their true names and addresses before being assigned sleeping quarters, pursuant to Wis. Adm. Code§ ATCP 72.16.

e. *License*

The short-term rental license issued under this chapter.

f. *Lodging Marketplace*

An entity that provides a platform through which an unaffiliated third party offers to rent a short-term rental to an occupant and collects the consideration for the rental from the occupant.

g. *Owner*

The owner of a real estate parcel upon which is located a residential facility offered for short-term rental.

h. *Person*

Includes a corporation, firm, partnership, association, organization and any other group acting as a unit, as well as individuals, including a personal representative, receiver, trustee or other representative appointed according to law. Whenever the word "person" is used in any section of this ordinance prescribing a penalty or fine, as to partnerships or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or members thereof who are responsible for any violation of such section.

i. *Property Manager*

Any person who is not the property owner and is authorized by the property owner, expressly or impliedly, to act as agent and as the local contact person on behalf of the property owner for one or more short-term rentals, and to take remedial action and promptly respond to any violation of this article or the City Code relating to the licensed premises.

j. *Residential Dwelling*

Any building, structure, or part of ~~the~~ a building or structure that is used or intended to be used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others, as defined in Wis. Stats. § 66.1014(1)(b).

k. *Short-Term Rental*

A residential dwelling that is offered for rent for a fee and for fewer than thirty (30) consecutive days, as defined in Wis. Stats. § 66.0615(1)(dk).

l. *Tourist House*

"Tourist house" or "Tourist Rooming House" means all lodging places and tourist cabins and cottages, other than hotels and motels, in which sleeping accommodations are offered for pay to tourists or transients. It includes "Short-Term Rental", as defined above. It does not include private boarding or rooming houses not accommodating tourists or transients, or bed and breakfast establishments regulated under Ch. ATCP 73.

m. *Tourist or Transient*

"Tourist" or "transient" means a person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business, or employment.

4. *Operation of short-term rentals.*

- a. Short-term rentals shall be limited to one (1) period of six (6) or fewer consecutive days within any six (6) consecutive day period, commencing with the first day, or any part of the first day, of such rental period.
- b. No person may maintain, manage, or operate a short-term rental without a short-term rental license. Every short-term rental shall be operated by an owner or property manager whose license may not be transferred to another owner or agent.
- c. The license shall be displayed on the inside of the main entrance door of each short-term rental.
- d. Each short-term rental is required to have obtained the following licenses and permits:
  - i. A City license issued pursuant to the provisions of this article.
  - ii. A seller's permit issued by the Wisconsin Department of Revenue pursuant to Wis. Stat. §§ 77.52(3m) and 77.523(1), unless the short-term rental is being offered for rent through a lodging marketplace that is registered with the State of Wisconsin and registered for a seller's permit with the Wisconsin Department of Revenue;
  - iii. A completed and submitted City of Rhinelander Room Tax application, as filed with the City Clerk

5. *Each short-term rental shall comply with all of the following:*

- a. No vehicular traffic shall be generated that is greater than normally expected in a typical residential neighborhood.
- b. Nameplates or other signage shall not exceed one square foot. No other signage or advertising the short-term rental is permitted on-site. Off-site advertising on a lodging marketplace and/or in media channels relating to the availability of the rental may take place only after all necessary licenses and permits have been obtained.
- c. Owners or property managers holding the short-term rental license for a residential dwelling unit are responsible for complying with all room tax requirements as set forth in City Ordinance 2.05.15.
- d. Compliance with all applicable state, county, and local codes and regulations is required.
- e. A general building and fire inspection by the City of Rhinelander is required prior to the initial issuance of a license. An annual fire inspection must be completed on the property.
- f. The owner's or property manager's contact information must be on file with the City Clerk, and provided to each renter. The owner or property manager must be within thirty (30) miles of the short-term rental property and must be available at all times while property is rented to promptly rectify any issues concerning the rental. The owner or property manager must notify the City within three (3) business days of a change in management contact information for the short-term rental.
- g. Short-term rental licenses are issued for a one-year period and must be renewed annually, on July 1, subject to City Clerk approval or denial.

- h. The owner or property manager of the short-term rental shall have liability insurance covering the residential dwelling and associated parcel that is used for short-term rental and provide proof of that insurance with the license application and renewal. The required Liability insurance must be issued by a Wisconsin-authorized insurance company with liability limits not less than \$300,000.00 per individual and \$1,000,000.00 aggregate. The City reserves the right to review and change these amounts on an annual basis as the City deemed necessary.
- i. The owner or property manager of each short-term rental shall provide a guest register and require all guests to register their true names and addresses and rental time period(s) before being assigned sleeping quarters. The guest register shall be kept by the owner or property manager and available for inspection for at least one (1) year, as required by the Wisconsin Administrative Code.
- j. Upon probable cause to believe that a violation of this section, or of a law, code, rule or regulation relating to buildings, housing, electrical, plumbing, heating, gas, fire, health, safety, environmental pollution, water quality, food or zoning has occurred or is occurring, the City's Commercial Building Inspector, Fire Inspector, or a health officer may request that the owner or property manager allow him or her, upon presenting proper identification, access to the short-term rental premises at any reasonable time for any of the following purposes: to determine if there has been a violation of this section, or of a law, code, rule or regulation related to the short-term rental or its operation; to determine compliance with previously written violation orders; to examine and copy relevant documents and records related to the operation of the short-term rental; or to obtain photographic or other evidence needed to enforce this section. As used in this subsection, "probable cause" means facts and circumstances within an officer's knowledge and of which he or she has reasonably trustworthy information that is sufficient to warrant a reasonable officer in believing that a violation has been or is being committed. If consent is refused, the Building Inspector, Fire Inspector, or health officer may apply for a special inspection warrant issued under Wis. Stat. § 66.0119, or other warrant, subpoena or order as may be necessary or appropriate.

#### **4.05.17 Short-term-rental license procedure.**

1. All applications for a short-term rental license shall be filed with the City Clerk on forms provided. Applications must be filed by the owner or duly authorized property manager. No license application shall be reviewed, nor shall one be issued, unless the completed application is accompanied by full payment of the required fee. This fee shall be non-refundable.
2. Each application shall include the following information and documentation for each short-term rental:
  - a. Designation of the owner as the manager of the property or the designated property manager who must be local as a resident of Rhinelander or the immediate surrounding area. Each must be identified with mailing address, physical address, email address, and phone number.

- b. Documentation that a Conditional Use Permit (CUP) has been granted for the property, per City Ordinance(s) 5.07.12.07; 5.07.3.04; and 5.07.3.05.
  - c. For the initial issuance of a City license or upon change of ownership, a satisfactory property inspection report completed by the City Inspection Department dated within one year of the date of filing the application with the City Clerk.
  - d. Proof of liability insurance for the short-term rental as outlined above.
  - e. A copy of a seller's permit issued by the Wisconsin Department of Revenue pursuant to Wis. Stat. §§ 77.52(3m) and 77.523(1), or proof that the short-term rental is being offered for rent through a lodging marketplace that is registered with the State of Wisconsin and registered for a seller's permit with the Wisconsin Department of Revenue.
  - f. A detailed floor plan and requested maximum occupancy.
  - g. Site plan, including available on-site parking.
  - h. Certification from the owner or property manager that the property meets the requirements of this article and that all property owners located within 300 feet of the short-term rental have been provided with the current name and contact information for the owner or property manager.
  - i. A copy of "house rules", if any, applicable to the short-term rental.
3. License terms and filing date. Each license shall run for a term of one year commencing on July 1. The filing fee shall be paid in full upon filing of the application. Any application which does not include all information, documentation, and payment shall be considered incomplete and will not be accepted. Application fees shall not be prorated.
  4. Application review procedure. When satisfied that the application is complete, the City Clerk shall forward initial applications for licenses to the Zoning Administrator for review. If the City Clerk, in consultation with the Zoning Administrator, determines that the application meets the requirements of this article, the City Clerk may approve the application. If the City Clerk, in consultation with the Zoning Administrator, determines that the application does not meet the requirements of this article, the City Clerk shall deny the application.
  5. No license shall be issued if the applicant, the property manager or the property has outstanding fees, fines, taxes, or forfeitures owed to the City of Rhinelander.

#### **4.05.18 License renewal.**

1. Each application for a renewal of a license shall include updated information for the documentation on file with the City Clerk and payment of the applicable fee. For a renewal to be effective July 1, the renewal application must be filed by June 1. The City Clerk shall verify that the information provided on the renewal application is complete and in accordance with the requirements of this article. The City Clerk shall request reports from any relevant City department for any judgments or convictions for ordinance violations occurred regarding the short-term rentals. The City Clerk shall issue renewal licenses within thirty (30) days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this article.

2. If the City Clerk finds that the license does not meet the standards for renewal, the City Clerk shall deny the renewal in writing and provide the applicant with notice thereof. The application fee shall be non-refundable.
3. No license shall be renewed if the applicant, property manager or property has outstanding fees, taxes, fines, or forfeitures owed to the City, or is under an order issued by the Building Inspector, or their designee, to bring the premises into compliance with City ordinances.

#### **4.05.19 Standards for short-term rentals.**

1. Each short-term rental shall comply with the following minimum requirements:
  - a. Shall comply with the relevant portions of the State Commercial Building Code, Wis. Adm. Code Chs. SPS 361 to SPS 365.
  - b. The number of occupants in any residential dwelling shall not exceed the limits set forth in Wis. Adm. Code § ATCP 72.14 for hotels, motels, and tourist rooming houses. Every sleeping room shall be of sufficient size to afford at least 400 cubic feet (12 cubic meters) of air space for each occupant over twelve (12) years of age and 200 cubic feet (six cubic meters) for each occupant twelve (12) years and under. Every sleeping room shall have a minimum ceiling height of seven (7) feet (2.13 meters). No greater number of sleeping occupants than the number established by Chapter 5.04 of the City's Housing Code shall be allowed in any sleeping room.
  - c. Shall have sufficient off-street parking to accommodate all guest vehicles. The owner or property manager shall prohibit overnight on-street parking by guests pursuant to 4.02.06 of this Code.
  - d. Shall have a safe, unobstructed means of ingress and egress from the short-term rental leading to a safe, open space at ground level. A physical map of all ingress, egress, and emergency exit routes out of the rental shall be made available to each renter for the duration of each stay.
  - e. Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code. All rentals must have operable fire extinguishers, in compliance with NFPA 1.
  - f. Shall not have an accessible wood-burning fireplace unless the owner provides a certificate from a properly licensed inspector, dated not more than thirty (30) days prior to submission of the short-term rental application or renewal, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Protection Association (NFPA) Fire Code 1 standard for chimneys, fireplaces, vents, and solid-fuel-burning appliances.
  - g. Shall not utilize a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking or any other purpose on any balcony, deck or under any overhanging structure or within ten (10) feet of any structure.
  - h. Shall not have a fire pit or other similar device used for heating or any other purpose on any balcony, deck or under any overhanging structure. Permits for outdoor burning

outside of the aforementioned areas must first be obtained by the property owner or property manager through the City of Rhineland Fire Department.

#### **4.05.20 Room tax.**

1. Each owner or property manager shall file room tax returns for the short-term rentals and shall comply with all room tax requirements of 2.05.15, of the City Code of Ordinance. The property owner is ultimately responsible for all complete and sufficient payment of required room taxes.
2. All room tax returns and supporting documentation filed pursuant to Section 2.05.15(14)(a) of the City's Code of Ordinance are confidential and subject to the protections provided under Wis. Stat. §§ 66.0615(3) and 77.61.
3. If the City has probable cause to believe that the correct amount of room tax has not been calculated, assessed, or paid, it reserves the right to enforce collection pursuant to Wis Stat. 66.0615(2)

#### **4.05.21 Appeal of license decisions; complaints.**

1. The denial of any license application or renewal under this article may be appealed by filing a written appeal request with the City Clerk within ten (10) calendar days of the City's notice of denial. The appeal shall be heard by the Board of Appeals. The Board of Appeals shall consider the application or renewal and recommendations and may approve or deny the application or renewal. Final appeal, after appeal to Board of Appeals, shall be made to the Rhineland Common Council, following the same process as outlined above.
2. Revocation. Any resident of or owner of property within the City may file with the City Clerk a sworn written complaint for revocation of a short-term rental license alleging violations of the terms of this article. Upon the filing of the complaint, the City Clerk shall notify the licensee of the complaint by certified mail, return receipt requested, and provide the licensee with a copy of the complaint. The notice shall direct the licensee to appear before the Common Council on a day, time, and place included in the notice, not less than ten (10) days and not more than forty-five (45) days from the date of the notice and show cause why his or her license should not be revoked. The Common Council shall conduct a due process hearing and may revoke, suspend, or approve the continuation of the license. If a license is revoked, the City Clerk shall give notice of revocation to the licensee by certified mail, return receipt requested. No part of the fee paid for any license so revoked may be refunded.
3. Judicial review. The action of the Common Council in granting or renewing, refusing to grant or renew, or revoking a license under this article may be appealed to Oneida County Circuit Court.

#### **4.05.22 Violations and penalties.**

1. Any person who shall violate any provision of this article shall be subject to a penalty as provided

in 1.01.07 of this Municipal Code

- a. For the first non-compliance violation of a specific requirement, the operator shall receive a written warning addressing the following:
    - i. Items of non-compliance
    - ii. Steps for rectifying corrections with the city.
  - b. For a second non-compliance violation of the same requirement, operator shall have committed a Class A offense in according with 1.01.07 of Municipal Code ( a forfeiture not to exceed \$50.00)
  - c. For a third non-compliance violation of the same requirement, the operator shall have committed a Class B offense (a forfeiture not to exceed \$100.00)
  - d. For a fourth or more non-compliance violation of the same requirement, the operator shall have their short-term rental license revoked until further approval by the Common Council.
2. Penalties set forth in the section shall be in addition to all other remedies, including injunction, abatement, or assessment of costs or as otherwise provided by law.
  3. None of the aforementioned shall preclude revocation in accordance with 4.05.21(2) of this article by the Common Council.

CERTIFICATE

STATE OF WISCONSIN )

) ss.

COUNTY OF ONEIDA )

I, Austyn Zarda, City Clerk of the City of Rhinelander, do hereby certify that the foregoing ordinance was duly adopted at a regular meeting of the Common Council of the City of Rhinelander, held at City Hall on the 20 day of July 2025 at 6:00 P.M. by a vote of 8 Ayes and 0 Nays.



Austyn Zarda, City Clerk  
City of Rhinelander  
Oneida County, Wisconsin



Kristopher Hanus, Mayor  
City of Rhinelander  
Oneida County, Wisconsin

## City of Pewaukee - New Agenda Item

### Agenda Language:

Discussion and possible action regarding a requested easement from Midwest Fiber on PWC 0955994001 and PWC 0955994002 Pilgrim's Rest Cemetery. [Wagner]

### Sub Item Agenda Language:

### Background Provided By:

Magdelene Wagner

### Background:

Midwest Fiber is requesting an easement on the City-owned land near Pilgrim's Rest Cemetery on Parcels PWC0955994001 and PWC0955994002 to all installation of a cabinet and fiber line. The cabinet was originally proposed along Rockwood Drive.

However, in review of the permit, the cabinet pad would have been over the City's water main. We required the concrete pad to be 10 feet from the water main and any cable package to be at least 5 feet from the water main to ensure we can maintain our water main in the future. In addition, we did not want the additional loading on this watermain as it is fairly shallow.

Midwest Fiber asked to locate on Busse Road after determining they could not meet our requirements along Rockwood Drive. In review of the cabinets they would like to place, we required the cabinets to be at least 10 feet from the road edge for maintenance, snow storage and visibility of traffic. In addition, this area has a drainage swale located within the right of way as well. The current right of way is approximately 14 feet from the edge of pavement and approximately 10 feet from the shoulder of the road. The proposed concrete pad for the cabinets is 9.5 feet x 13.5 feet. To keep this within the right of way, it would be fairly close to the road and would impact the drainage swale along the road. After reviewing this, they are requesting an easement from the City to move outside the right of way.

The easement requested is 12 feet adjacent to the right of way for almost the entire length of the property along Busse Road and a 14-foot section for the concrete pad/cabinets near the columbarium (see attached exhibit). The easement would be approximately 17 feet from the pad of the columbarium and approximately 16 feet from the pad of the bench near the columbarium. The requested easement is approximately 7,832 SF.

Water Main and Sanitary Sewer are on the other side of the road and not in conflict with the proposed easement or cabinets.

The Cemetery Sexton has requested screening of the boxes from the cemetery be required as part of the easement if the Council grants the easement.

Fiscal Impact:

Recommended Motion:

If desired, Common Council approve the easement contingent on approval from the City Attorney and the Director of Public Works.

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## GRANT OF EASEMENT

THIS GRANT OF EASEMENT (“Agreement”) is made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2026 (the “Effective Date”), by and between the City of Pewaukee (herein “Grantor”) and Midwest Fiber Networks, LLC (hereinafter referred to as “Grantee”).

### Recitals

A. Grantor is the owner of the real estate and improvements located at the Southeast corner of the intersection of Pewaukee Road and Busse Road (“Property”) and further described by legal description and depicted on the attached Exhibit A.

B. Grantee seeks to install, operate and maintain a fiber optic and other communications cabinet, cables through which voice, data, video or other signals are transmitted, and other related equipment and facilities (“Facilities”) at the Property.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which the Parties acknowledge, the Parties agree as follows:

1. Grant of Easement. Grantor hereby grants to Grantee, its successors and assigns, a perpetual easement and right of way (hereinafter, together with the rights and privileges herein granted, the “Easement”) on, through and across those portions of the Property required for Grantee’s installation, operation and maintenance of the Facilities. Such portions of Property are further described by legal description and depicted on the attached Exhibit A (the “Easement Area”). Grantor hereby agrees that the Facilities shall remain the property of Grantee and are removable at Grantee’s option.

2. Easement Fee. In consideration of the rights granted under this Agreement, Grantee shall pay to Grantor a onetime fee of \$ 1.00 as full and complete payment for all such rights.

3. Use of Easement. Grantee and its engineers, employees, contractors, and agents shall be entitled to: (a) construct, install and lay the Facilities within the Easement Area at a depth or height and along a line determined by the Grantee; (b) inspect, maintain, repair, dig up, alter, enlarge, renew or replace the Facilities; and (c) perform any other work reasonably necessary for Grantee's use of the Easement hereunder. Grantee shall not be liable for damages caused by its removal of trees, undergrowth, and brush within the Easement Area necessary or appropriate for its use of the Easement.

4. Access. Grantee shall have the right of reasonable ingress and egress to and from the Easement Area over the Property, including over any existing private roads of Grantor where access from public roads is not reasonably practical. Grantee shall have access to the Easement Area and its Facilities at all times, 365 days a year.

5. Term. The Easements, covenants, restrictions and other provisions of this Agreement shall be of perpetual duration and shall constitute, easements, restrictions, and covenants running with the land and shall inure to the benefit of, and be binding upon, the parties hereto, their respective successors and assigns, including without limitation, all subsequent owners of the Property, or any portion thereof, and all persons claiming under or through them.

6. Grantor's Obligations. Grantor will not, without the prior written permission of the Grantee, construct or permit the construction of any road, reservoir, obstruction, structure, or building or change the land grade on, in, over, under, through or across the Easement Area, nor shall it interfere or authorize others to interfere in any way with Grantee's use of the Easement Area. Grantee shall provide cable locating at no cost to Grantor when requested.

7. Indemnification. Grantee shall indemnify and defend Grantor from and against any and all claims, liens, demands, actions, judgements, costs, expenses and other liabilities for damage to property or injury to persons to the extent arising out of or in connection with Grantee's failure to adhere to the terms of the Agreement and/or activities conducted on the Easement Area, excluding those claims, liens, demands, actions, judgments, costs, expenses, legal fees and liabilities that arise due to the gross negligence or willful misconduct of the Grantor. Prior to excavating in the Easement Area, Grantor shall notify Grantee to coordinate excavator activity so as to avoid any damage to the Facilities.

8. Limitation of Liability. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT TO THE CONTRARY, GRANTEE SHALL NOT BE LIABLE WHETHER BASED ON CONTRACT, WARRANTY, INDEMNITY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR ALTERNATIVE TORT REMEDIES OR ANY OTHER THEORY OF LAW OR EQUITY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS OPPORTUNITIES WHETHER OR NOT HAVING BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

9. Miscellaneous.

A. Warranties of Title. Grantor represents and warrants that it has good and indefeasible fee simple title to the Property, that it has the right to enter into this Agreement and grant the rights herein to Grantee, and that no lien or encumbrance affecting the Property will interfere with or prohibit Grantee's use, enjoyment and exercise of the rights granted hereunder.

B. Assignment. This Agreement and the rights and obligations hereunder may be assigned by either party upon the prior written consent of the other, which consent shall not be unreasonably withheld, delayed or conditioned.

C. No Waiver. Nonuse or limited use of the Easement granted in this Agreement shall not prevent Grantee from later use of the Easement to the fullest extent authorized in this Agreement. No action or failure to act by any party hereto shall constitute a waiver of any right or duty afforded to such party under this Agreement, nor shall any such action or failure to act constitute an approval of, or acquiescence in, any breach hereof except as may be specifically agreed in writing.

D. Severability. In the event that any one or more of the provisions, paragraphs, words, clauses, phrases or sentences contained in this Agreement, or the application thereof in any circumstance, is held invalid, illegal or unenforceable in any respect for any reason, the validity, legality and enforceability of any such provision, paragraph, word, clause, phrase or sentence in every other respect and of the remaining provisions, paragraphs, words, clauses, phrases or sentences of this Agreement shall not be in any way impaired, it being the intention of the parties that this Agreement shall be enforceable to the fullest extent permitted by law.

E. Entire Agreement. This Agreement, including the attached exhibits, embodies the complete agreement of the parties hereto with respect to the subject matter hereof, and cannot be altered, amended or modified except by a written agreement executed and acknowledged by all parties to this Agreement and duly recorded in the office of the register of deeds or similar official recording office for the county in which the Property is located.

F. Headings. Section headings contained herein are for convenience of reference only, and shall not govern the interpretation of any of the provisions contained herein.

G. Counterparts. This Agreement may be executed in any number of counterparts, any or all of which may contain the signature of any one of the parties, and all of which shall be construed together as a single instrument.

H. Choice of Law. This Agreement shall be governed by, and construed in accordance with, the internal laws of the state in which the Property is located.

I. Recording. Grantee shall record this Agreement or a memorandum of this Agreement in the office of the register of deeds or similar official recording office for the county in which the Property is located.

J. Binding. The provisions and covenant contained in this Agreement shall run with the land and shall bind and insure to the benefit of the respective successors-in-interest of the parties hereto.

THIS AGREEMENT is accepted by the parties effective as of the Effective Date set forth above.

GRANTEE:

MIDWEST FIBER NETWORKS, LLC

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Drafted by:

STATE OF WISCONSIN    )  
  )       SS.  
COUNTY OF \_\_\_\_\_ )

Before me, the undersigned, a Notary Public in and for said County and State aforesaid, came Midwest Fiber Networks, LLC, a \_\_\_\_\_ limited liability company, by \_\_\_\_\_, who, as such \_\_\_\_\_ for and on behalf of said limited liability company, acknowledged the execution of the foregoing as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 2022.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

GRANTOR:

CITY OF PEWAUKEE

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

STATE OF WISCONSIN    )  
  )    SS.  
COUNTY OF \_\_\_\_\_ )

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Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXHIBIT A**

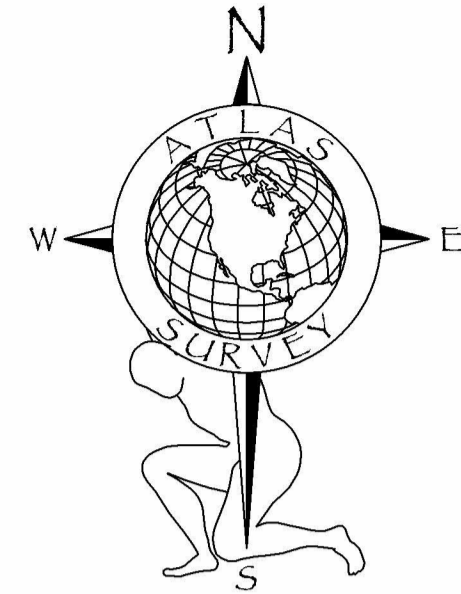
# PLAT OF SURVEY

## FOR A PROPOSED UTILITY EASEMENT

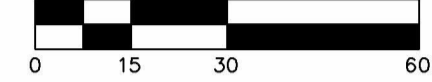
BEING A PART OF PARCEL 1 OF C.S.M. NO. 3854 AND PILGRIM REST CEMETERY LOCATED IN THE NW. 1/4 OF THE SW. 1/4 OF SECTION 23, T.7N., R.19E., CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN

# ATLAS SURVEY

N28W23000 ROUNDY DR. #102  
 PEWAUKEE, WI 53072  
 (262) 901-5256  
 WWW.ATLASSURVEYWI.COM  
 SURVEYOR:  
 BRYCE KACZOR, PLS S-2803  
 SURVEY FOR:  
 MIDWEST FIBER NETWORKS  
 6070 N. FLINT ROAD  
 GLENDALE, WI 53209  
 PHONE: (414) 459-3565  
 PROPERTY:  
 BUSSE ROAD  
 PEWAUKEE, WI



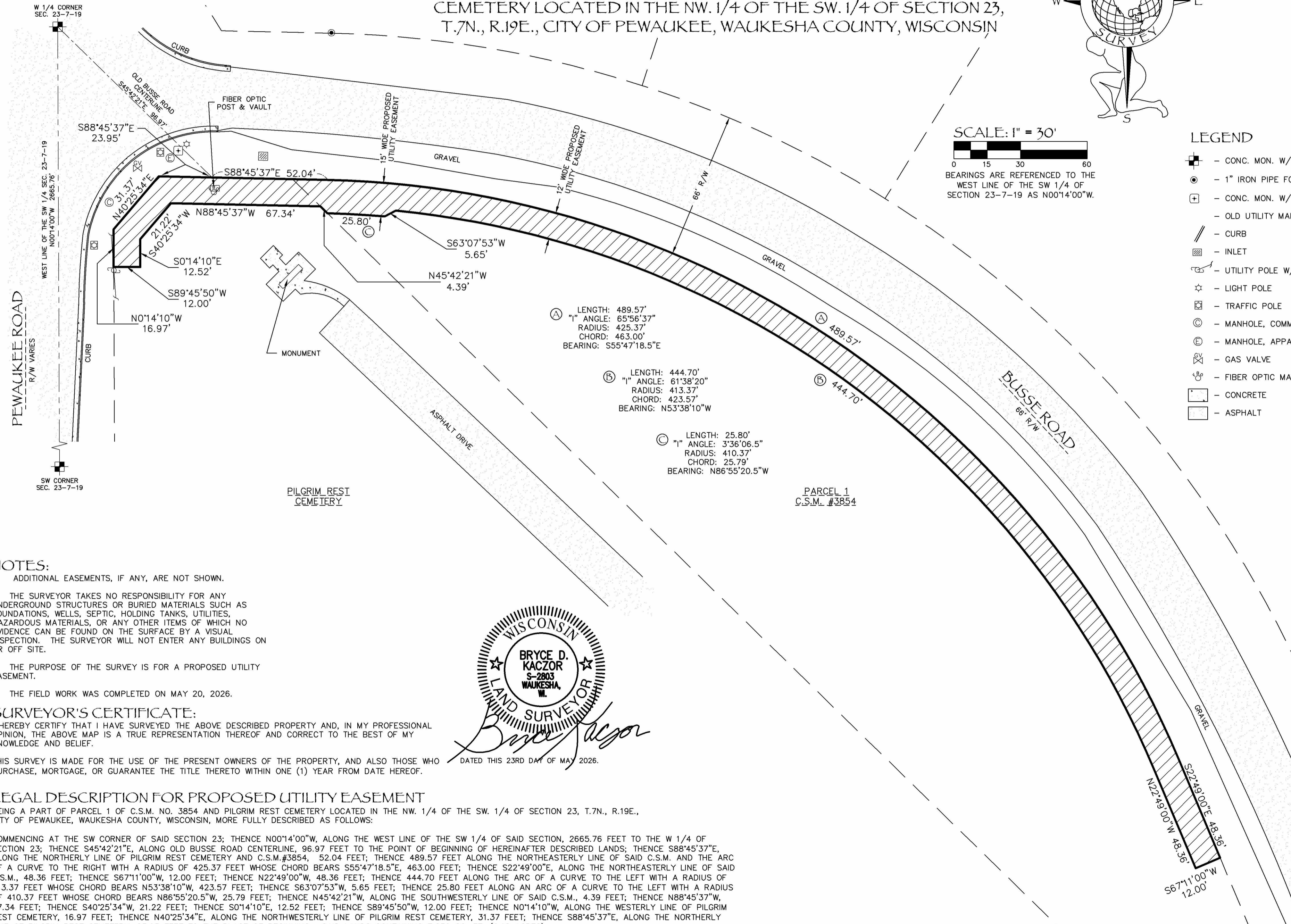
SCALE: 1" = 30'



BEARINGS ARE REFERENCED TO THE WEST LINE OF THE SW 1/4 OF SECTION 23-7-19 AS N00°14'00"W.

**LEGEND**

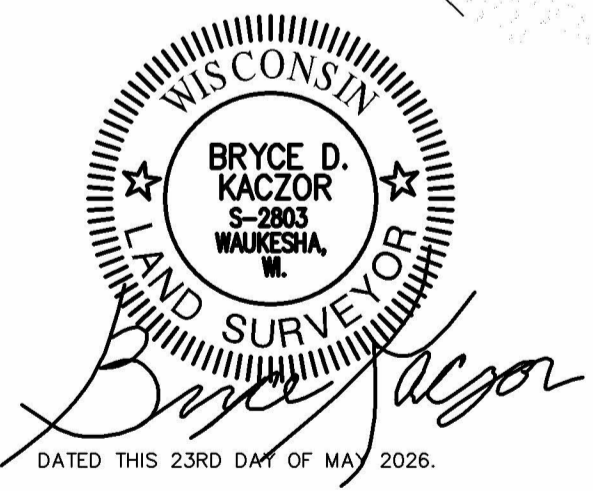
- - CONC. MON. W/ BRASS CAP FND.
- - 1" IRON PIPE FOUND (UNLESS OTHERWISE STATED)
- ⊕ - CONC. MON. W/ ALUM. CAP FND.
- - - - - OLD UTILITY MARKING - UNDERGROUND GAS
- — — CURB
- ▨ INLET
- ⊕ UTILITY POLE W/ GUY WIRE
- ☆ LIGHT POLE
- ⊠ TRAFFIC POLE
- ⊙ MANHOLE, COMMUNICATIONS
- ⊙ MANHOLE, APPARENT ELECTRIC
- ⊗ GAS VALVE
- ⊕ FIBER OPTIC MARKER
- CONCRETE
- ▨ ASPHALT



- NOTES:**
1. ADDITIONAL EASEMENTS, IF ANY, ARE NOT SHOWN.
  2. THE SURVEYOR TAKES NO RESPONSIBILITY FOR ANY UNDERGROUND STRUCTURES OR BURIED MATERIALS SUCH AS FOUNDATIONS, WELLS, SEPTIC, HOLDING TANKS, UTILITIES, HAZARDOUS MATERIALS, OR ANY OTHER ITEMS OF WHICH NO EVIDENCE CAN BE FOUND ON THE SURFACE BY A VISUAL INSPECTION. THE SURVEYOR WILL NOT ENTER ANY BUILDINGS ON OR OFF SITE.
  3. THE PURPOSE OF THE SURVEY IS FOR A PROPOSED UTILITY EASEMENT.
  4. THE FIELD WORK WAS COMPLETED ON MAY 20, 2026.

**SURVEYOR'S CERTIFICATE:**  
 I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND, IN MY PROFESSIONAL OPINION, THE ABOVE MAP IS A TRUE REPRESENTATION THEREOF AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

THIS SURVEY IS MADE FOR THE USE OF THE PRESENT OWNERS OF THE PROPERTY, AND ALSO THOSE WHO PURCHASE, MORTGAGE, OR GUARANTEE THE TITLE THERETO WITHIN ONE (1) YEAR FROM DATE HEREOF.



DATED THIS 23RD DAY OF MAY 2026.

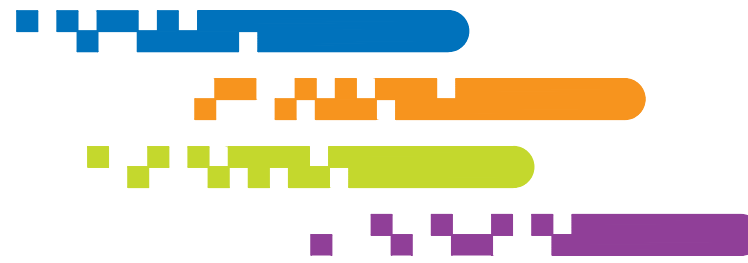
**LEGAL DESCRIPTION FOR PROPOSED UTILITY EASEMENT**  
 BEING A PART OF PARCEL 1 OF C.S.M. NO. 3854 AND PILGRIM REST CEMETERY LOCATED IN THE NW. 1/4 OF THE SW. 1/4 OF SECTION 23, T.7N., R.19E., CITY OF PEWAUKEE, WAUKESHA COUNTY, WISCONSIN, MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SW CORNER OF SAID SECTION 23; THENCE N00°14'00"W, ALONG THE WEST LINE OF THE SW 1/4 OF SAID SECTION, 2665.76 FEET TO THE W 1/4 OF SECTION 23; THENCE S45°42'21"E, ALONG OLD BUSSE ROAD CENTERLINE, 96.97 FEET TO THE POINT OF BEGINNING OF HEREINAFTER DESCRIBED LANDS; THENCE S88°45'37"E, ALONG THE NORTHERLY LINE OF PILGRIM REST CEMETERY AND C.S.M.#3854, 52.04 FEET; THENCE 489.57 FEET ALONG THE NORTHEASTERLY LINE OF SAID C.S.M. AND THE ARC OF A CURVE TO THE RIGHT WITH A RADIUS OF 425.37 FEET WHOSE CHORD BEARS S55°47'18.5"E, 463.00 FEET; THENCE S22°49'00"E, ALONG THE NORTHEASTERLY LINE OF SAID C.S.M., 48.36 FEET; THENCE S67°11'00"W, 12.00 FEET; THENCE N22°49'00"W, 48.36 FEET; THENCE 444.70 FEET ALONG THE ARC OF A CURVE TO THE LEFT WITH A RADIUS OF 413.37 FEET WHOSE CHORD BEARS N53°38'10"W, 423.57 FEET; THENCE S63°07'53"W, 5.65 FEET; THENCE 25.80 FEET ALONG AN ARC OF A CURVE TO THE LEFT WITH A RADIUS OF 410.37 FEET WHOSE CHORD BEARS N86°55'20.5"W, 25.79 FEET; THENCE N45°42'21"W, ALONG THE SOUTHWESTERLY LINE OF SAID C.S.M., 4.39 FEET; THENCE N88°45'37"W, 67.34 FEET; THENCE S40°25'34"W, 21.22 FEET; THENCE S01°14'10"E, 12.52 FEET; THENCE S89°45'50"W, 12.00 FEET; THENCE N0°14'10"W, ALONG THE WESTERLY LINE OF PILGRIM REST CEMETERY, 16.97 FEET; THENCE N40°25'34"E, ALONG THE NORTHWESTERLY LINE OF PILGRIM REST CEMETERY, 31.37 FEET; THENCE S88°45'37"E, ALONG THE NORTHERLY LINE OF PILGRIM REST CEMETERY, 23.95 FEET TO THE PLACE OF BEGINNING. SAID LANDS CONTAINING 7,832 SQ. FT. (0.18 ACRES).

LEGAL DESCRIPTION FOR PROPOSED UTILITY EASEMENT

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# MIDWEST FIBER NETWORKS

## CABINET UPGRADE

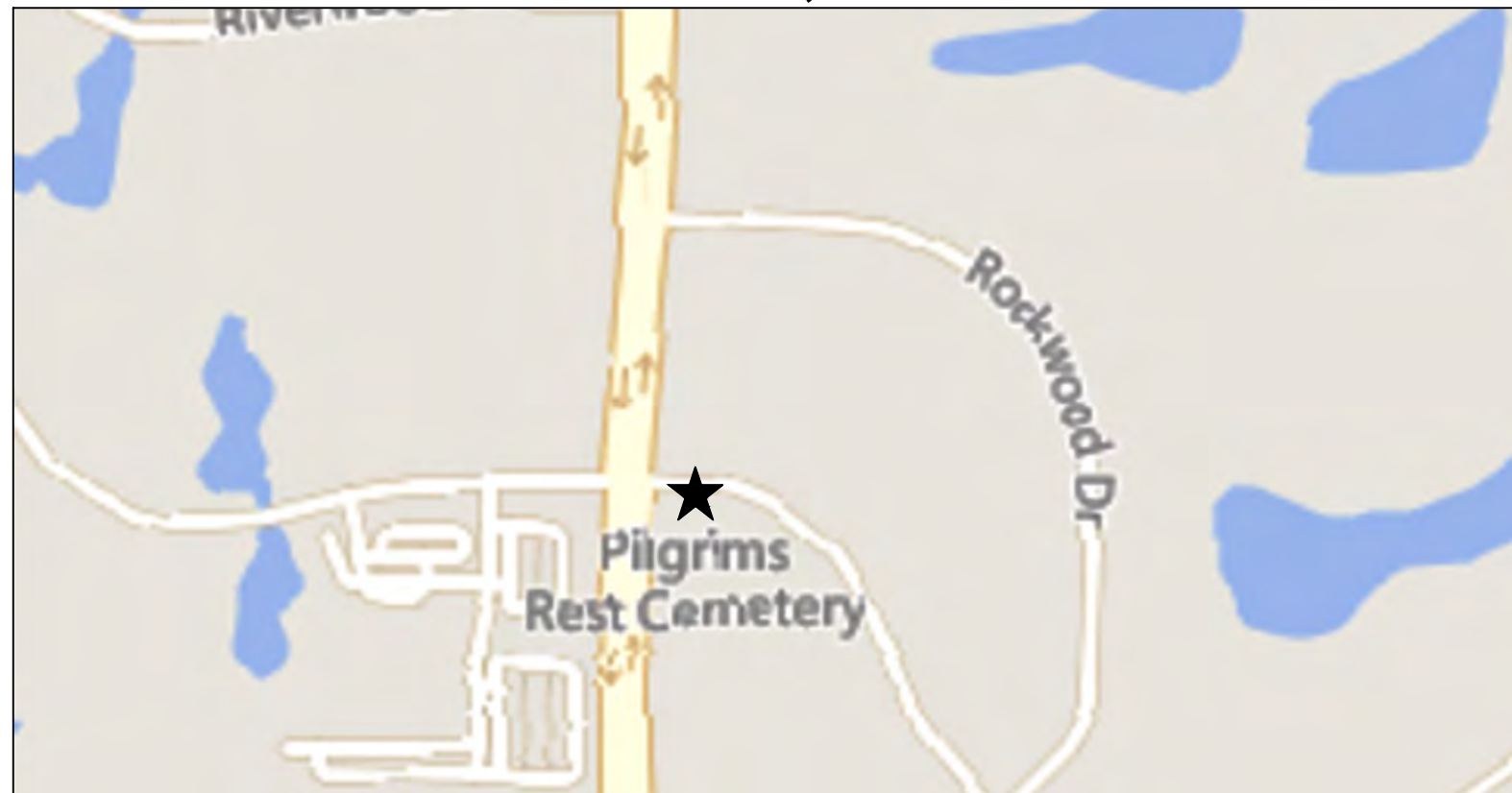
2501010-10.701

ALT US 45 (STH 164 / PEWAUKEE RD) / BUSSE RD

CITY OF PEWAUKEE

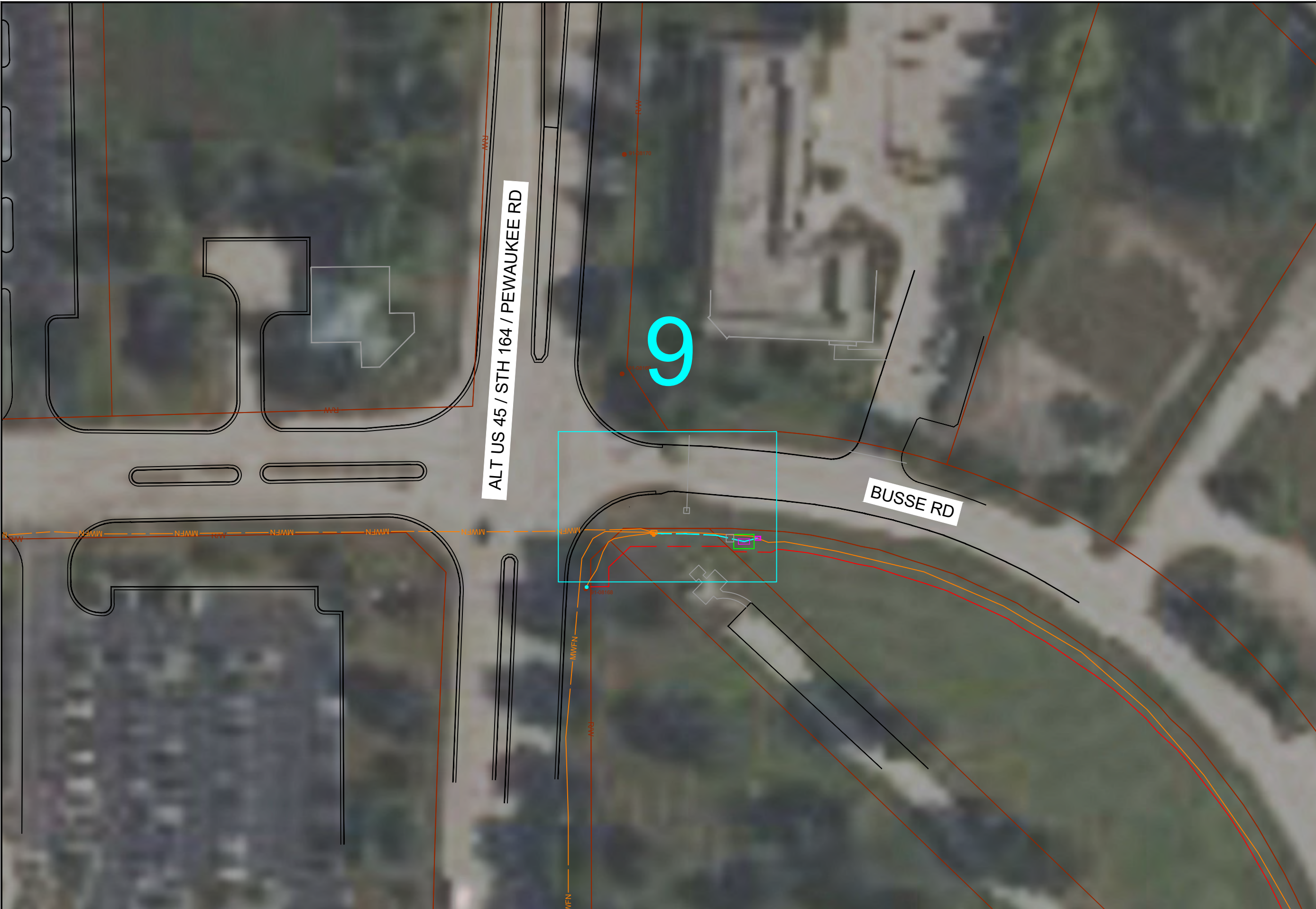
WAUKESHA COUNTY, WI

JUNE 9, 2026



LOCATION MAP  
NOT TO SCALE

PAGE NAME	PAGE #
COVER	COVER
OVERVIEW	1
BILL OF MATERIALS	2
LEGEND	3
DETAILS	4-8
OSP PLANS	9
TRAFFIC CONTROL	10



1. PERMITS ARE REQUIRED FOR ALL WORK IN ROWS AND EASEMENTS, UNLESS OTHERWISE SPECIFIED. COPIES OF PERMITS ARE REQUIRED TO BE ON-SITE AND AVAILABLE FOR INSPECTION IMMEDIATELY UPON REQUEST BY THE PERMITTING AUTHORITY OR ITS REPRESENTATIVE.
2. RESTORE ALL DISTURBED LAWN AREAS WITH TOPSOIL AND SEED AND COMPLY WITH ANY PROVISIONS SET FORTH BY THE MUNICIPALITY OR PERMIT AUTHORITY.
3. ANY SIDEWALKS, STREETS, AND ALLEYS THAT WILL NEED TO BE CUT OR REMOVED WILL BE PATCHED OR REPLACED IN ACCORDANCE WITH MUNICIPALITY OR PERMIT AUTHORITY'S SPECIFICATIONS.
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**MIDWEST FIBER NETWORKS**

414.672.5612  
 6070 N FLINT RD  
 GLENDALE, WI 53209

OSP ENGINEER: CORY SCHMUKI  
 EMERGENCY NOTIFICATION NUMBER: 1-866-831-1661

**PRELIMINARY**

**2501010-10.701**  
**CABINET UPGRADE**  
**STH 164 (PEWAUKEE RD) / BUSSE RD**

MUNICIPALITY: CITY OF PEWAUKEE  
 COUNTY: WAUKESHA STATE: WI  
 TOWN RANGE SEC: T7N-R19E-SEC 23  
 DATE: 6/9/26  
 DRAWN BY: PWH - MWFN  
 DRAWING SCALE: NTS

REVISIONS			
REV. NO.	DESCRIPTION	BY	DATE

PAGE NUMBER: 1

## BILL OF MATERIALS

QTY	PART NUMBER	DESCRIPTION
1	UNISTRUT-GALV	UNISTRUT 1- $\frac{5}{8}$ " X 1- $\frac{5}{8}$ " X 36"
1	5136340	1" SWEEP PVC
1	5133820	3" SWEEP PVC
4	5133821	4" SWEEP PVC
1	1" PVC SCH 40	1" PVC CONDUIT SCH40 10' STICK
1	3" PVC SCH 40	3" PVC CONDUIT SCH40 10' STICK
1	4" PVC SCH 40	4" PVC CONDUIT SCH40 10' STICK
1	1" UNISTRUT STR	BLINE 1" STRAP CLAMP B2210
4	4" UNISTRUT STR	BLINE 4" STRAP CLAMP B2017
1	5133665	1" LB PVC
4	5133672	4" LB PVC
1	10D104U	1" DUCT PLUG
4	7340-125	4" DUCT PLUG
1	E996F	1" BOX ADAPTER
4	E996N	4" BOX ADAPTER
2	8074100	JOINT MASTIC 1" - 14.5'/ROLL

# BILL OF MATERIALS

TOTAL LINEAR 1.25" HDPE - '  
 EXPOSE AND MOVE EXISTING 1.25" HDPE DUCT - '  
 TOTAL LINEAR 4.00" HDPE - 142'  
 TOTAL #12 TRACER WIRE - '  
 96 CT FIBER REEL #096 - 136'  
 30"x48"x36" HANDHOLE - 1  
 FIBER LOCATE BRACKETS -  
 REMOVE FIBER LOCATE POST -  
 AMERICAN PRODUCTS 78"Hx90W"x42"D CABINET - 1  
 AMERICAN PRODUCTS AMT-9042-BB-R BATT BOX - 1  
 PADLOCK #1175LHSS - 13  
 CITY OF PEWAUKEE ROW UNDERGROUND FOOTAGE - 76'  
 162"x114" CONCRETE SLAB - 1  
 60"x60" CONCRETE SLAB - 1

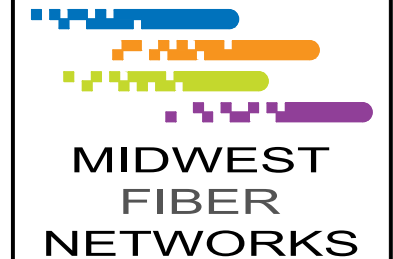
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 DRAWING SCALE:

REVISIONS			
REV. NO.	DESCRIPTION	BY	DATE

PAGE NUMBER: 2

## PERMITS FOR THE JOB

PERMIT AUTHORITY	PERMIT #	START DATE	EXPIRATION DATE
WISDOT	ESCP 001287 (67 2-19-26)	2/19/2026	SAME AS PEWAUKEE
CITY OF PEWAUKEE		UPON APPROVAL	

# LEGEND

## LINETYPES

ATC	
ATT FIBER	
BUREAU OF ELECTRIC SERVICES (BES)	
CATV	
CENTERLINE	
CHILLED WATER	
COMBINED SEWER	
COMM LINE	
CROWN CASTLE	
CUC	
CULVERT	
ELECTRIC	
EVERSTREAM	
FENCE	
FIBER OPTIC (GENERIC OR UNKNOWN OWNER)	
FRONTIER	
GAS	
GRAVEL	
GUARDRAIL	
IRRIGATION	
LUMEN	
MCI	
MND	
MUNICIPAL FIBER	
MWFN AERIAL FIBER / STRAND - EXISTING	
MWFN UNDERGROUND FIBER / CONDUIT - EXISTING	
PARCEL	
PIPELINE - TRANSMISSION	
RAILROAD	
RETAINING WALL	
RIGHT OF WAY	
ROGERS	
SANITARY FORCE MAIN	
SANITARY SEWER	
SCHOOL FIBER	
SPRINT	
STEAM	
STORM SEWER	
TDS	
TELEPHONE	
US SIGNAL	
VEGETATION	
VERIZON	
WATER LINE	
WATERWAY / WATER FEATURE	
WETLAND	
WIN	
WINDSTREAM	
MWFN UNDERGROUND FIBER / CONDUIT - PROPOSED	
MWFN AERIAL FIBER / STRAND - PROPOSED	

## SYMBOLS

ANCHOR	
CATV PEDESTAL	
ELECTRIC PEDESTAL / TRANSFORMER	
EXISTING HANDHOLE	
PROPOSED HANDHOLE	
HYDRANT	
INLET - SQUARE or ROUND	
LIGHT / SIGNAL POLE	
MAILBOX	
EXISTING MANHOLE - ROUND or SQUARE	
PROPOSED MANHOLE	
MARKER POST / LOCATE POST	
ELECTRIC METER	
GAS METER	
UTILITY POLE	
RISER	
SIGN	
SIGNAL CABINET	
SPLICE	
TELEPHONE PEDESTAL / CABINET	
TREE - DECIDUOUS	
TREE - EVERGREEN	
WATER VALVE	
GAS VALVE	
FIBER PEDESTAL / CABINET	
SMALL ROUND HANDHOLE / FLOWER POT	
TAP - w/ NUMBER OF PORTS	

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414.672.5612  
 6070 N FLINT RD  
 GLENDALE, WI 53209

OSP ENGINEER: CORY SCHMUKI

EMERGENCY NOTIFICATION NUMBER: 1-866-831-1661

**PRELIMINARY**

2501010-10.701  
**CABINET UPGRADE**  
 STH 164 (PEWAUKEE RD) / BUSSE RD

MUNICIPALITY: CITY OF PEWAUKEE	
COUNTY: WAUKESHA	STATE: WI
TOWN RANGE SEC: T7N-R19E-SEC 23	
DATE: 6/9/26	
DRAWN BY: PWH - MWFN	
DRAWING SCALE:	

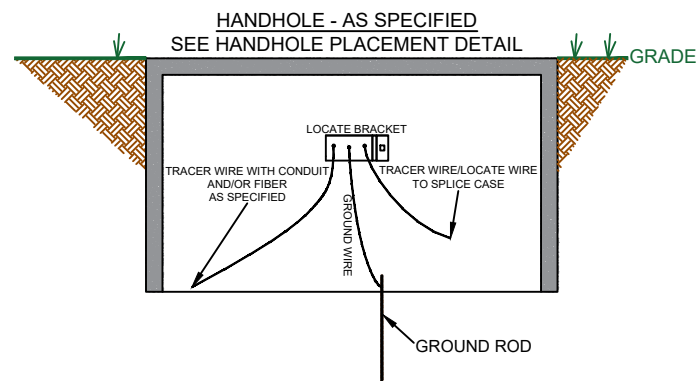
REVISIONS			
REV. NO.	DESCRIPTION	BY	DATE

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## LOCATE BRACKET DETAIL

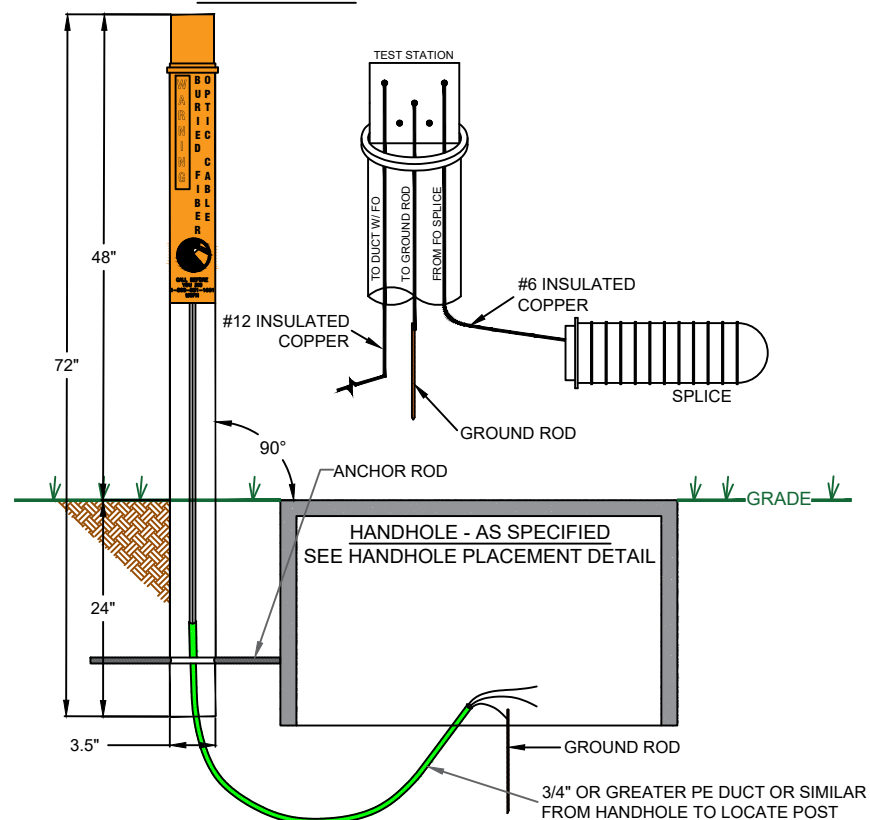
\*NOT TO SCALE\*

LOCATE BRACKET TO BE PLACED ALONG LONG EDGE OF HANDHOLE  
 LOCATE BRACKET TO BE PLACED AT MIDDLE OF HANDHOLE.  
 LOCATE BRACKET PLACEMENT MUST BE WITHIN 6" OF THE TOP OF THE HANDHOLE.  
 LOCATE BRACKETS ARE NOT TO BE PLACED ON THE SHORT ENDS OF THE HANDHOLE.



## LOCATE POST DETAIL

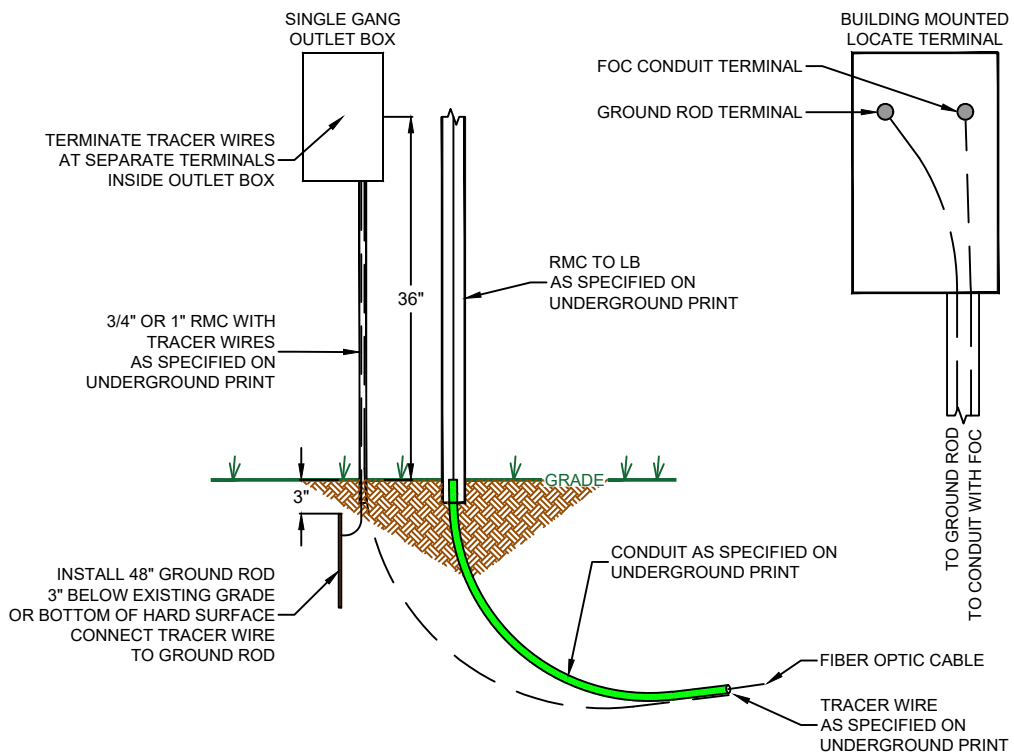
\*NOT TO SCALE\*



## BUILDING MOUNTED LOCATE TERMINAL

\*NOT TO SCALE\*

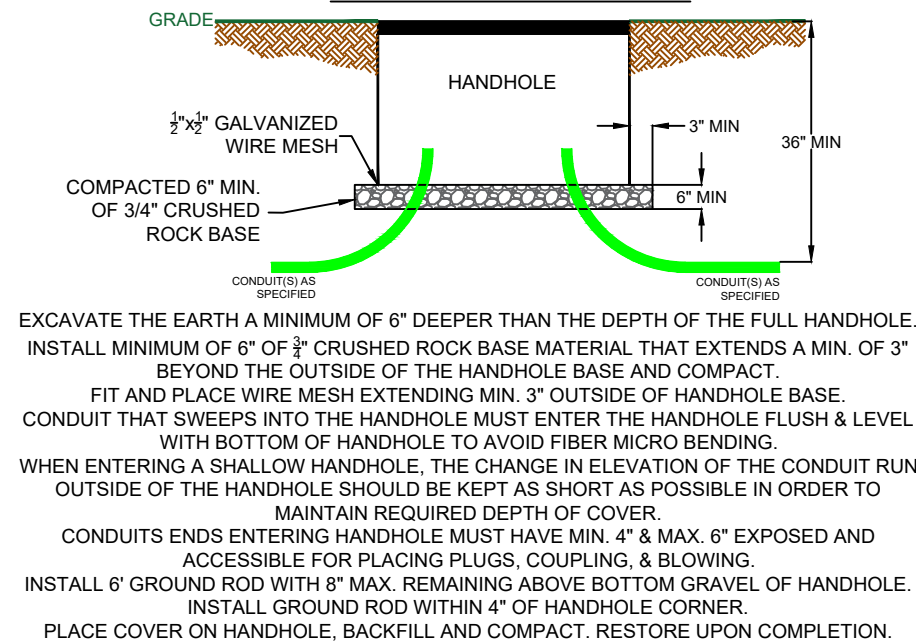
INSTALL SINGLE GANG OUTLET BOX ADJACENT TO THE LB AT THE POINT OF ENTRANCE.  
 INSTALL FLUSH TO MOUNTING SURFACE AT A MINIMUM OF 36" ABOVE EXISTING GRADE.  
 INSTALL RMC FROM GRADE TO OUTLET BOX.  
 INSTALL 48" GROUND ROD 3" BELOW EXISTING GRADE OR BOTTOM OF HARD SURFACE.  
 PULL TRACER WIRE TO OUTLET BOX FROM CONDUIT SPECIFIED ON UNDERGROUND PLACEMENT PRINT.  
 PULL TRACER WIRE TO GROUND ROD TERMINAL FROM GROUND ROD.



## HANDHOLE INSTALLATION

\*NOT TO SCALE\*

HANDHOLE - AS SPECIFIED ON PRINT



## TRACER/LOCATE WIRE PLACEMENT REQUIREMENTS - UNLESS OTHERWISE SPECIFIED ON THE PRINTS

FOR ALL HANDHOLES INSTALLED WITH A LOCATE STATION (LOCATE POST, LOCATE BRACKET, FLUSH MOUNT TEST STATION(FINK)), THE FOLLOWING IS REQUIRED:

- TRACER/LOCATE WIRE PER EACH FIBER AND/OR CONDUIT PATH LEAVING HANDHOLE. MULTIPLE FIBERS IN ONE SINGLE CONDUIT ONLY REQUIRE ONE MEANS OF LOCATING. MULTIPLE CONDUITS INSTALLED TOGETHER ALONG THE SAME PATH ONLY REQUIRE ONE MEANS OF LOCATING.
- ONE GROUND WIRE AND 6' COPPER GROUND ROD

## TRACER/LOCATE WIRE SPECIFICATIONS REQUIREMENTS - UNLESS OTHERWISE SPECIFIED ON THE PRINTS

### GROUND WIRE

- #6 AWG INSULATED WIRE, LABELED WITH BLACK ELECTRIC TAPE ON EACH END. USE APPROPRIATE RING TERMINAL CONNECTOR FOR #6 AWG WIRE AND CONNECT TO CENTER TERMINAL OF LOCATE STATION. STRIP AND CONNECT OPPOSITE END IN HANDHOLE TO 6' COPPER GROUND ROD.

### ARMORED FIBER LOCATE WIRE (SPLICE LOCATIONS)

#6 AWG INSULATED WIRE FOR EACH ARMORED FIBER PRESENT OR TO BE INSTALLED IN THE SPLICE CASE. USE APPROPRIATE RING TERMINAL CONNECTOR FOR #6 AWG WIRE AND CONNECT WIRE IN/ON LOCATE STATION TO OUTER TERMINALS IN/ON LOCATE STATION. INSIDE HANDHOLE, USE APPROPRIATE RING TERMINAL CONNECTOR FOR #6 AWG WIRE AND CONNECT TO SPLICE CASE TERMINAL. IN THE EVENT THE SPLICE CASE IS NOT PRESENT AT THE TIME OF LOCATE WIRE & LOCATE STATION INSTALLATION, LEAVE (1) 10' COIL OF #6 AWG WIRE (PER EACH ARMORED FIBER), CONNECTED TO THE LOCATE STATION WITH REMAINDER IN HANDHOLE FOR CONNECTION TO THE SPLICE ONCE INSTALLED.

### #8-12 AWG SOLID CORE TRACER WIRE (AS SPECIFIED ON PRINTS)

FOR EACH CONDUIT PATH THAT IS PRESENT IN A HANDHOLE AND WAS INSTALLED WITH #8-12 AWG SOLID CORE TRACER WIRE OUTSIDE OF THE CONDUITS, A MINIMUM OF 5' OF #8-12 AWG SOLID CORE TRACER IS TO BE LEFT AT THE HANDHOLE LOCATION. #8 AWG SOLID CORE TRACER WIRES CAN BE CONNECTED WITH WATERPROOF CONNECTORS TO #6-#12 AWG STRANDED WIRE FOR INSTALLATION INTO LOCATE STATION. UPON INSTALLATION OF THE LOCATE STATION, ALL WIRES ARE TO BE CONNECTED TO TERMINALS IN/ON THE LOCATE STATION WITH APPROPRIATE RING TERMINAL CONNECTORS.

### #12 AWG STRANDED TRACER WIRE (AS SPECIFIED ON PRINTS)

FOR EACH FIBER OR EMPTY CONDUIT PATH THAT IS PRESENT IN A HANDHOLE AND WAS INSTALLED WITH #12 AWG STRANDED TRACER WIRE INSIDE OF THE CONDUIT, A MINIMUM OF 10' COIL OF #12 AWG STRANDED TRACER WIRE IS TO BE LEFT AT THE HANDHOLE LOCATION. UPON INSTALLATION OF THE LOCATE STATION, ALL #12 AWG STRANDED TRACER WIRES ARE TO BE CONNECTED TO TERMINALS IN/ON THE LOCATE STATION WITH APPROPRIATE RING TERMINAL CONNECTORS.

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 2. RESTORE ALL DISTURBED LAWN AREAS WITH TOPSOIL AND SEED AND COMPLY WITH ANY PROVISIONS SET FORTH BY THE MUNICIPALITY OR PERMIT AUTHORITY.  
 3. ANY SIDEWALKS, STREETS, AND ALLEYS THAT WILL NEED TO BE CUT OR REMOVED WILL BE PATCHED OR REPLACED IN ACCORDANCE WITH MUNICIPALITY OR PERMIT AUTHORITY'S SPECIFICATIONS.  
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## Erosion Control Plan

### GENERAL NOTES

1. All of the conditions under this document will be met during construction of the project.
2. No stockpiling spoils on roadways or on shoulder.
3. If any spills (like gas, oil, hydraulic fluid) occur on site, stop work and contact supervisor immediately.

### CONTAMINATED SOILS

4. Whenever soil exhibiting obvious signs of contamination is encountered during excavation or installation, cease work immediately, take appropriate precautions to ensure worker health and safety, and contact operations supervisor or inspector.

### EROSION CONTROL

5. Erosion control measures will meet or exceed the approved WDNR Storm Water Management Technical Standards as outlined in <http://dnr.wi.gov/runoff/stormwater/techstds.htm>
6. During winter, there will be no stockpiling spoils on ground.

### DEWATERING

7. Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.

### WETLANDS

8. No work will be performed within the banks or below the ordinary high watermark of the unnamed waterway or tributaries.
9. As much as practicable, the majority of work will be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
10. All work will be conducted to minimize soil disturbance. No rutting will be allowed within the wetlands.
11. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent will be utilized to access pole locations.
12. Excavated spoils will not be stockpiled in wetlands. All excess spoils will be removed from wetlands and placed in a suitable upland location.
13. Trenching and pit excavations within wetlands will include soil segregation to facilitate restoration of pre-construction soil stratification, and restoration to pre-construction elevations.
14. Any poles scheduled to be removed, and that occur within wetland will be cut at ground surface.
15. If soil disturbance occurs on slopes leading to wetlands, or within wetland, the disturbed areas will be stabilized and appropriate erosion control best management practices will be implemented.

### WATERWAYS

16. No work can be performed within the banks or below the ordinary high watermark of any navigable waterway or stream. No crossing of navigable waterways with equipment can occur.
17. Any soil being disturbed within 75 feet of an ordinary high water mark of any navigable waterway or stream to be stabilized within 24 hours of construction completion.

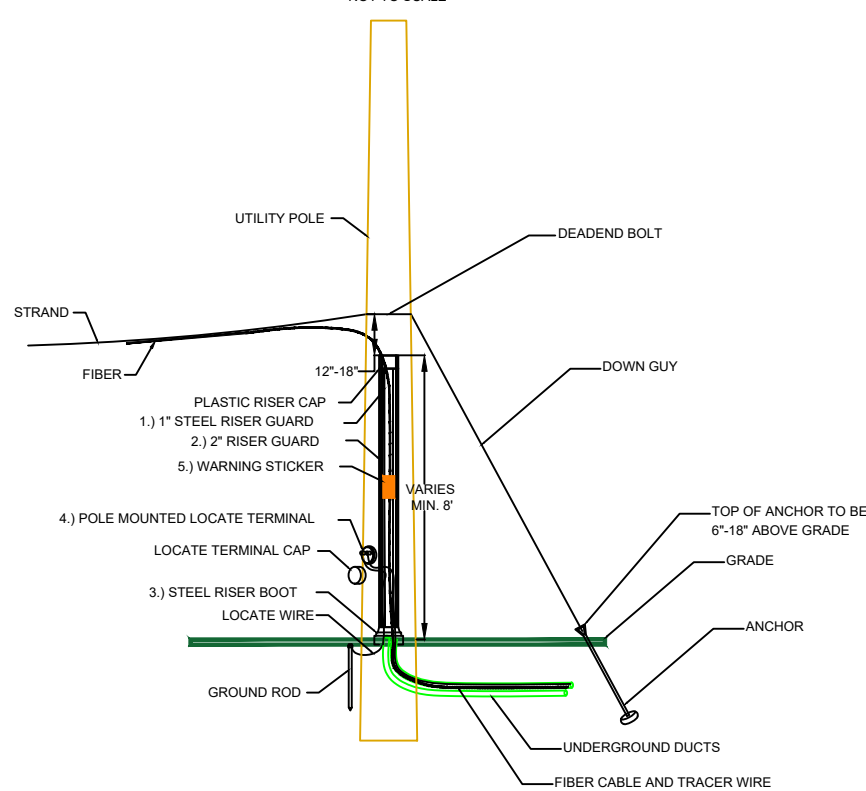
### SURFACE RESTORATION

18. Temporary soft restoration to stabilize the work site shall be completed in a timely manner during and immediately following utility construction.
19. The contractor performing the work shall notify WisDOT as soon as final restoration has been completed and the work site is ready for inspection.

### FRAC-OUT

20. Refer to the frac-out contingency plan for any boring work being performed.

## RISER POLE DETAIL NOT TO SCALE



- 1.) INSTALL 1\"/>

## MWFN/MND Redlines/Field Asbuilt Guidelines

RETAINAGE PAYMENT WILL NOT BE MADE UNTIL ACCURATE AND COMPLETE REDLINES/FIELD ASBUILTS HAVE BEEN TURNED IN AND REVIEWED BY MWFN/MND. REDLINES/FIELD ASBUILTS WILL NOT BE ACCEPTED IF IN PENCIL.

Only one (1) as-built print shall be submitted per construction print with the below requirements. The print set issued to the contractor is the print set that is required to be returned to MWFN, all pages issued, in the order in which the original print set was issued.

### For Aerial Construction:

New aerial attachment heights (from ground) at each pole must be provided if different from construction plan set.

Any extension arms added or deleted need to be noted if different from construction plan set.

Pole numbers/tags must be verified with information provided on prints. For all new attachments, numbers/tags are to be provided by the contractor. If existing attachment pole numbers/tags are incorrect on print, provide updated numbers/tags.

Indicate the mid span height for all railroad, roadway and freeway crossings. Mid span height to be indicated at its lowest point for the aerial crossing, cable, or overhead guy from existing roadway surface or railbed and the current temperature.

Note locations of locates pucks, riser quadrant locations, down guy sizes, and anchor sizes & locations if different than prints.

Cable footages (sequential) are required at the following locations; top of risers, all pole attachment locations, splice enclosures as the cable enter/exits and in and out of all storage loops.

### For Underground Construction:

Running lines need to indicate the offset distance to the nearest foot from a permanent hard surface area every 50' for bore installations and every 250' for plow installations. Only the following permanent hard surface areas will be accepted; EOP - edge of pavement, BOC - back of curb, CL - road center line, or BOW - back of walk. Additional distances off other physical features on the prints can be used to supplement hard surface measurements. All prints for redlines/as-builts will clearly show any deviation from proposed running line and state the reason for the deviation.

Depth of installations must be provided at each noted permanent structure offset to the nearest inch and at every location that breaches minimum depth requirement. Example - 12' EOP 38" D.

All conduit coupler locations must be identified along with depth, offset (as described above) and linear offset. Linear offset location to be measured along the route from nearest physical feature ex: sign post, driveway, power pole.

Size, number and type of conduit must be identified if different than proposed on the construction prints.

All hand hole and manhole locations must have GPS coordinates provided. Size of HH or MH's must be identified if different than proposed on prints.

All locate posts (above grade or flush mount) and marker posts must be identified and called out if different than proposed on prints.

All fiber splice locations must be identified if different than what is on the proposed prints.

Cable footages (sequential) are required at the following locations; in & out of manholes and/or hand holes, splice enclosures as the cable enter/exits and in and out of all storage loops.

Note the size and location of all hard surface excavation. Ex. sidewalks, cores, and open cuts. Provide date/time stamped photos of all restored hard surface locations.

### For Inside (ISP) Construction

Note size and location of all wall cores and provide photo asbuilt of both sides.

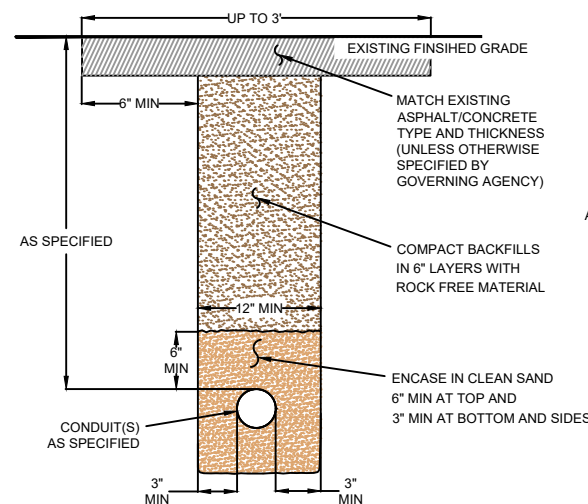
Photo documentation of asbuilt ISP route to be provided.

All prints for redlines/asbuilts will clearly show any deviation from proposed ISP route and state the reason for deviation and approvals received

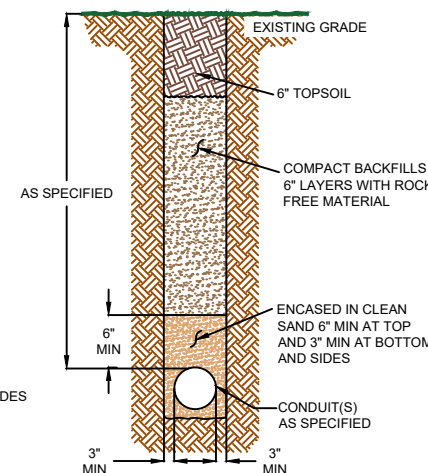
Cable footages (sequential) are required at the following locations; building entrance, pull boxes, floor(level) changes, storage loops, and at the equipment.

**Any changes requested from MWFN, must be noted on the asbuilt prints. Include date, time, and name of MWFN representative that approved the change. Provide email documentation of all changes along with notes.**

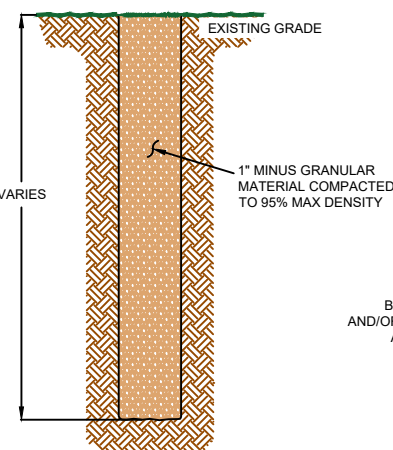
## REMOVE AND RESTORE CONCRETE OR ASPHALT PAVEMENT (UNLESS OTHERWISE SPECIFIED BY GOVERNING AGENCY) NOT TO SCALE



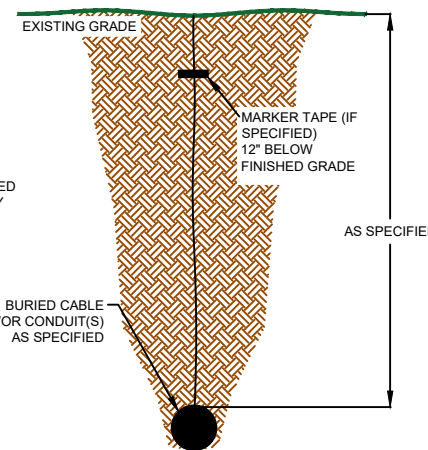
## TRENCH & PLACE CONDUIT NOT TO SCALE



## POTHOLE FILL NOT TO SCALE



## TYPICAL PLOW DETAIL NOT TO SCALE



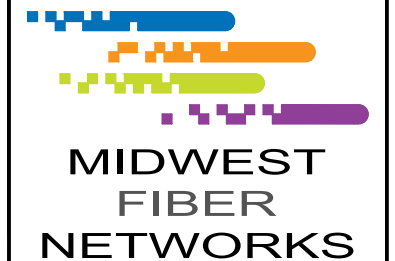
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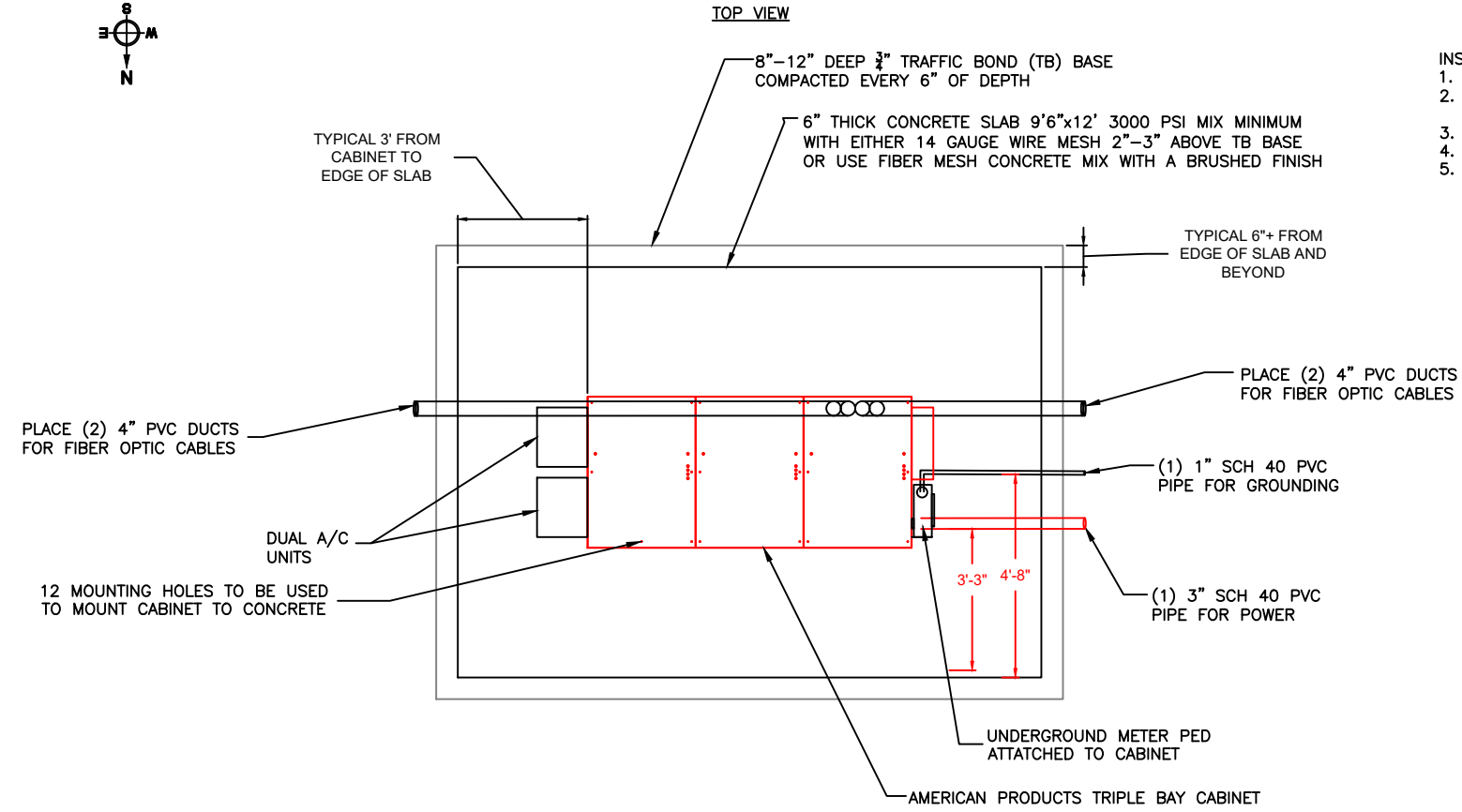
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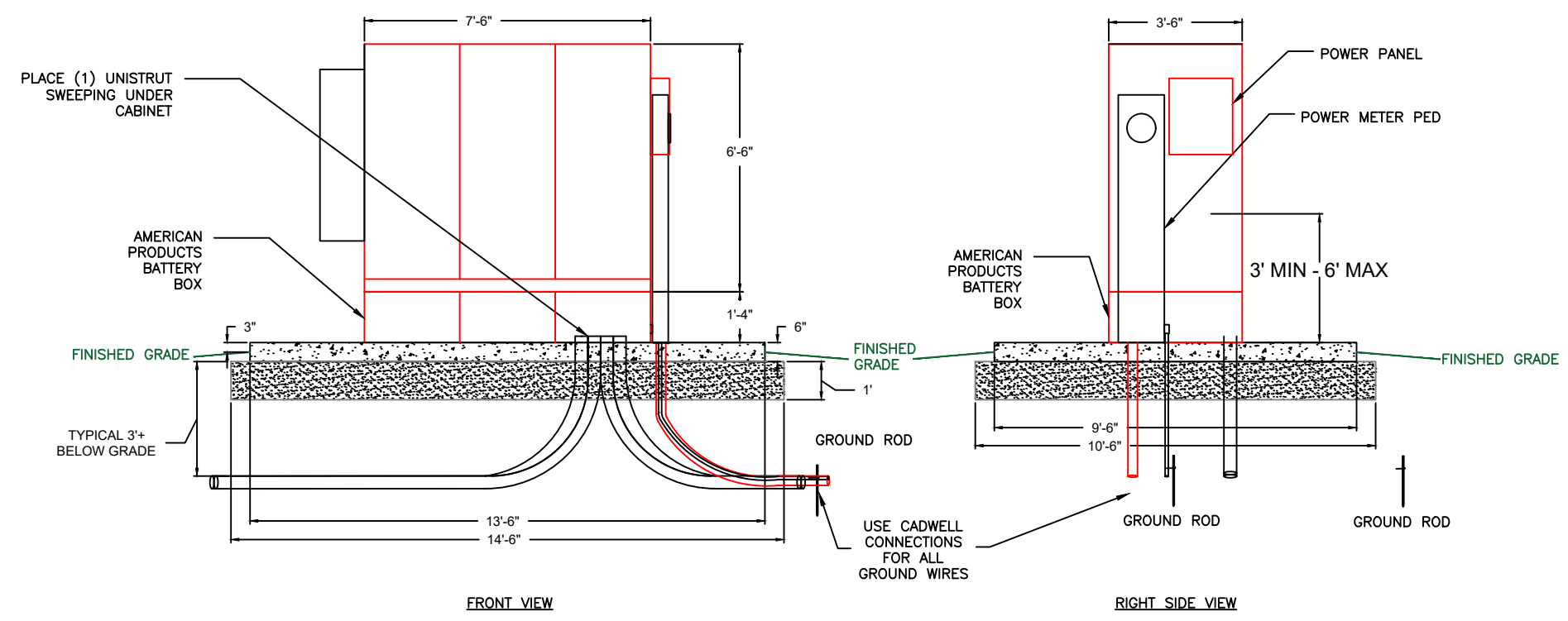
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- INSTALLATION STEPS:**
1. STRIP TOP SOIL AND GRADE FLAT AND LEVEL.
  2. LAYOUT AND PLACE CONDUIT SWEEPS, 36" MIN. BELOW FINISHED GRADE AND INSTALL DUCT PLUGS.
  3. PLACE TRAFFIC BOND BASE.
  4. FRAME AND POUR CONCRETE AND BROOM CONCRETE.
  5. SET CABINET AFTER 48 HOURS OF CONCRETE CURING AND SECURE TO CONCRETE.

BILL OF MATERIALS		
QTY	PART NUMBER	DESCRIPTION
1	UNISTRUT-GALV	UNISTRUT 1-5/8" X 1-5/8" X 36"
1	5136340	1" SWEEP PVC
1	5133820	3" SWEEP PVC
4	5133821	4" SWEEP PVC
1	1" PVC SCH 40	1" PVC CONDUIT SCH40 10' STICK
1	3" PVC SCH 40	3" PVC CONDUIT SCH40 10' STICK
1	4" PVC SCH 40	4" PVC CONDUIT SCH40 10' STICK
1	1" UNISTRUT STR	BLINE 1" STRAP CLAMP B2210
4	4" UNISTRUT STR	BLINE 4" STRAP CLAMP B2017
1	5133665	1" LB PVC
4	5133672	4" LB PVC
1	10D104U	1" DUCT PLUG
4	7340-125	4" DUCT PLUG
1	E996F	1" BOX ADAPTER
4	E996N	4" BOX ADAPTER
2	8074100	JOINT MASTIC 1" - 14.5'/ROLL



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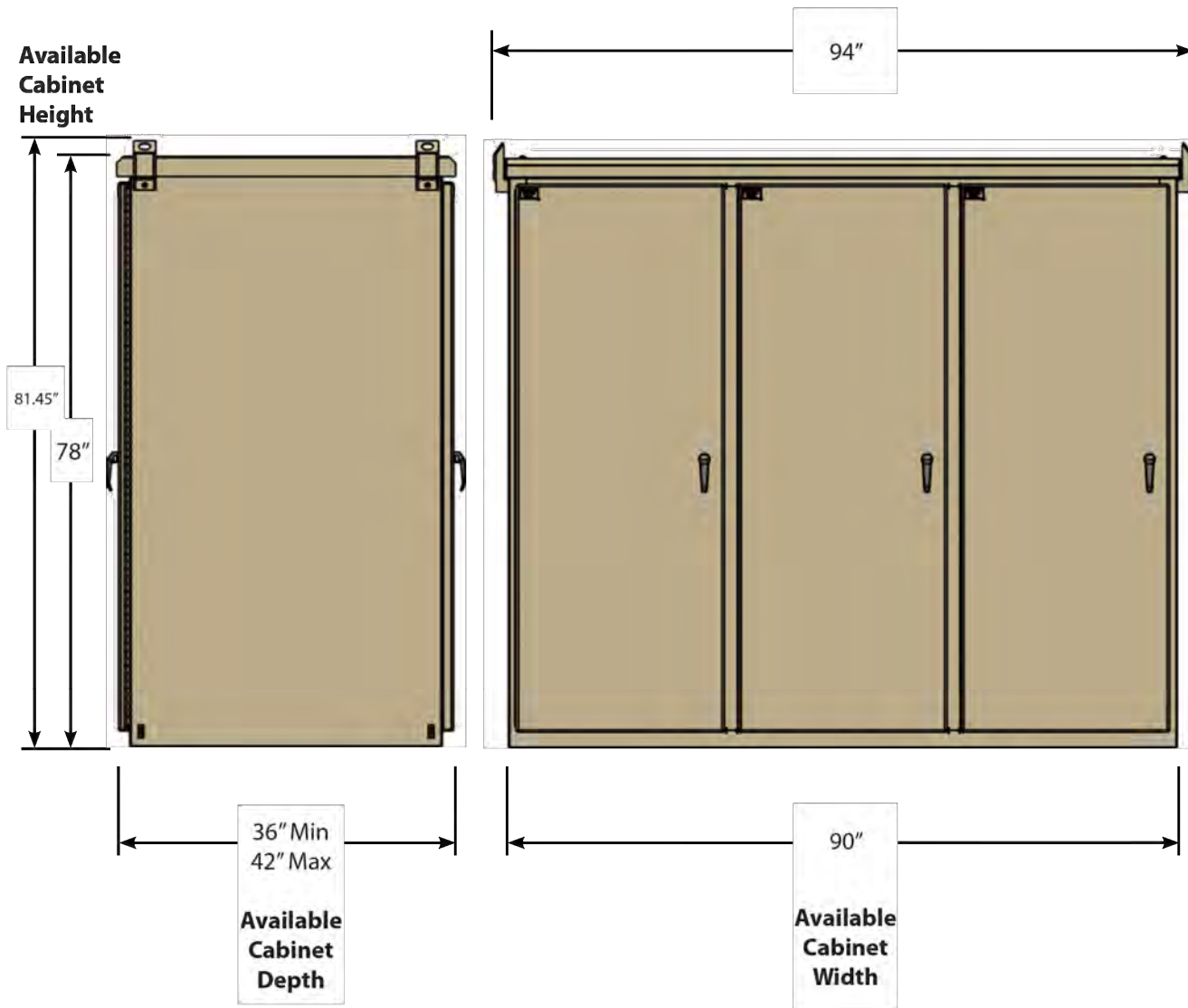
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Product Measurements



AP FREEDOM™ Triple Bay Enclosure for Type 4



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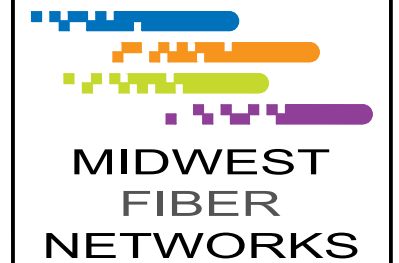
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414.672.5612  
6070 N FLINT RD  
GLENDALE, WI 53209

OSP ENGINEER: CORY SCHMUKI  
EMERGENCY NOTIFICATION NUMBER: 1-866-831-1661

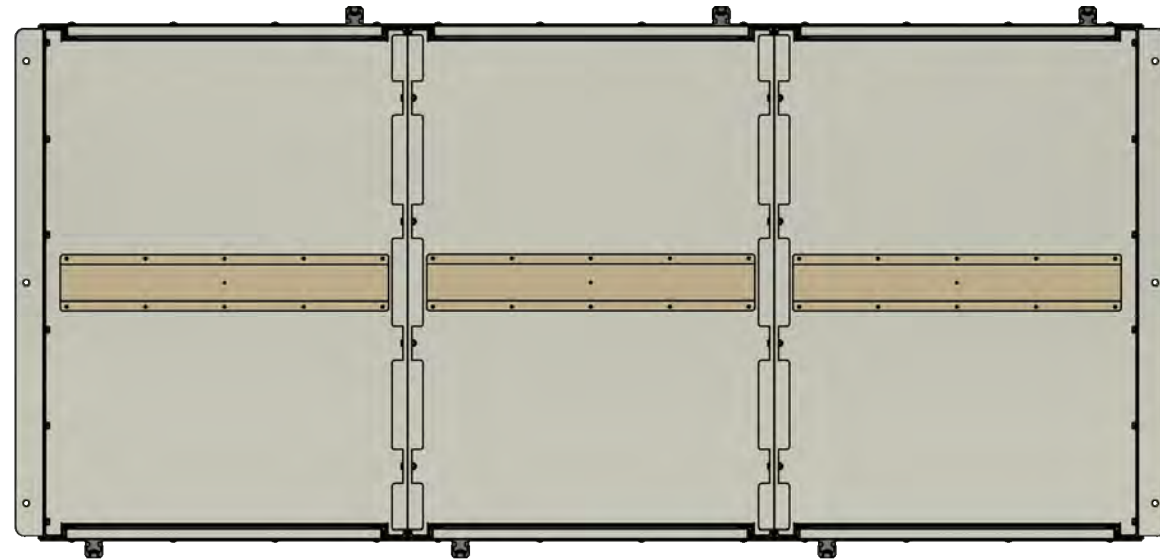
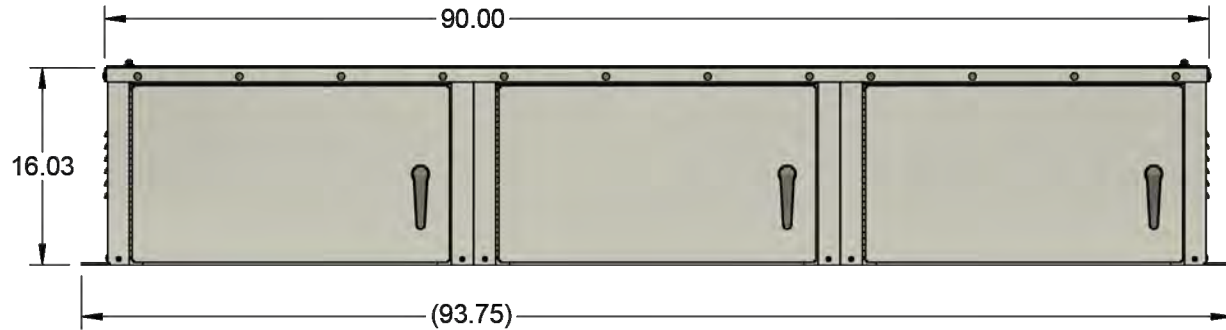
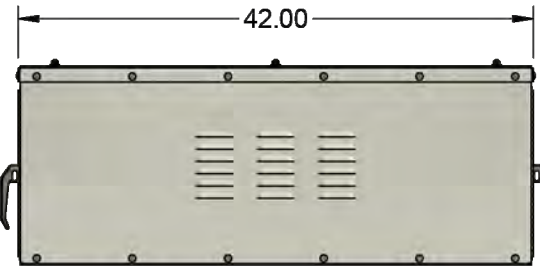
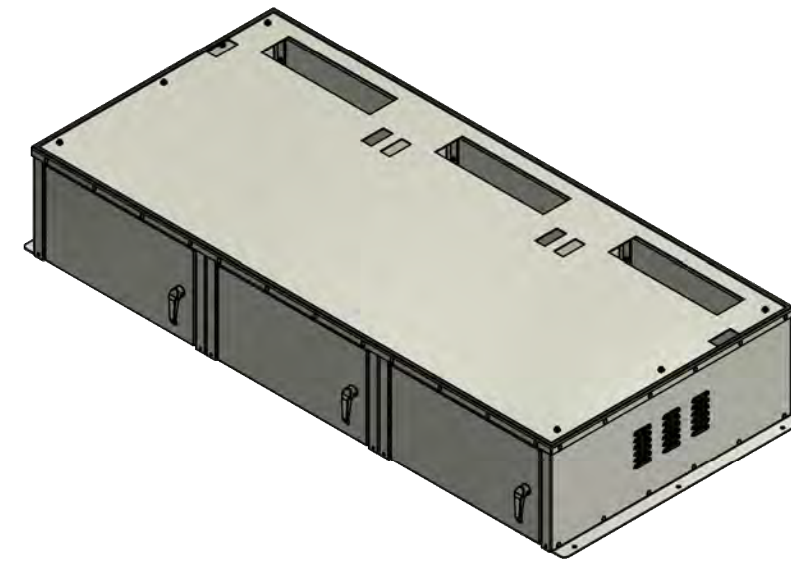
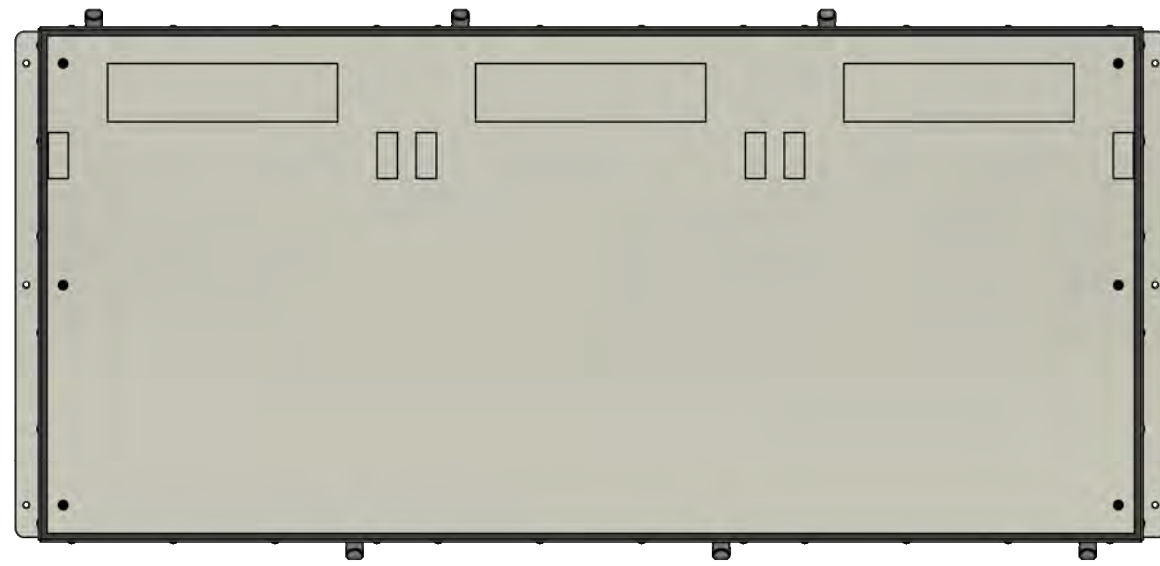
**PRELIMINARY**

2501010-10.701  
CABINET UPGRADE  
STH 164 (PEWAUKEE RD) / BUSSE RD

MUNICIPALITY: CITY OF PEWAUKEE	
COUNTY: WAUKESHA	STATE: WI
TOWN RANGE SEC: T7N-R19E-SEC 23	
DATE: 6/9/26	
DRAWN BY: PWH - MWFN	
DRAWING SCALE: NTS	

REVISIONS			
REV. NO.	DESCRIPTION	BY	DATE

# AMT-9042-BB-R



**\*REFERENCE PAINT SPEC SHEET FOR COLOR**

**BATTERY BOX NOTE:**  
**1) SECURE CAM WRENCH 30-0145-00 TO OUTSIDE OF BATTERY BOX**

REVISION HISTORY				
DCN NO.	REV	DESCRIPTION	DATE	APPROVED
UNLESS OTHERWISE SPECIFIED				
ALL DIMENSIONS ARE IN INCHES. ALL TOLERANCES APPLY TO THE FINISHED PART, EXCLUDING PAINT				
TOLERANCES		ANGLES	MATERIAL:	
X = ±	± 1°	FINISH: SEE B.O.M.		
XX = ± .06	HOLE	DWN BY: CMR	AMERICAN PRODUCTS	
XXX = ± .030	± .003"	APR BY: TD	TITLE: AMT-9042-BB-R	
THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF AMERICAN PRODUCTS LLC AND THEIR DESIGN ARE CONSIDERED CONFIDENTIAL AND PROPRIETARY. IF SMALL NOT BE CORRECTED FOR ANY OTHER PURPOSE WITHOUT WRITTEN PERMISSION.		DATE: 7/9/2020	DRAWING NUMBER: 50-4410-00	
CUSTOMER: AMPROD	SCALE: NTS	SHEET: 1 of 6	REV: IR	

1. PERMITS ARE REQUIRED FOR ALL WORK IN ROWS AND EASEMENTS, UNLESS OTHERWISE SPECIFIED. COPIES OF PERMITS ARE REQUIRED TO BE ON-SITE AND AVAILABLE FOR INSPECTION IMMEDIATELY UPON REQUEST BY THE PERMITTING AUTHORITY OR ITS REPRESENTATIVE.
2. RESTORE ALL DISTURBED LAWN AREAS WITH TOPSOIL AND SEED AND COMPLY WITH ANY PROVISIONS SET FORTH BY THE MUNICIPALITY OR PERMIT AUTHORITY.
3. ANY SIDEWALKS, STREETS, AND ALLEYS THAT WILL NEED TO BE CUT OR REMOVED WILL BE PATCHED OR REPLACED IN ACCORDANCE WITH MUNICIPALITY OR PERMIT AUTHORITY'S SPECIFICATIONS.
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**MIDWEST FIBER NETWORKS**

414.672.5612  
 6070 N FLINT RD  
 GLENDALE, WI 53209

OSP ENGINEER: CORY SCHMUKI  
 EMERGENCY NOTIFICATION NUMBER: 1-866-831-1661

**PRELIMINARY**

2501010-10.701  
 CABINET UPGRADE  
 STH 164 (PEWAUKEE RD) / BUSSE RD

MUNICIPALITY: CITY OF PEWAUKEE  
 COUNTY: WAUKESHA STATE: WI  
 TOWN RANGE SEC: T7N-R19E-SEC 23  
 DATE: 6/9/26  
 DRAWN BY: PWH - MWFN  
 DRAWING SCALE: NTS

REV. NO.	DESCRIPTION	BY	DATE

PAGE NUMBER: 8

ALT US 45 / STH 164 / PEWAUKEE RD

BUSSE RD

PLACE (2) 4.00 HDPE DUCTS (10') FROM EXISTING MWFN HANDHOLE TO NEW MWFN CABINET.

INSTALL AMERICAN PRODUCTS TRIPLE BAY (DETAILS ON PAGE 6) 78"H x 90"W x 42"D CABINET ON CONCRETE SLAB.

INSTALL 60" x 60" CONCRETE SLAB FOR PROPOSED GENERATOR.

EXISTING (2) 1.25" HDPE DUCTS W/ 48 CT AND TRACER WIRE.

PROPOSED MWFN UTILITY EASEMENT.

PLACE (2) 4.00 HDPE DUCTS (61') FROM EXISTING MWFN HANDHOLE TO NEW MWFN CABINET. PULL 96 CT FIBER REEL #096.

EXISTING MWFN 30"x48"x36" HANDHOLE W/ SPLICE CASE, TAILS, AND LOCATE POST. LEAVE 75' TAIL ON NEW 96 CT AND CONNECT WIRE TO POST.

W239N1700 Busse Rd, Waukesha, WI 53188

OVERSET (1) NEW MWFN 30"x48"x36" HANDHOLE ON 6" GRAVEL BASE W/ WIRE MESH.

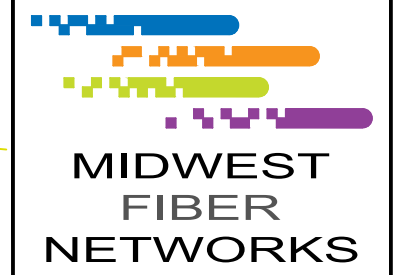
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**PRELIMINARY**

2501010-10.701  
CABINET UPGRADE  
STH 164 (PEWAUKEE RD) / BUSSE RD

MUNICIPALITY:	CITY OF PEWAUKEE	
COUNTY:	WAUKESHA	STATE: WI
TOWN RANGE SEC:	T7N-R19E-SEC 23	
DATE:	6/9/26	
DRAWN BY:	PWH - MWFN	
DRAWING SCALE:	1" = 10'	
REVISIONS		
REV. NO.	DESCRIPTION	BY DATE
PAGE NUMBER:	9	

# SDD 15D28 Traffic Control, Work on Shoulder or Parking Lane, Undivided Roadway

## LEGEND

-  SIGN ON PERMANENT SUPPORT
-  TRAFFIC CONTROL DRUM
-  DIRECTION OF TRAFFIC
-  WORK ZONE

## GENERAL NOTES

ALL SIGNS ARE 48"X48" UNLESS OTHERWISE NOTED. IF NECESSARY DUE TO SPACE CONSTRAINTS IN URBAN AREAS, 36" X 36" SIGNS MAY BE USED IF APPROVED BY THE REGIONAL TRAFFIC UNIT.

"WO" SIGN IS THE SAME AS "W" SIGN EXCEPT THE BACKGROUND IS ORANGE.

ANY SIGNS TEMPORARY OR EXISTING, WHICH CONFLICT WITH THE TRAFFIC CONTROL "IN USE" SHALL BE REMOVED OR COVERED AS NEEDED AND AS APPROVED BY THE ENGINEER.

THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER.

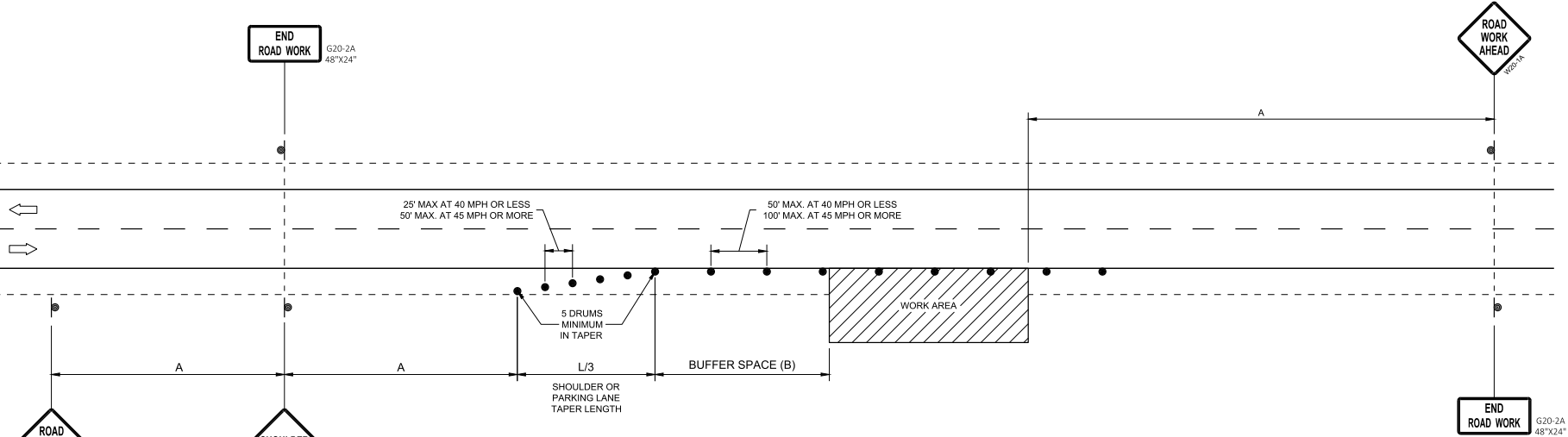
CHANNELIZING DEVICES PLACED ADJACENT TO WORK AREA SHALL BE PULLED BACK FROM THE TRAVEL LANE WHEN WORK IS NOT IN PROGRESS.

SIGNS THAT WILL BE IN PLACE LESS THAN 7 CONTINUOUS DAYS AND NIGHTS MAY BE MOUNTED ON PORTABLE SUPPORTS.

W20-1A AND G20-2A SIGNS ARE NOT REQUIRED IF THE WORK AREA IS WITHIN A LARGER WORK ZONE WHERE THESE SIGNS ARE ALREADY PRESENT. G20-2A SIGNS MAY ALSO BE OMITTED IF DURATION OF WORK IS LESS THAN 7 CONTINUOUS DAYS AND NIGHTS.

6

6



OR  
IF TRAFFIC CONTROL DEVICES  
ENCROACH ONTO TRAVELED WAY, USE

POSTED SPEED LIMIT PRIOR TO WORK STARTING (MPH)	ADVANCE WARNING SIGN SPACING (A) FEET	SHOULDER TAPER L/3 W. LATERAL OFFSET (FT)						BUFFER SPACE (B) FEET
		3	4	5	6	7	8	
25	200'	10	14	17	21	24	28	55
30	200'	15	20	25	30	35	40	85
35	350'	20	27	34	40	47	54	120
40	350'	26	35	44	53	62	70	170
45	500'	45	59	74	89	104	119	220
50	500'	50	66	83	99	116	132	280
55	500'	54	73	91	109	127	145	335'

### TRAFFIC CONTROL, WORK ON SHOULDER OR PARKING LANE, UNDIVIDED ROADWAY

STATE OF WISCONSIN  
DEPARTMENT OF TRANSPORTATION

APPROVED  
May 2020 /S/ Andrew Heidtke  
DATE STATEWIDE WORK ZONE TRAFFIC SAFETY ENGINEER

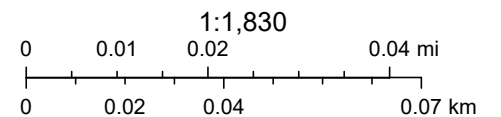
SDD 15D28 - 04

SDD 15D28 - 04

# Utility Map



7/1/2026, 8:36:25 AM



U.S. Census Bureau (USCB), Waukesha County, SE Wisc Reg Planning Comm, Microsoft, Vantor

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## GRANT OF EASEMENT

THIS GRANT OF EASEMENT (“Agreement”) is made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2026 (the “Effective Date”), by and between the City of Pewaukee (herein “Grantor”) and Midwest Fiber Networks, LLC (hereinafter referred to as “Grantee”).

### Recitals

A. Grantor is the owner of the real estate and improvements located at the Southeast corner of the intersection of Pewaukee Road and Busse Road (“Property”) and further described by legal description and depicted on the attached Exhibit A.

B. Grantee seeks to install, operate and maintain a fiber optic and other communications cabinet, cables through which voice, data, video or other signals are transmitted, and other related equipment and facilities (“Facilities”) at the Property.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which the Parties acknowledge, the Parties agree as follows:

1. Grant of Easement. Grantor hereby grants to Grantee, its successors and assigns, a perpetual easement and right of way (hereinafter, together with the rights and privileges herein granted, the “Easement”) on, through and across those portions of the Property required for Grantee’s installation, operation and maintenance of the Facilities. Such portions of Property are further described by legal description and depicted on the attached Exhibit A (the “Easement Area”). Grantor hereby agrees that the Facilities shall remain the property of Grantee and are removable at Grantee’s option.

2. Easement Fee. In consideration of the rights granted under this Agreement, Grantee shall pay to Grantor a onetime fee of [INSERT AMOUNT SUFFICIENT TO COVER COSTS?] as full and complete payment for all such rights.

3. Use of Easement. Grantee and its engineers, employees, contractors, and agents shall be entitled to: (a) construct, install and lay the Facilities within the Easement Area at a depth or height and along a line determined by the Grantee; (b) inspect, maintain, repair, dig up, alter, enlarge, renew or replace the Facilities; and (c) perform any other work reasonably necessary for Grantee's use of the Easement hereunder. Grantee shall not be liable for damages caused by its removal of trees, undergrowth, and brush within the Easement Area necessary or appropriate for its use of the Easement.

4. Access. Grantee shall have the right of reasonable ingress and egress to and from the Easement Area from Busse Road.. Grantee shall not be permitted access of the Easement Area from private roads of Grantor. Grantee shall have access to the Easement Area and its Facilities at all times, 365 days a year.

5. Term. The Easements, covenants, restrictions and other provisions of this Agreement shall be of perpetual duration and shall constitute, easements, restrictions, and covenants running with the land and shall inure to the benefit of, and be binding upon, the parties hereto, their respective successors and assigns, including without limitation, all subsequent owners of the Property, or any portion thereof, and all persons claiming under or through them.

6. Grantor's Obligations. Grantor will not, without the prior written permission of the Grantee, which permission shall not be unreasonably withheld or delayed, construct or permit the construction of any road, reservoir, obstruction, structure, or building or change the land grade on, in, over, under, through or across the Easement Area, nor shall it interfere or authorize others to interfere in any way with Grantee's use of the Easement Area. Grantee shall provide cable locating at no cost to Grantor when requested.

7. Grantee's Obligations. In the event Grantor requires use of the area where communications cabinet(s) have been installed, upon written request, Grantee shall relocate the communications cabinet(s) to an alternate location within the Easement Area.

8. Indemnification. Grantee shall indemnify and defend Grantor from and against any and all claims, liens, demands, actions, judgements, costs, expenses and other liabilities for damage to property or injury to persons to the extent arising out of or in connection with Grantee's failure to adhere to the terms of the Agreement and/or activities conducted on the Easement Area, excluding those claims, liens, demands, actions, judgments, costs, expenses, legal fees and liabilities that arise due to the gross negligence or willful misconduct of the Grantor. Prior to excavating in the Easement Area, Grantor shall notify Grantee to coordinate excavator activity so as to avoid any damage to the Facilities.

9. Limitation of Liability. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT TO THE CONTRARY, GRANTEE SHALL NOT BE LIABLE WHETHER BASED ON CONTRACT, WARRANTY, INDEMNITY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR ALTERNATIVE TORT REMEDIES OR ANY OTHER THEORY OF LAW OR EQUITY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS OPPORTUNITIES WHETHER OR NOT HAVING BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10. Miscellaneous.

A. Warranties of Title. Grantor represents and warrants that it has good and indefeasible fee simple title to the Property, that it has the right to enter into this Agreement and grant the rights herein to Grantee, and that no lien or encumbrance affecting the Property will interfere with or prohibit Grantee's use, enjoyment and exercise of the rights granted hereunder.

B. Assignment. This Agreement and the rights and obligations hereunder may be assigned by either party upon the prior written consent of the other, which consent shall not be unreasonably withheld, delayed or conditioned.

C. No Waiver. Nonuse or limited use of the Easement granted in this Agreement shall not prevent Grantee from later use of the Easement to the fullest extent authorized in this Agreement. No action or failure to act by any party hereto shall constitute a waiver of any right or duty afforded to such party under this Agreement, nor shall any such action or failure to act constitute an approval of, or acquiescence in, any breach hereof except as may be specifically agreed in writing.

D. Severability. In the event that any one or more of the provisions, paragraphs, words, clauses, phrases or sentences contained in this Agreement, or the application thereof in any circumstance, is held invalid, illegal or unenforceable in any respect for any reason, the validity, legality and enforceability of any such provision, paragraph, word, clause, phrase or sentence in every other respect and of the remaining provisions, paragraphs, words, clauses, phrases or sentences of this Agreement shall not be in any way impaired, it being the intention of the parties that this Agreement shall be enforceable to the fullest extent permitted by law.

E. Entire Agreement. This Agreement, including the attached exhibits, embodies the complete agreement of the parties hereto with respect to the subject matter hereof, and cannot be altered, amended or modified except by a written agreement executed and acknowledged by all parties to this Agreement and duly recorded in the office of the register of deeds or similar official recording office for the county in which the Property is located.

F. Headings. Section headings contained herein are for convenience of reference only and shall not govern the interpretation of any of the provisions contained herein.

G. Counterparts. This Agreement may be executed in any number of counterparts, any or all of which may contain the signature of any one of the parties, and all of which shall be construed together as a single instrument.

H. Choice of Law. This Agreement shall be governed by, and construed in accordance with, the internal laws of the state in which the Property is located.

I. Recording. Grantee shall record this Agreement or a memorandum of this Agreement in the office of the register of deeds or similar official recording office for the county in which the Property is located.

J. Binding. The provisions and covenant contained in this Agreement shall run with the land and shall bind and insure to the benefit of the respective successors-in-interest of the parties hereto.

THIS AGREEMENT is accepted by the parties effective as of the Effective Date set forth above.

GRANTEE:

MIDWEST FIBER NETWORKS, LLC

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Drafted by:

STATE OF WISCONSIN    )  
  )    SS.  
COUNTY OF \_\_\_\_\_ )

Before me, the undersigned, a Notary Public in and for said County and State aforesaid, came Midwest Fiber Networks, LLC, a \_\_\_\_\_ limited liability company, by \_\_\_\_\_, who, as such \_\_\_\_\_ for and on behalf of said limited liability company, acknowledged the execution of the foregoing as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

GRANTOR:

CITY OF PEWAUKEE

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

STATE OF WISCONSIN    )  
  )    SS.  
COUNTY OF WAUKESHA )

Before me, the undersigned, a Notary Public in and for said County and State aforesaid, came Steve Bierce, Mayor of the City of Pewaukee, and on behalf of said municipality, acknowledged the execution of the foregoing as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and Notarial Seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

City of Pewaukee - New Agenda Item

Agenda Language:

Discussion and Action Regarding a Certified Survey Map for T&M Waukesha, LLC to Combine Their Two Adjacent Properties Located at N4 W22610 Bluemound Road (PWC 0963999016 & PWC 0963999037)

Sub Item Agenda Language:

Background Provided By:

Nick Fuchs

Background:

At their June 18, 2026 meeting, the Plan Commission unanimously recommended approval of the certified survey map to combine the two properties located at N4W22610 Bluemound Road (PWC 0963999016 & PWC 0963999037).

Fiscal Impact:

Recommended Motion:

A motion to approve the certified survey map to combine the two properties located at N4W22610 Bluemound Road (PWC 0963999016 & PWC 0963999037).



Office of the Planner & Community Development Director  
W240N3065 Pewaukee Road  
Pewaukee, Wisconsin 53072  
262.691.6007  
fuchs@pewaukee.wi.us

## REPORT TO THE PLAN COMMISSION

Meeting of June 18, 2026

---

**Date:** June 02, 2026

**Project Name:** T&M Waukesha Certified Survey Map

**Project Address/Tax Key No.:** N4W22610 Bluemound Road and N4W22610 Bluemound Road /  
PWC 0963999016 & PWC 0963999037

**Applicant:** T & M Waukesha LLC

**Property Owner:** T&M Waukesha LLC

**Current Zoning:** M-4 Industrial Park District

**2050 Land Use Map Designation:** Manufacturing/Fabrication/Warehousing

**Use of Surrounding Properties:** Industrial to the north, east and west and Bluemound Road and  
single-family residential to the south

---

### **Project Description/Analysis**

The applicant has submitted a Certified Survey Map (CSM) to combine two existing parcels located at the northeast corner of Bluemound Road and Eastmound Drive into a single lot.

Both properties are under common ownership and are occupied by Terex. The southern parcel contains an approximately 85,000-square-foot building, while the northern parcel is largely vacant.

Terex appeared before the Plan Commission on January 15, 2026, seeking approval for additional overhead doors and an exterior crane/lift to be located on the east side of the building. The Plan Commission approved the overhead doors but tabled action on the crane/lift request. During its discussion, the Commission requested that the applicant evaluate relocating the crane/lift to the north side of the building.

Due to the existing parcel configuration, the proposed location on the north side is constrained by setback requirements associated with the interior lot line separating the two properties. To address this issue, the applicant is proposing a Certified Survey Map to combine the parcels into a single 16.34-acre lot. Consolidation of the properties will eliminate the interior lot line, allowing the crane/lift to be relocated to the north side of the building, where it will be better screened from Bluemound Road.

Following approval of the CSM by the City, Terex is expected to submit a revised site plan reflecting the proposed crane/lift location.

The applicant has satisfactorily addressed all staff review comments.

**Staff Recommendation**

Staff recommends approval of the Certified Survey Map to combine the properties located at N4W22610 Bluemound Road, identified by Tax Key Nos. PWC 0963999016 and PWC 0963999037, into a single parcel.

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

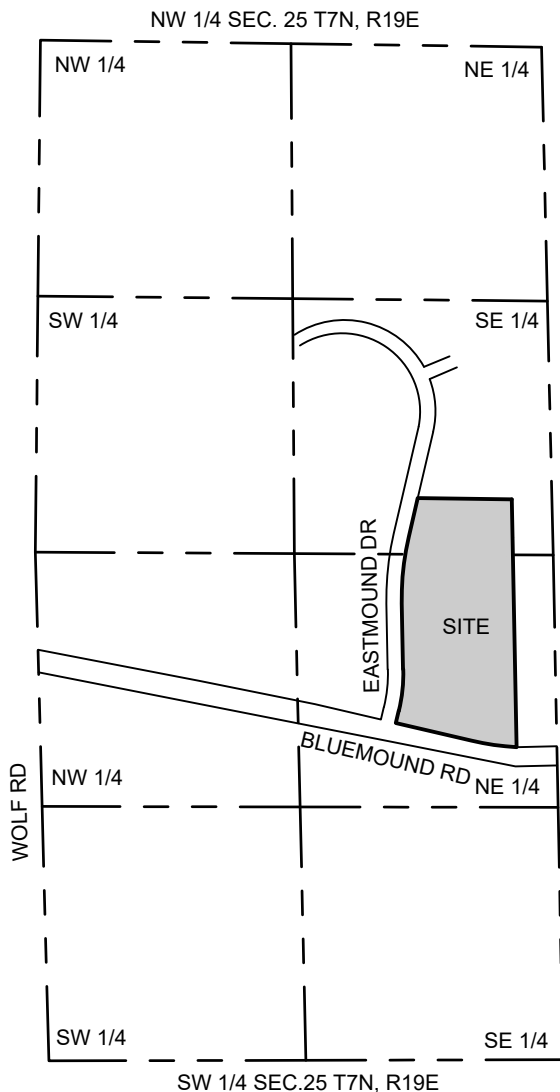
Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.

Subject Property  
Zoning: M-4 Industrial Park  
Tax Key Number: PWC 0963999037 & PWC 0963999016

Prepared for:  
T&M Waukesha LLC  
31917 Apple Ln Hartland, WI 53029  
262-547-5517

DRAFTED BY: BML

## VICINITY SKETCH SCALE 1"=1000'



### NOTES:

- All measurements have been made to the nearest one-hundredth of a foot.
- All angular measurement have been made to the nearest one second.
- Coordinates referenced to the Wisconsin State Plane Coordinate System, South Zone (N.A.D. 1983/2011). Bearings referenced to the east line of the Northwest 1/4 of Section 25, Township 7 North, Range 19 East which has a bearing of  $S01^{\circ}18'41''E$ .



DATE APRIL 28, 2026  
REVISED JUNE 9, 2026

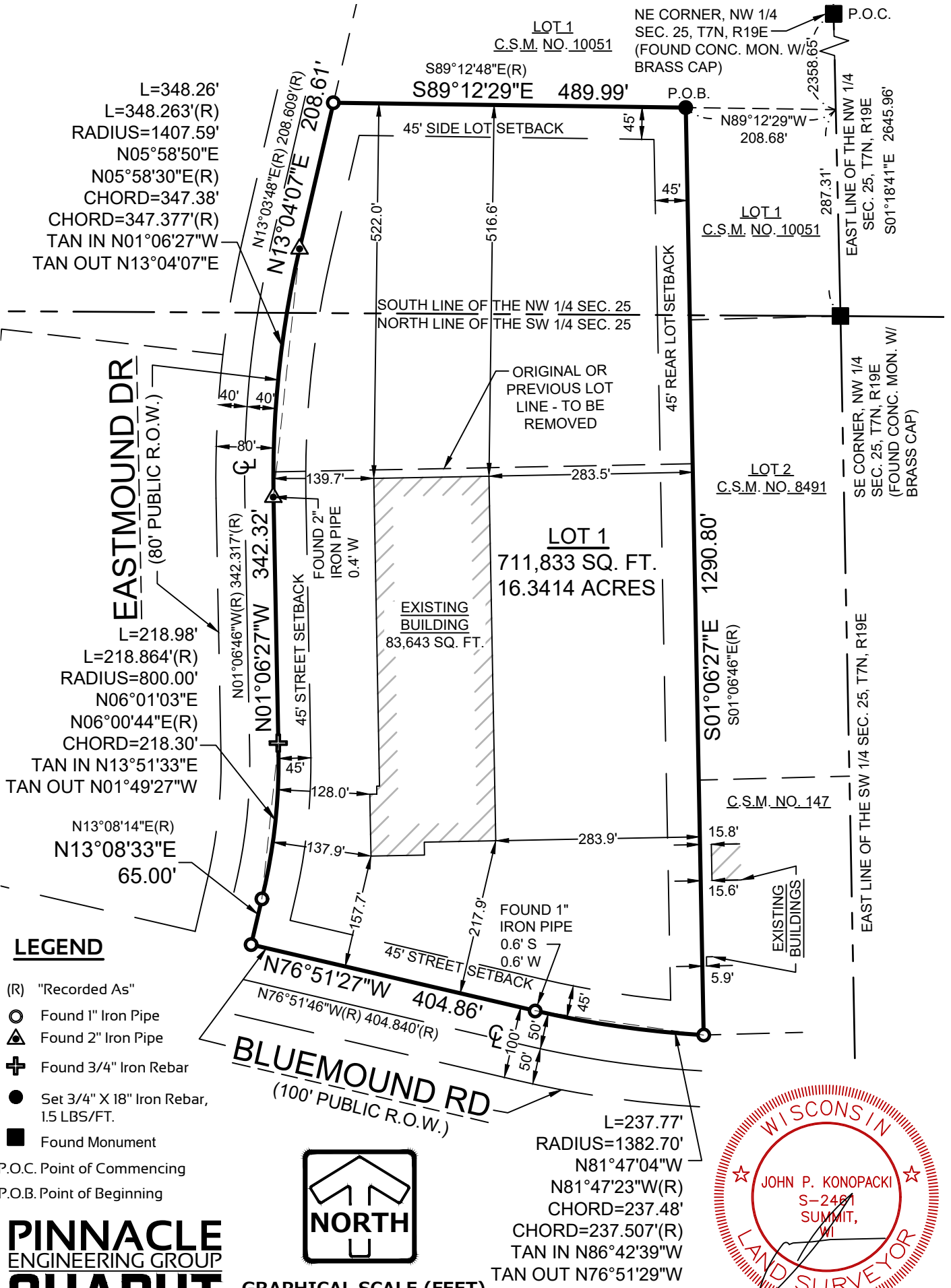
**PINNACLE**  
ENGINEERING GROUP  
**CHAPUT**  
LAND SURVEYS  
710 N. PLANKINTON AVE. SUITE 720  
MILWAUKEE, WI 53203 | 414-224-8068

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461

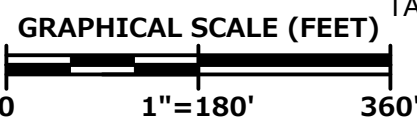
JOB #7123.00  
SHEET 1 OF 7

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.



**PINNACLE**  
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DATE APRIL 28, 2026  
REVISED JUNE 9, 2026  
JOB #7123.00

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461

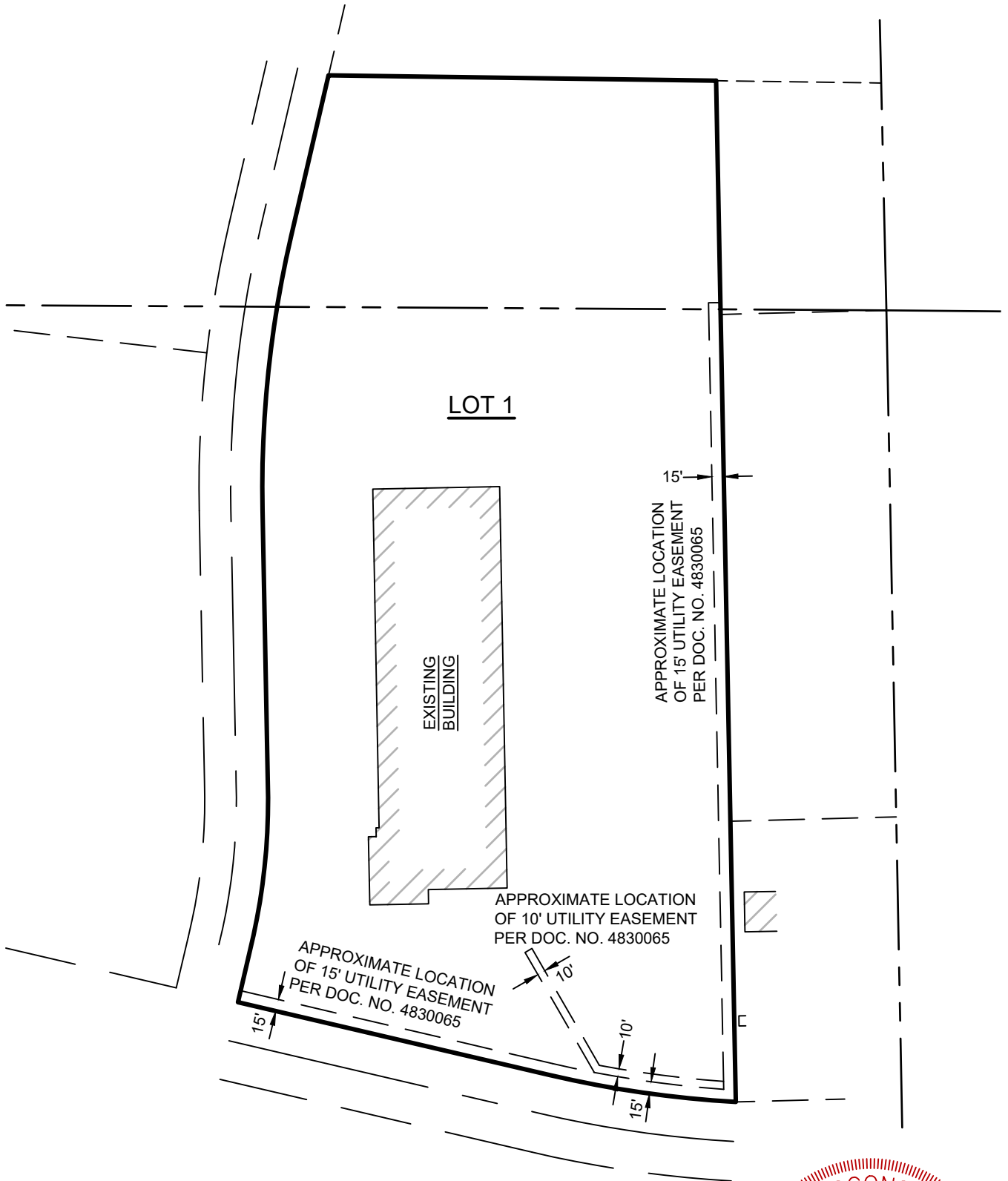
**SHEET 2 OF 7**



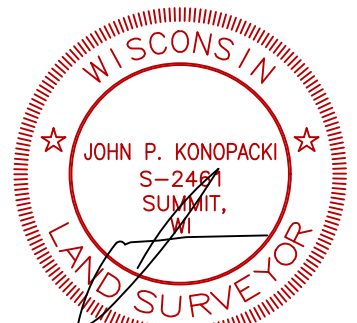
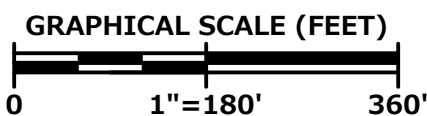
# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.

## EASEMENTS OF RECORD SHOWN FOR REFERENCE PURPOSES



**PINNACLE**  
ENGINEERING GROUP  
**CHAPUT**  
LAND SURVEYS  
710 N. PLANKINTON AVE. SUITE 720  
MILWAUKEE, WI 53203 | 414-224-8068



DATE APRIL 28, 2026  
REVISED JUNE 9, 2026  
JOB #7123.00

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461

SHEET 4 OF 7

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.

## SURVEYOR'S CERTIFICATE

STATE OF WISCONSIN)  
WAUKESHA COUNTY) SS

I, John P. Konopacki, Professional Land Surveyor, do hereby certify:

That I have surveyed, mapped and divided a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, recorded in the Waukesha County Register of Deeds Office as Document No. 1125497, all being located in the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin, bounded and described as follows:

Commencing at the northeast corner of the Northwest 1/4 of said Section 25; thence South 01°18'41" East along the east line of said Northwest 1/4, 2358.65 feet; thence North 89°12'29" West, 208.68 feet to the west line of Lot 1 of Certified Survey Map Number 10051 and the Point of Beginning; thence South 01°06'27" East along said west line and then along the west line of Lot 2 of Certified Survey Map Number 8491 extended, 1290.80 feet to the north line of Bluemond Road and a point on a curve; thence northwesterly 237.77 feet along the arc of said curve to the right and said north line, whose radius is 1382.70 feet and whose chord bears North 81°47'04" West, 237.48 feet; thence North 76°51'27" West along said north line, 404.86 feet to the east line of Eastmound Drive; thence North 13°08'33" East along said east line, 65.00 feet to a point on a curve; thence northeasterly 218.98 feet along the arc of said curve to the left and said east line, whose radius is 800.00 feet and whose chord bears North 06°01'03" East, 218.30 feet; thence North 01°06'27" West along said east line, 342.32 feet to a point of curvature; thence northeasterly 348.26 feet along the arc of said curve to the right and said east line, whose radius is 1407.59 feet and whose chord bears North 05°58'50" East, 347.38 feet; thence North 13°04'07" East along said east line, 208.61 feet to the south line of Lot 1 of Certified Survey Map Number 10051; thence South 89°12'29" East along said south line, 489.99 feet to the Point of Beginning.

Containing 711,833 square feet (16.3414 acres) of land more or less.

That I have made such survey, land division and map by the direction of T&M Waukesha, owner of said land.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the requirements of Chapter 236 of the Wisconsin State Statutes and the City of Pewaukee Land Division Ordinance in surveying, mapping and dividing the land within the certified survey map.

Date: April 28, 2026  
Revised: June 9, 2026

  
\_\_\_\_\_  
John P. Konopacki  
Professional Land Surveyor S-2461



**PINNACLE**  
ENGINEERING GROUP  
**CHAPUT**  
LAND SURVEYS  
710 N. PLANKINTON AVE. SUITE 720  
MILWAUKEE, WI 53203 | 414-224-8068

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461

JOB #7123.00  
SHEET 5 OF 7

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.

## OWNER'S CERTIFICATE

T&M Waukesha LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this certified survey map to be surveyed, divided and mapped as represented on this certified survey map.

\_\_\_\_\_, as owner, does further certify that this certified survey map is required by Chapter 236 of the Wisconsin State Statutes to be submitted to the following for approval:

IN WITNESS WHEREOF, the said \_\_\_\_\_ has caused these presents to be signed by (name - print) \_\_\_\_\_, (title) \_\_\_\_\_, at (city) \_\_\_\_\_, \_\_\_\_\_ County, Wisconsin, on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

In the presence of:

\_\_\_\_\_  
Name (signature) - Title

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY ) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, (name) \_\_\_\_\_, (title) \_\_\_\_\_, of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such \_\_\_\_\_ (title) of said corporation, and acknowledged that they executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

## CONSENT OF CORPORATE MORTGAGEE

\_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing and mapping of the land described in the forgoing affidavit of John P. Konopacki, surveyor, and does hereby consent to the above certification of owners.

IN WITNESS WHEREOF, the said \_\_\_\_\_, has caused these presents to be signed by \_\_\_\_\_, its \_\_\_\_\_, and its corporate seal to be hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Date Name - Title

STATE OF WISCONSIN)  
\_\_\_\_\_ COUNTY) SS

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, \_\_\_\_\_, to me known to be the person who executed the foregoing instrument and to me known to be such officer of said corporation and acknowledged the same.

\_\_\_\_\_  
Notary Public  
Name: \_\_\_\_\_  
State of Wisconsin  
My Commission Expires: \_\_\_\_\_



DATE APRIL 28, 2026  
REVISED JUNE 9, 2026  
JOB #7123.00

**PINNACLE**  
ENGINEERING GROUP  
**CHAPUT**  
LAND SURVEYS  
710 N. PLANKINTON AVE. SUITE 720  
MILWAUKEE, WI 53203 | 414-224-8068

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461

SHEET 6 OF 7

# CERTIFIED SURVEY MAP NO. \_\_\_\_\_

Being a part of Lot 4A and all of Lot 4B in Certified Survey Map No. 3813, all being located in of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Southwest 1/4 of Section 25, Township 7 North, Range 19 East, in the City of Pewaukee, Waukesha County, Wisconsin.

## CITY OF PEWAUKEE PLAN COMMISSION APPROVAL

Approved by the Plan Commission of the City of Pewaukee on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Bierce, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Colleen Brown, Plan Commission Secretary

## CITY OF PEWAUKEE COMMON COUNCIL APPROVAL

Approved by the Common Council of the City of Pewaukee, Wisconsin, on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

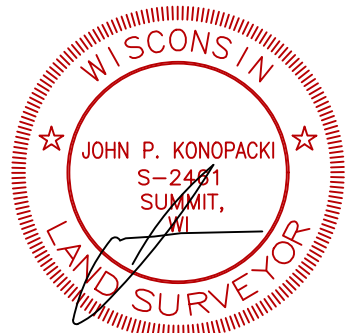
\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Bierce, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Tarczewski, City Clerk

**PINNACLE**  
ENGINEERING GROUP  
**CHAPUT**  
LAND SURVEYS  
710 N. PLANKINTON AVE. SUITE 720  
MILWAUKEE, WI 53203 | 414-224-8068



DATE APRIL 28, 2026  
REVISED JUNE 9, 2026  
JOB #7123.00

SHEET 7 OF 7

This instrument was drafted by John P. Konopacki, PLS-License No. S-2461



# City of Pewaukee Invoice Register

1/16  
June 25, 2026 01:30 PM

Vendor Name		Invoice Number			Invoice Description			GL Description		
<b>A&amp;M CLEANING SOLUTIONS</b>		325754			HWY JANITORIAL CLEANING					
		100-53100-52400		HIGHWAY - CONTRACTED JANITORIAL		\$1,020.00				
		230-53650-52400		CONTRACTED JANITORIAL		\$510.00				
		<b>Total for:</b>		<b>A&amp;M CLEANING SOLUTIONS</b>		<b>\$1,530.00</b>				
<b>ADAM GARCEAU</b>		P26-1141			BLD REFUND ON PERMIT					
		100-00000-24400		BUILDING SERVICES DUE TO VILLAGE		\$113.68				
		<b>Total for:</b>		<b>ADAM GARCEAU</b>		<b>\$113.68</b>				
<b>AECOM TECHNICAL SERVICES, INC</b>		2001152302			ENG LEXINGTON/TAKOMA PH 2					
		420-57568-58210		LEXINGTON/TAKOMA PH 2		\$1,473.18				
		<b>Total for:</b>		<b>AECOM TECHNICAL SERVICES, INC</b>		<b>\$1,473.18</b>				
<b>AIRGAS USA</b>		9172248044			FD OXYGEN					
		100-52230-53450		FIRE PROTECTIVE SERVICES - EMS OPERA		\$279.32				
		9172248054		FD OXYGEN						
		100-52230-53450		FIRE PROTECTIVE SERVICES - EMS OPERA		\$156.34				
		<b>Total for:</b>		<b>AIRGAS USA</b>		<b>\$435.66</b>				
<b>ALL-WAYS CONTRACTORS, INC</b>		65389			CT TOPSOIL CEMETERY					
		800-54910-52420		CEMETERY - GROUNDS MAINTENANCE		\$132.00				
		65388		HWY SW DITCH MAINT						
		230-53652-53520		DITCH & CULVERT MAINT - DITCH MAINT		\$66.00				
		<b>Total for:</b>		<b>ALL-WAYS CONTRACTORS, INC</b>		<b>\$198.00</b>				
<b>AMERICAN STATE EQUIPMENT CO., INC.</b>		E01281			HWY CAPITAL EQUIP EXCAVATOR					
		490-57331-58100		HIGHWAY - CAPITAL EQUIPMENT		\$327,000.00				
		<b>Total for:</b>		<b>AMERICAN STATE EQUIPMENT CO., I</b>		<b>\$327,000.00</b>				
<b>ANDREAS RED ROOSTER</b>		06162026			REFUND PULL TAB MACHINE					
		100-00000-44123		AMUSEMENT LICENSES		\$10.00				
		<b>Total for:</b>		<b>ANDREAS RED ROOSTER</b>		<b>\$10.00</b>				
<b>ASSESSMENTS USA</b>		20260608			HR EMPLOYMENT EXAMS					
		100-51430-52150		EMPLOYEE SERVICES - EMPLOYMENT EXA		\$335.00				
		<b>Total for:</b>		<b>ASSESSMENTS USA</b>		<b>\$335.00</b>				
<b>AT&amp;T MOBILITY</b>		28731562118906152026			SW PHONE INTERNET CELL					
		600-10678-52100		TRANS & DIST MAINT-SCADA MAINT		\$24.74				
		650-01831-52100		SCADA/TELEMETRY MAINT		\$24.74				
		600-10921-52230		ADMIN & GEN OPS-PHONE, INTERNET CEL		\$309.97				
		650-10921-52230		ADMIN & GEN OPS PHONE INTERNET CELL		\$309.97				
		<b>Total for:</b>		<b>AT&amp;T MOBILITY</b>		<b>\$669.42</b>				



# City of Pewaukee Invoice Register

2/16  
June 25, 2026 01:30 PM

Vendor Name					
Invoice Number	Invoice Description	GL Description			
GHZ052026	IT	600-10921-52230	ADMIN & GEN OPS-PHONE, INTERNET CEL	\$87.00	
		600-10921-52230	ADMIN & GEN OPS-PHONE, INTERNET CEL	\$86.93	
		100-53110-52260	ENGINEERING - PHONE & CELL	\$67.00	
		100-53110-52260	ENGINEERING - PHONE & CELL	\$66.87	
		100-52400-52260	BUILDING SERVICES - PHONE & CELL	\$19.98	
		100-52210-52270	FIRE ADMINISTRATION - MDC AIR CARDS	\$535.71	
		100-51450-52260	IT - PHONE & CELL	\$9.99	
		100-51420-52260	CLERK/TREASURER - TELEPHONE & CELL	\$31.99	
		100-51410-52260	ADMINISTRATOR - TELEPHONE & CELL	\$9.99	
			<b>Total for:</b>	<b>AT&amp;T MOBILITY CC</b>	
<b>BATZNER PEST CONTROL</b>					
97771555	P&R PEST CONTROL	100-55200-52410	PARKS - BUILDING REPAIRS & MAINT	\$97.20	
			<b>Total for:</b>	<b>BATZNER PEST CONTROL</b>	
<b>BIEBEL'S TRUE VALUE AND JUST ASK RE</b>					
194426	HWY MISC OPERATING SUPPLIES	100-53100-53400	HIGHWAY - OPERATING SUPPLIES	\$224.93	
			<b>Total for:</b>	<b>BIEBEL'S TRUE VALUE AND JUST ASK</b>	
<b>BIGLER SPORTS INC</b>					
06162026	P&R REFUND FOR DOUBLE BOOKED JUNE JAM TOURN	100-00000-46720	PARK RESERVATION FEES	\$865.00	
			<b>Total for:</b>	<b>BIGLER SPORTS INC</b>	
<b>BLAIR FIRE PROTECTION</b>					
12483900	FD BUILDING RPRS	100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI	\$595.00	
		12483902	FD BUILDING REPAIRS	100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI
	<b>Total for:</b>	<b>BLAIR FIRE PROTECTION</b>		\$1,190.00	
<b>BOARDMAN</b>					
318638	ENG ATTORNEY SEWER	650-01852-52382	OPS - ATTORNEY - SEWER	\$15,954.50	
			<b>Total for:</b>	<b>BOARDMAN</b>	
<b>BOUCHER CHEVROLET</b>					
16106	FD VEHICLE REPAIR	100-52230-52440	FIRE PROTECTIVE SERVICES - VEHICLE RE	\$604.07	
			<b>Total for:</b>	<b>BOUCHER CHEVROLET</b>	
<b>BREDAN MECHANICAL SYSTEMS INC</b>					
7164	IT BUILDING RPR & MAINT	100-51600-52410	CITY HALL - BUILDING REPAIRS & MAINT	\$4,254.00	
			<b>Total for:</b>	<b>BREDAN MECHANICAL SYSTEMS INC</b>	
<b>BRYNN N LIESENER</b>					
05182026	P&R WORK PERMIT REIMBURS	100-55300-52980	RECREATION PROGRAM - TRAINING	\$10.00	
			<b>Total for:</b>	<b>BRYNN N LIESENER</b>	



# City of Pewaukee Invoice Register

3/16  
June 25, 2026 01:30 PM

Vendor Name		Invoice Number		Invoice Description	GL Description	
<b>BUMPER TO BUMPER</b>						
	06180594973			SW TRANSP EXPS REPAIRS	600-10921-52400	ADMIN & GEN OPS-TRANSP EXPS REPAIRS \$14.98
					650-10921-52400	ADMIN & GEN OPS-TRANSP EXPS & REPAIR \$14.98
	06180595636			HWY EQUIP RPR	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$18.09
	06180595752			HWY EQUIP RPR	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$22.49
	06180595766			HWY HWY EQUIP RPR	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$313.40
	06180596235			HWY EQUIP RPR CREDIT	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$(36.00)
				<b>Total for:</b>	<b>BUMPER TO BUMPER</b>	\$347.94
<b>CHILDS, CRAIG D, PHD S.C.</b>						
	4143			HR FD EXAMS	100-52210-52150	FIRE ADMINISTRATION - EMPLOYMENT EX \$1,000.00
	4161			HR FD EXAMS	100-52210-52150	FIRE ADMINISTRATION - EMPLOYMENT EX \$1,000.00
				<b>Total for:</b>	<b>CHILDS, CRAIG D, PHD S.C.</b>	\$2,000.00
<b>CHRIS STIYER</b>						
	06162026			P&R BOOTS	100-55200-53480	PARKS - SAFETY EQUIPMENT \$110.23
				<b>Total for:</b>	<b>CHRIS STIYER</b>	\$110.23
<b>CINTAS</b>						
	5342559704			HWY MED CABINET	100-53100-53400	HIGHWAY - OPERATING SUPPLIES \$104.12
					230-53650-53400	OPERATING SUPPLIES \$52.05
				<b>Total for:</b>	<b>CINTAS</b>	\$156.17
<b>CINTAS CORP</b>						
	5340680304			SW	100-51430-53480	EMPLOYEE SERVICES - SAFETY PERSONAL \$65.81
					600-10921-53100	ADMIN & GEN EXPS OPS-OFFICE SUPPLIES \$65.80
				<b>Total for:</b>	<b>CINTAS CORP</b>	\$131.61
<b>CITY OF BROOKFIELD</b>						
	20260452			SW SEWER SERVICE CHARGE	650-01827-52340	SEWER SERVICE CHARGE - BROOKFIELD \$181,971.25
	20260456			SW PRE PAYMENTS	650-00143-16200	PRE - PAYMENTS \$24,580.04
				<b>Total for:</b>	<b>CITY OF BROOKFIELD</b>	\$206,551.29
<b>COLE M. HEARDEN</b>						
	062326			HR LEADER WAGES	100-55300-51210	RECREATION PROGRAM - LEADERS WAGES \$69.63
				<b>Total for:</b>	<b>COLE M. HEARDEN</b>	\$69.63
<b>COMEDY SPORTZ</b>						
	17-1553 2			P&R FIELD TRIPS	100-55300-53460	RECREATION PROGRAM - FIELD TRIPS \$3,040.00



# City of Pewaukee Invoice Register

4/16  
June 25, 2026 01:30 PM

Vendor Name	Invoice Number	Invoice Description	GL Description	
			<b>Total for:</b>	<b>COMEDY SPORTZ</b> \$3,040.00
<b>CONCENTRA MED COMPLIANCE ADMIN</b>				
19157372		HR EMPLOYMENT EXAMS	100-51430-52150	EMPLOYEE SERVICES - EMPLOYMENT EXA \$198.00
			<b>Total for:</b>	<b>CONCENTRA MED COMPLIANCE ADMI</b> \$198.00
<b>COREY OIL</b>				
417546		HWY FUEL	100-53100-53420	HIGHWAY - FUEL \$2,863.27
			<b>Total for:</b>	<b>COREY OIL</b> \$2,863.27
<b>CTACCESS</b>				
49280		IT LASERFICHE CODES FOR BS&A INTEGRATION	100-51450-52190	IT - OTHER PROFESSIONAL SERVICES \$282.00
			<b>Total for:</b>	<b>CTACCESS</b> \$282.00
<b>CUMMINS SALES &amp; SERVICE</b>				
F6-251213823		SW PUMP MAINT-GENERATOR MAINT & LABOR	600-10632-51239	PUMP MAINT-GENERATOR MAINT & LABOR \$685.97
F6-260318091		SW PUMP MAINT-GENERATOR MAINT & LABOR	600-10632-51239	PUMP MAINT-GENERATOR MAINT & LABOR \$1,497.31
			<b>Total for:</b>	<b>CUMMINS SALES &amp; SERVICE</b> \$2,183.28
<b>ELEVITY GORDON FLESCH CO INC</b>				
C-ELE9517		IT SOFTWARE MAINT MONTHLY FEES	100-51450-52480	IT - SOFTWARE MAINTENANCE & UPDATES \$7,422.52
			<b>Total for:</b>	<b>ELEVITY GORDON FLESCH CO INC</b> \$7,422.52
<b>EMMA WALSH</b>				
04252026		P&R WORK PERMIT REIMBURS	100-55300-52980	RECREATION PROGRAM - TRAINING \$10.00
			<b>Total for:</b>	<b>EMMA WALSH</b> \$10.00
<b>FERGUSON WATERWORKS #1476</b>				
0473358		SW STORM SEWER MAINT - DIGGER'S HOTLINE	230-53651-52201	STORM SEWER MAINT - DIGGER'S HOTLIN \$97.50
0478046		SW TRANS & DIST MAINT-TRANS& DISTR MAINS	600-10673-52400	TRANS & DIST MAINT-TRANS& DISTR MAI \$417.81
0478215		SW TRANS & DIST MAINT-TRANS& DISTR MAINS	600-10673-52400	TRANS & DIST MAINT-TRANS& DISTR MAI \$498.00
			<b>Total for:</b>	<b>FERGUSON WATERWORKS #1476</b> \$1,013.31
<b>FIRE &amp; POLICE SELECTION, INC</b>				
23201		HR FIRE EMPLOYMENT EXAMS	100-52210-52150	FIRE ADMINISTRATION - EMPLOYMENT EX \$897.00
			<b>Total for:</b>	<b>FIRE &amp; POLICE SELECTION, INC</b> \$897.00
<b>FIRE DETECTION GROUP</b>				
157939		IT ANNUAL FIRE ALARM INSPEC	100-51600-52410	CITY HALL - BUILDING REPAIRS & MAINT \$455.00
			<b>Total for:</b>	<b>FIRE DETECTION GROUP</b> \$455.00
<b>FIRE SERVICE INC</b>				



# City of Pewaukee Invoice Register

5/16  
June 25, 2026 01:30 PM

Vendor Name				
Invoice Number	Invoice Description	GL Description		
WI-27110	FD CAPITAL EQUIPMENT			
		490-57220-58100	FIRE ADMINISTRATION - CAPITAL EQUIPM	\$3,707.90
WI-27139	FD VEHICLE REPAIR			
		100-52230-52440	FIRE PROTECTIVE SERVICES - VEHICLE RE	\$529.94
		<b>Total for:</b>	<b>FIRE SERVICE INC</b>	<b>\$4,237.84</b>
<b>FORWARD TS</b>				
AR283640	FD COPIER			
		100-52210-53400	FIRE ADMINISTRATION - OPERATING SUPP	\$25.00
AR283639	P&R COPIER			
		100-52400-53400	BUILDING SERVICES - OPERATING SUPPLI	\$43.08
		100-55300-53400	RECREATION PROGRAM - OPERATING SUP	\$214.33
		<b>Total for:</b>	<b>FORWARD TS</b>	<b>\$282.41</b>
<b>FOTH INFRASTRUCTURE &amp; ENVIRONMENT</b>				
104210	SW ADMIN & GEN OPS-OUTSIDE ENGINEERING			
		600-10923-52170	ADMIN & GEN OPS-OUTSIDE ENGINEERIN	\$1,318.00
104805	SW ADMIN & GEN OPS-OUTSIDE ENGINEERING			
		600-10923-52170	ADMIN & GEN OPS-OUTSIDE ENGINEERIN	\$850.50
		<b>Total for:</b>	<b>FOTH INFRASTRUCTURE &amp; ENVIRON</b>	<b>\$2,168.50</b>
<b>GASVODA &amp; ASSOCIATES INC</b>				
INV26BJM14637	SW PUMP MAINT/GUN CLUB SEWER			
		600-10631-52310	PUMP MAINT-BUILD & GROUNDS	\$2,747.00
		650-00107-12831	Gun Club Sewer Study	\$2,747.00
		<b>Total for:</b>	<b>GASVODA &amp; ASSOCIATES INC</b>	<b>\$5,494.00</b>
<b>GENERAL COMMUNICATIONS INC</b>				
358167	FD CAPITAL EQUIP			
		490-57220-58100	FIRE ADMINISTRATION - CAPITAL EQUIPM	\$23,471.06
		<b>Total for:</b>	<b>GENERAL COMMUNICATIONS INC</b>	<b>\$23,471.06</b>
<b>GRANITE TELECOMMUNICATIONS LLC</b>				
749630158	SW SCADA/TELEMETRY MAINT			
		650-01831-52100	SCADA/TELEMETRY MAINT	\$69.41
		600-10678-52100	TRANS & DIST MAINT-SCADA MAINT	\$69.41
		<b>Total for:</b>	<b>GRANITE TELECOMMUNICATIONS LL</b>	<b>\$138.82</b>
<b>GRENZ SERVICE CO. LLC</b>				
GRE1413	FD BUILDING REPAIRS			
		100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI	\$1,035.00
JPG2459	FD BUILDING REPAIRS			
		100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI	\$504.00
		<b>Total for:</b>	<b>GRENZ SERVICE CO. LLC</b>	<b>\$1,539.00</b>
<b>HARTLAND OVERHEAD DOOR</b>				
43147	FD BUILDING REPAIRS			
		100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI	\$430.00
		<b>Total for:</b>	<b>HARTLAND OVERHEAD DOOR</b>	<b>\$430.00</b>
<b>HAWKINS, INC.</b>				
7447624	SW WATER TREATMENT EQUIP			
		600-00334-18562	WATER TREATMENT EQUIPMENT	\$16,577.90
7448876	SW WATER TREATMENT EQUIP			



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Vendor Name	Invoice Number	Invoice Description	GL Description	
	7452098	SW TREATMENT OPS CHEMICALS	600-00334-18562	WATER TREATMENT EQUIPMENT \$162.31
			600-10641-53410	TREATMENT OPS-CHEMICALS \$7,076.87
			<b>Total for:</b>	<b>HAWKINS, INC.</b> \$23,817.08
<b>HECKEL DANCE LLC</b>				
805917440	P&R MOVEMENT MAKERS I & II	100-55300-52190	RECREATION PROGRAM - CONTRACTED SE \$855.00	
		<b>Total for:</b>	<b>HECKEL DANCE LLC</b> \$855.00	
<b>HURD, AMI</b>				
06122026	CT JUNE 2026 MILEAGE	100-51420-53300	CLERK/TREASURER - MILEAGE \$21.03	
		<b>Total for:</b>	<b>HURD, AMI</b> \$21.03	
<b>HYDROCORP</b>				
CI-13377	SW TRANS & DIST OPS-CROSS CONNECTION INSPEC	600-10664-52900	TRANS & DIST OPS-CROSS CONNECTION I \$1,262.15	
		<b>Total for:</b>	<b>HYDROCORP</b> \$1,262.15	
<b>INDELCO PLASTICS CORPORATION</b>				
INV0618154	SW TREATMENT MAINT-MAINT OF TREATMENT EQUIP	600-10652-52400	TREATMENT MAINT-MAINT OF TREATMEN \$155.96	
		<b>Total for:</b>	<b>INDELCO PLASTICS CORPORATION</b> \$155.96	
<b>JEWELL ASSOCIATES ENGINEERS, INC</b>				
19404	ENG HIKE/BIKE FIELDHACK PATH	440-53550-58220	FIELDHACK PATH \$1,896.00	
		<b>Total for:</b>	<b>JEWELL ASSOCIATES ENGINEERS, IN</b> \$1,896.00	
<b>JOHNS DISPOSAL SERVICE</b>				
2162834	ENG MAY LANDFILL CHARGES	100-53620-52800	RECYCLE - GARBAGE COLLECTION \$20,598.60	
		100-53635-52900	SERVICE FEES \$3,845.40	
2161914	HWY HAULING RECYC	<b>Total for:</b>	<b>JOHNS DISPOSAL SERVICE</b> \$24,444.00	
<b>JOHNSON'S NURSERY</b>				
05265150	HWY HAULING RCYCL	100-53635-52900	SERVICE FEES \$2,962.10	
		<b>Total for:</b>	<b>JOHNSON'S NURSERY</b> \$2,962.10	
<b>JX ENTERPRISES, INC.</b>				
12354364P	HWY EQUIP RPR	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$13.14	
		100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$13.14	
12354513P	HWY EQUIP RPR & MAINT	100-53100-52430	HIGHWAY - EQUIP REPAIR & MAINT \$26.28	
12354530P	HWY EQUIP RPR & MAINT	<b>Total for:</b>	<b>JX ENTERPRISES, INC.</b> \$52.56	
<b>KETTLE MORAIN PEST CONTROL</b>				
622026 STA 27 & 30	FD PEST CONTROL	100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI \$125.00	



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Vendor Name		Invoice Number			Invoice Description			GL Description		
<b>622026 ST 28 &amp; 29</b>		FD PEST CONTROL			100-52210-52410	FIRE ADMINISTRATION - BUILDING REPAI		\$125.00		
		<b>Total for:</b>			<b>KETTLE MORAINE PEST CONTROL</b>		<b>\$250.00</b>			
<b>KUJAWA ENTERPRISES INC</b>		621689 P&R SPRING APPLICATIONS			100-55200-52420	PARKS - GROUNDS MAINTENANCE		\$3,460.00		
					800-54910-52420	CEMETERY - GROUNDS MAINTENANCE		\$625.00		
		<b>Total for:</b>			<b>KUJAWA ENTERPRISES INC</b>		<b>\$4,085.00</b>			
<b>KWIK TRIP INC.</b>		MAY 2026 FD FUEL MAY 2026			100-52230-53420	FIRE PROTECTIVE SERVICES - FUEL		\$10,071.01		
		<b>Total for:</b>			<b>KWIK TRIP INC.</b>		<b>\$10,071.01</b>			
<b>LANGE ENTERPRISES, INC</b>		95439 HWY ROAD SIGNS & MARKINGS			100-53100-53720	HIGHWAY - ROAD SIGNS & MARKINGS		\$1,634.20		
		<b>Total for:</b>			<b>LANGE ENTERPRISES, INC</b>		<b>\$1,634.20</b>			
<b>LANNON STONE PRODUCTS</b>		1482339 HWY SW DITCH MAINT			230-53652-53520	DITCH & CULVERT MAINT - DITCH MAINT		\$1,648.85		
		<b>Total for:</b>			<b>LANNON STONE PRODUCTS</b>		<b>\$1,648.85</b>			
<b>LEAH ELLIS</b>		06162026 REIMBURSEMENT PETES PARTY			100-52210-53400	FIRE ADMINISTRATION - OPERATING SUPP		\$7.39		
					100-52210-53400	FIRE ADMINISTRATION - OPERATING SUPP		\$10.75		
					100-52210-53400	FIRE ADMINISTRATION - OPERATING SUPP		\$63.84		
		<b>Total for:</b>			<b>LEAH ELLIS</b>		<b>\$81.98</b>			
<b>LEHMANN ELECTRICAL &amp; DESIGN</b>		0003662-CD BLD PERMIT REFUND			100-00000-44301	ELECTRICAL PERMITS		\$145.00		
		<b>Total for:</b>			<b>LEHMANN ELECTRICAL &amp; DESIGN</b>		<b>\$145.00</b>			
<b>LIFE-ASSIST INC</b>		2134158 FD EMS OPERATING			100-52230-53450	FIRE PROTECTIVE SERVICES - EMS OPERA		\$414.22		
		2134265 FD EMS OPERATING			100-52230-53450	FIRE PROTECTIVE SERVICES - EMS OPERA		\$188.92		
		2125777 FD EMS OPERATING			100-52230-53450	FIRE PROTECTIVE SERVICES - EMS OPERA		\$789.45		
		2130365 FD EMS OPERATING			100-52230-53450	FIRE PROTECTIVE SERVICES - EMS OPERA		\$690.76		
		2130368 FD EMS OPERATING			100-52230-53450	FIRE PROTECTIVE SERVICES - EMS OPERA		\$39.14		
		<b>Total for:</b>			<b>LIFE-ASSIST INC</b>		<b>\$2,122.49</b>			
<b>LINCOLN CONTRACTORS</b>		J96076 HWY SW OPERATING SUPPLIES			230-53650-53400	OPERATING SUPPLIES		\$171.97		



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Vendor Name		Invoice Number		Invoice Description		GL Description	
		<b>Total for:</b>		<b>LINCOLN CONTRACTORS</b>		\$171.97	
<b>MACQUEEN EQUIPMENT</b>							
INV2520		SW MAINTENANCE OF COLLECTION SYSTEM					
		650-01831-52400		MAINTENANCE OF COLLECTION SYSTEM		\$600.00	
		<b>Total for:</b>		<b>MACQUEEN EQUIPMENT</b>		\$600.00	
<b>MATTHEW STEVENS</b>							
05302026		HWY MEETINGS & CONVENTIONS					
		100-53100-53210		HIGHWAY - MEETINGS & CONVENTIONS		\$77.32	
		<b>Total for:</b>		<b>MATTHEW STEVENS</b>		\$77.32	
<b>MENARDS</b>							
65329		HWY MISC OPERATING SUPPLIES					
		100-53100-53400		HIGHWAY - OPERATING SUPPLIES		\$16.09	
65361		CH GROUNDS MAINT					
		100-51600-52420		CITY HALL - GROUNDS MAINTENANCE		\$45.87	
65556		HWY BLDG RPRS					
		100-53100-52410		HIGHWAY - BLDG REPAIRS & MAINT		\$25.15	
65367		SW MAINTENANCE OF GENERAL PLANT STRUCTURE					
		650-01834-52400		MAINTENANCE OF GENERAL PLANT STRUC		\$11.99	
65403		SW MAINTENANCE OF GENERAL PLANT STRUCTURE					
		650-01834-52400		MAINTENANCE OF GENERAL PLANT STRUC		\$6.19	
65429		SW MAINTENANCE OF GENERAL PLANT STRUCTURE					
		650-01834-52400		MAINTENANCE OF GENERAL PLANT STRUC		\$31.98	
65727		SW MAINTENANCE OF GENERAL PLANT STRUCTURE					
		650-01834-52400		MAINTENANCE OF GENERAL PLANT STRUC		\$16.38	
65733		SW MAINTENANCE OF GENERAL PLANT STRUCTURE					
		650-01834-52400		MAINTENANCE OF GENERAL PLANT STRUC		\$7.65	
64962		FD NEW EQUIPMENT					
		100-52230-53950		FIRE PROTECTIVE SERVICES - NEW EQUIP		\$337.26	
65112		FD EQUIP RPR					
		100-52230-52430		FIRE PROTECTIVE SERVICES - EQUIP REPA		\$101.58	
65607		P&R BLDING RPR & MAINT					
		100-55200-52410		PARKS - BUILDING REPAIRS & MAINT		\$14.97	
65601		P&R GROUNDS MAINT					
		100-55200-52420		PARKS - GROUNDS MAINTENANCE		\$119.97	
65187		FD OPERATING SUPPLIES					
		100-52210-53400		FIRE ADMINISTRATION - OPERATING SUPP		\$29.98	
65295		FD OPERATING SUPPLIES					
		100-52210-53400		FIRE ADMINISTRATION - OPERATING SUPP		\$78.04	
65629		P&R BUILDING RPR & MAINT					
		100-55200-52410		PARKS - BUILDING REPAIRS & MAINT		\$29.79	
65878		P&R BUILDING RPRS & MAINT					
		100-55200-52410		PARKS - BUILDING REPAIRS & MAINT		\$479.01	
65904 2026		P&R BLDING RPR & MAINT					
		100-55200-52410		PARKS - BUILDING REPAIRS & MAINT		\$5.96	
65950		HWY OPERATING SUPPLIES					
		100-53100-53400		HIGHWAY - OPERATING SUPPLIES		\$18.41	
65998		P&R BUILDING RPRS & MAINT					
		100-55200-52410		PARKS - BUILDING REPAIRS & MAINT		\$108.83	
66010		SW SAFETY/SUPPLIES					
		600-10643-53400		TREATMENT OPS-SUPPLIES AND MISC		\$25.47	
		600-10603-52200		SOURCE OPS-SAFETY		\$34.99	
		650-01827-52200		SAFETY		\$34.99	



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Vendor Name		Invoice Number			Invoice Description		GL Description		
66038		SW SUPPLIES & EXPENSES			600-10665-53400	TRANS & DIST OPS-MISC EXPENSES		\$25.51	
					650-01827-53400	SUPPLIES AND EXPENSES		\$25.50	
		<b>Total for:</b>				<b>MENARDS</b>		\$1,631.56	
<b>MENARDS - WAUKESHA</b>									
94102		P&R BUILDING RPRS & MAINT			100-55200-52410	PARKS - BUILDING REPAIRS & MAINT		\$758.89	
		<b>Total for:</b>				<b>MENARDS - WAUKESHA</b>		\$758.89	
<b>MOSAIC CREATIVE STUDIOS, LLC</b>									
06232026		P&R DAY THEATRE CAMPS			100-55300-52190	RECREATION PROGRAM - CONTRACTED SE		\$200.00	
		<b>Total for:</b>				<b>MOSAIC CREATIVE STUDIOS, LLC</b>		\$200.00	
<b>MOTION CONNECTED</b>									
INV-116482		HR WELLNESS PROGRAM			100-51430-52700	EMPLOYEE SERVICES - EMPLOYEE WELLNE		\$405.00	
		<b>Total for:</b>				<b>MOTION CONNECTED</b>		\$405.00	
<b>MUNICIPAL LAW &amp; LITIGATION GROUP S.</b>									
17747		ATTORNEY FEES			100-51535-52100	ATTORNEY'S FEES		\$2,990.70	
					600-10923-52100	ATTORNEY'S FEES		\$196.00	
					230-53650-52100	ATTORNEY'S FEES		\$388.10	
					420-57569-58210	WETHERSFIELD PH. 1		\$216.60	
					650-10923-52100	ATTORNEY'S FEES		\$9,311.70	
					420-57570-58210	SPRINGDALE ESTATES - GLENWOOD		\$322.00	
					100-51300-52100	ATTORNEY'S FEES		\$3,807.35	
					100-56300-52100	ATTORNEY'S FEES		\$625.50	
					100-51530-52100	ATTORNEY'S FEES		\$612.40	
					100-52100-52100	ATTORNEY'S FEES		\$3,057.20	
					100-55200-52100	ATTORNEY'S FEES		\$160.00	
					100-51430-52100	ATTORNEY'S FEES		\$163.10	
					100-52210-52100	ATTORNEY'S FEES		\$568.50	
		<b>Total for:</b>				<b>MUNICIPAL LAW &amp; LITIGATION GRO</b>		\$22,419.15	
<b>NATIONWIDE RETIREMENT SOLUTIONS</b>									
PAYDATE 6.12.2026		CT PAYDATE 6.12.2026 DEFERRED COMP			100-00000-21570	DEFERRED COMPENSATION		\$1,500.00	
PAYDATE 5.29.2026		CT PAYDATE 5.29.2026 DEFERRED COMP			100-00000-21570	DEFERRED COMPENSATION		\$1,500.00	
		<b>Total for:</b>				<b>NATIONWIDE RETIREMENT SOLUTIO</b>		\$3,000.00	
<b>NICHOLAS FUCHS</b>									
JUNE 2026		MILEAGE			100-56300-53210	PLANNER - MEETINGS & CONVENTIONS		\$211.70	
		<b>Total for:</b>				<b>NICHOLAS FUCHS</b>		\$211.70	
<b>NICK PHALIN</b>									
MAY/JUNE 2026		P&R MAY/JUNE 2026 MILEAGE			100-55300-53300	RECREATION PROGRAM - MILEAGE		\$92.80	
		<b>Total for:</b>				<b>NICK PHALIN</b>		\$92.80	



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Vendor Name	Invoice Number	Invoice Description	GL Description	
<b>NORTHERN LAKE SERVICE, INC</b>				
	2608881	SW TREATMENT OPS-WATER TESTING & LAB EXPS		
			600-10642-52310	TREATMENT OPS-WATER TESTING & LAB E \$124.00
	2609357	SW TREATMENT OPS-WATER TESTING & LAB EXPS		
			600-10642-52310	TREATMENT OPS-WATER TESTING & LAB E \$1,333.98
	2609388	SW TREATMENT OPS-WATER TESTING & LAB EXPS		
			600-10642-52310	TREATMENT OPS-WATER TESTING & LAB E \$93.00
	2609866	SW TREATMENT OPS-WATER TESTING & LAB EXPS		
			600-10642-52310	TREATMENT OPS-WATER TESTING & LAB E \$124.00
			<b>Total for:</b>	<b>NORTHERN LAKE SERVICE, INC</b> \$1,674.98
<b>ODP BUSINESS SOLUTIONS LLC</b>				
	472926665001	JANITORIAL SUPPLIES		
			100-51600-52400	CITY HALL - JANITORIAL SUPPLIES \$153.98
	472918190001	LABELS/JANITORIAL SUPPLIES		
			100-51420-53400	CLERK/TREASURER - OPERATING SUPPLIE \$37.47
			100-51600-52400	CITY HALL - JANITORIAL SUPPLIES \$412.79
	471877505001	ENG OFFICE SUPPLIES		
			230-53650-53400	OPERATING SUPPLIES \$35.37
			100-53110-53400	ENGINEERING - OPERATING SUPPLIES \$35.37
			600-10921-53100	ADMIN & GEN EXPS OPS-OFFICE SUPPLIES \$35.37
			650-10921-53100	ADMIN & GEN OPS-OFFICE SUPPLIES \$35.37
			<b>Total for:</b>	<b>ODP BUSINESS SOLUTIONS LLC</b> \$745.72
<b>PARTNER2LEARN, LLC</b>				
	1986	SW ADMIN & GEN OPS-GENERAL MANAGEMENT		
			650-10923-52160	ADMIN & GEN OPS-GENERAL MANAGEMEN \$4,050.00
			600-10923-52160	ADMIN & GEN OPS-GEN MANAGE DPW \$4,050.00
	1984	HR TRAINING		
			100-51430-52980	EMPLOYEE SERVICES - TRAINING \$2,425.00
			<b>Total for:</b>	<b>PARTNER2LEARN, LLC</b> \$10,525.00
<b>POMP'S TIRE SERVICE, INC.</b>				
	950560509	SW EQUIP RPR & MAINT		
			230-53650-52430	EQUIPMENT REPAIR & MAINT \$408.96
			<b>Total for:</b>	<b>POMP'S TIRE SERVICE, INC.</b> \$408.96
<b>PREMIUM WATERS, INC</b>				
	363446572	P&R 5 GALLON WATER		
			100-55200-53400	PARKS - OPERATING SUPPLIES \$123.99
	363456350	P&R WATER		
			100-55200-53400	PARKS - OPERATING SUPPLIES \$75.24
			<b>Total for:</b>	<b>PREMIUM WATERS, INC</b> \$199.23
<b>QUADIANT FINANCE USA, INC</b>				
	5.22.26	CT POSTAGE		
			650-10921-53306	ADMIN & GEN OPS-POSTAGE \$161.37
			600-10921-53306	ADMIN & GEN OPS-POSTAGE \$161.36
			100-00000-16200	PREPAID EXPENSES \$391.80
			100-51600-53110	CITY HALL - POSTAGE \$5,433.98
			100-51530-53110	ASSESSOR - POSTAGE \$404.78
			100-53110-53110	ENGINEERING - POSTAGE \$481.16
			100-55300-53110	RECREATION PROGRAM - POSTAGE \$22.23
			<b>Total for:</b>	<b>QUADIANT FINANCE USA, INC</b> \$7,056.68



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<b>R&amp;R INSURANCE SERVICES</b>				
	3415729	CT WORKERS COMP		
			100-51930-55110	WORKER'S COMPENSATION \$17,018.00
	3415730	CT PROPERTY & LIABILITY		
			100-51930-55120	PROPERTY & LIABILITY \$34,485.00
			<b>Total for:</b>	<b>R&amp;R INSURANCE SERVICES</b> \$51,503.00
<b>R.A. SMITH &amp; ASSOC., INC.</b>				
	195954	ENG QUIET ZONE - WEYER ROAD		
			420-56700-58200	QUIET ZONE - WEYER ROAD \$1,245.75
	195955	ENG WATERTOWN/GREEN RD QUIET ZONE		
			420-56730-58200	QUIET ZONE - WATERTOWN ROAD \$1,340.75
			420-56710-58200	QUIET ZONE - GREEN ROAD \$1,316.50
			<b>Total for:</b>	<b>R.A. SMITH &amp; ASSOC., INC.</b> \$3,903.00
<b>REINDERS, INC.</b>				
	1016239-00	P&R NEW EQUIPMENT		
			100-55200-53950	PARKS - NEW EQUIPMENT \$67.15
	1015669-00	P&R GROUNDS MAINT		
			100-55200-52420	PARKS - GROUNDS MAINTENANCE \$86.09
	1015271-01	P&R EQUIP RPR & MAINT		
			100-55200-52430	PARKS - EQUIP REPAIR & MAINT \$33.57
			<b>Total for:</b>	<b>REINDERS, INC.</b> \$186.81
<b>RUEKERT &amp; MIELKE, INC.</b>				
	163830	ENG JOSEPH ROAD CONTRACT		
			420-57566-58210	JOSEPH ROAD NEW CONTRACT \$1,194.00
	163831	ENG OUTSIDE ENGINEERING		
			230-53650-52190	OUTSIDE ENGINEERING \$98.25
	163833	ENG OUTSIDE ENGINEERING		
			100-53110-52190	ENGINEERING - OUTSIDE ENGINEERING \$591.25
	163834	ENG SPICE CREEK/MEADOWBROOK FARMS PH 4		
			420-57557-58210	SPICE CREEK/MEADOWBROOK FARMS PH 4 \$158.25
	163835	ENG OUTSIDE ENGINEERING		
			230-53650-52190	OUTSIDE ENGINEERING \$1,179.00
			100-53110-52190	ENGINEERING - OUTSIDE ENGINEERING \$37,041.03
	163836	ENG OUTSIDE ENGINEERING		
			230-53650-52190	OUTSIDE ENGINEERING \$600.22
	163839	ENG LEXINGTON/TACOMA PH 1		
			420-57426-58210	LEXINGTON/TACOMA PH 1 \$17,083.43
	163841	ENG ROAD WETHERSFIELD PH 1		
			420-57569-58210	WETHERSFIELD PH. 1 \$4,831.75
	163842	ENG SPRINGDALE ESTATES GLENWOOD		
			420-57570-58210	SPRINGDALE ESTATES - GLENWOOD \$2,482.79
	163832	SW BLUEMOUND RD FOSTER CT TO BUSSE RD		
			600-00107-18150-26.6	BLUEMOUND RD FOSTER CT TO BUSSE RD \$796.00
	163837	SW TRANS & DIST MAINT-SCADA MAINT		
			600-10678-52100	TRANS & DIST MAINT-SCADA MAINT \$6,196.24
	163838	SW BLUEMOUND RD FOSTER CT TO BUSSE RD		
			600-00107-18150-26.6	BLUEMOUND RD FOSTER CT TO BUSSE RD \$3,258.75
	163840	SW SCADA/TELEMETRY MAINT		
			650-01831-52100	SCADA/TELEMETRY MAINT \$1,630.10
			600-10678-52100	TRANS & DIST MAINT-SCADA MAINT \$1,630.10
			<b>Total for:</b>	<b>RUEKERT &amp; MIELKE, INC.</b> \$78,771.16



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Vendor Name				
Invoice Number	Invoice Description	GL Description		
<b>RUSS'S MULCH &amp; TOPSOIL</b>				
5969	P&R MULCH	100-55200-52420	PARKS - GROUNDS MAINTENANCE	\$54.00
5972	P&R WOOD CHIPS	100-55200-52420	PARKS - GROUNDS MAINTENANCE	\$360.00
5973	P&R MULCH	100-55200-52420	PARKS - GROUNDS MAINTENANCE	\$144.00
5976	P&R WOOD CHIPS	100-55200-52420	PARKS - GROUNDS MAINTENANCE	\$216.00
		<b>Total for:</b>	<b>RUSS'S MULCH &amp; TOPSOIL</b>	<b>\$774.00</b>
<b>SHEA HILL MATHENY</b>				
06152026	HR EMPLOYEE SERVICE RECOGN	100-51430-53430	EMPLOYEE SERVICES - SERVICE RECOGNIT	\$47.49
		<b>Total for:</b>	<b>SHEA HILL MATHENY</b>	<b>\$47.49</b>
<b>SHERWIN-WILLIAMS</b>				
09555144600626	P&R PAINT NETTESHEIM PARK	100-55200-52410	PARKS - BUILDING REPAIRS & MAINT	\$142.35
		<b>Total for:</b>	<b>SHERWIN-WILLIAMS</b>	<b>\$142.35</b>
<b>SHORT ELLIOTT HENDRICKSON INC</b>				
510689	ENG GREENHILL/YENCH	420-57563-58210	GREENHILL/YENCH	\$783.75
		<b>Total for:</b>	<b>SHORT ELLIOTT HENDRICKSON INC</b>	<b>\$783.75</b>
<b>SITEONE LANDSCAPE SUPPLY LLC</b>				
167076359-001	SW DITCH MAINT	230-53652-53520	DITCH & CULVERT MAINT - DITCH MAINT	\$278.98
		<b>Total for:</b>	<b>SITEONE LANDSCAPE SUPPLY LLC</b>	<b>\$278.98</b>
<b>SOFT WATER, INC.</b>				
MAY 2339	FD SOLAR SALT	100-52210-53400	FIRE ADMINISTRATION - OPERATING SUPP	\$40.00
		<b>Total for:</b>	<b>SOFT WATER, INC.</b>	<b>\$40.00</b>
<b>SPARTAN TURF PRODUCTS</b>				
6096048-00	P&R EQUIP RPR & MAINT	100-55200-52430	PARKS - EQUIP REPAIR & MAINT	\$275.59
		<b>Total for:</b>	<b>SPARTAN TURF PRODUCTS</b>	<b>\$275.59</b>
<b>STARK PAVEMENT CORP</b>				
05074000	HWY ROAD REPAIRS	100-53100-53730	HIGHWAY - ROAD REPAIRS	\$602.69
05074225	HWY ROAD REPAIRS	100-53100-53730	HIGHWAY - ROAD REPAIRS	\$222.71
		<b>Total for:</b>	<b>STARK PAVEMENT CORP</b>	<b>\$825.40</b>
<b>STRAND ASSOCIATES, INC</b>				
0239613	ENG-FIELDHACK PATH	440-53550-58220	FIELDHACK PATH	\$8,373.93
0239760	ENG ENGINEERING - OUTSIDE ENGINEERING	100-53110-52190	ENGINEERING - OUTSIDE ENGINEERING	\$538.95
0239763	ENG- WATERTOWN			



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Vendor Name	Invoice Number	Invoice Description	GL Description	
			420-57558-58210 WATERTOWN	\$5,187.22
	0239764	ENG - LINDSAY RD-BALMER TO SPRTS COMPLEX		
			440-57600-58210-26.2 LINDSAY RD-BALMER TO SPRTS COMPLEX	\$7,157.04
	0239761	SW KOPMEIER SEWER PIPE REPAIR		
			650-00107-12837 KOPMEIER SEWER PIPE REPAIR	\$1,551.37
	0239762	SW PFAS TREATMENT PROJECT		
			600-00107-12818 PFAS TREATMENT PROJECT	\$35,114.79
	0239847	SW PFAS TREATMENT PROJECT		
			600-00107-12818 PFAS TREATMENT PROJECT	\$9,498.12
	0239848	SW ADMIN & GEN OPS-OUTSIDE ENGINEERING		
			600-10923-52170 ADMIN & GEN OPS-OUTSIDE ENGINEERIN	\$682.04
		<b>Total for:</b>	<b>STRAND ASSOCIATES, INC</b>	<b>\$68,103.46</b>
<b>STRYKER SALES CORPORATION</b>				
	9212350054	FD EMS OPERATING		
			100-52230-53450 FIRE PROTECTIVE SERVICES - EMS OPERA	\$444.91
		<b>Total for:</b>	<b>STRYKER SALES CORPORATION</b>	<b>\$444.91</b>
<b>SUPPLYZONE</b>				
	21232	HWY OPERATING SUPPLIES		
			100-53100-53400 HIGHWAY - OPERATING SUPPLIES	\$373.92
		<b>Total for:</b>	<b>SUPPLYZONE</b>	<b>\$373.92</b>
<b>TDS</b>				
	3258 MAY	FD PHONE & CELL		
			100-52210-52260 FIRE ADMINISTRATION - PHONE & CELL	\$159.41
	3278 MAY	FD PHONE & CELL		
			100-52210-52260 FIRE ADMINISTRATION - PHONE & CELL	\$292.03
		<b>Total for:</b>	<b>TDS</b>	<b>\$451.44</b>
<b>TK ELEVATOR CORPORATION</b>				
	3009529313	CT BUILDING REPAIRS		
			100-51600-52410 CITY HALL - BUILDING REPAIRS & MAINT	\$280.26
		<b>Total for:</b>	<b>TK ELEVATOR CORPORATION</b>	<b>\$280.26</b>
<b>TKK ELECTRONICS</b>				
	142378	FD VEHICLE REPAIR		
			100-52230-52440 FIRE PROTECTIVE SERVICES - VEHICLE RE	\$270.26
		<b>Total for:</b>	<b>TKK ELECTRONICS</b>	<b>\$270.26</b>
<b>TODD TENNYSON</b>				
	06082026	HWY BOOTS		
			100-53100-53480 HIGHWAY - SAFETY EQUIPMENT	\$105.00
		<b>Total for:</b>	<b>TODD TENNYSON</b>	<b>\$105.00</b>
<b>TOM ROGACZEWSKI</b>				
	05282026	HWY BOOTS		
			100-53100-53480 HIGHWAY - SAFETY EQUIPMENT	\$158.24
		<b>Total for:</b>	<b>TOM ROGACZEWSKI</b>	<b>\$158.24</b>
<b>TRIPLE CROWN PRODUCTS</b>				
	415808	HWY UNIFORMS/ SAFETY EQUIP		
			100-53100-53410 HIGHWAY - UNIFORMS	\$218.77
			100-53100-53480 HIGHWAY - SAFETY EQUIPMENT	\$706.47



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Vendor Name	Invoice Number	Invoice Description	GL Description	
			<b>Total for:</b>	<b>TRIPLE CROWN PRODUCTS</b> \$925.24
<b>TRUCK &amp; AUTO ELEGANCE</b>				
69932		HWY MISC OPERATING SUPPLIES	100-53100-53400	HIGHWAY - OPERATING SUPPLIES \$488.00
			<b>Total for:</b>	<b>TRUCK &amp; AUTO ELEGANCE</b> \$488.00
<b>VILLAGE OF PEWAUKEE</b>				
05312026		P&R APRIL/MAY SPLIT 2026	100-00000-47370	SHARED PARK & RECREATION PROGRAMS \$62,028.17
JULY 2026 LIBRARY		CT JULY 2026 LIBRARY	100-55110-53400	LIBRARY - OPERATING SUPPLIES \$74,205.50
			<b>Total for:</b>	<b>VILLAGE OF PEWAUKEE</b> \$136,233.67
<b>VIRTUE CONSTRUCTION CORPORATION</b>				
1231		SW TRANS & DIST MAINT-TRANS& DISTR MAINS/ SERVICES	600-10673-52400	TRANS & DIST MAINT-TRANS& DISTR MAI \$6,345.00
			600-00345-18565	SERVICES \$9,075.00
			<b>Total for:</b>	<b>VIRTUE CONSTRUCTION CORPORATI</b> \$15,420.00
<b>WATER SURPLUS</b>				
INV0012288		SW WELL #5 HMO TREATMENT FACILITY	600-00107-12817	WELL #5 HMO TREATMENT FACILITY \$2,400.00
			<b>Total for:</b>	<b>WATER SURPLUS</b> \$2,400.00
<b>WE ENERGIES</b>				
5957161459		SW ELECTRICITY/NATURAL GAS	650-01821-52200	POWER/ELECTRICITY \$149.03
			650-01821-52210	POWER/NATURAL GAS \$38.97
5957238485		SW ELECTRICITY/HEAT	230-53650-52220	GAS FOR HEAT (NATURAL GAS) \$49.56
			100-53100-52220	GAS FOR HEAT (NATURAL GAS) \$99.14
			230-53650-52210	ELECTRICITY \$499.14
			100-53100-52210	HIGHWAY - ELECTRICITY \$998.26
			<b>Total for:</b>	<b>WE ENERGIES</b> \$1,834.10
<b>WESTERN CULVERT &amp; SUPPLY</b>				
075401		SW CULVERT REPLACEMENT	230-53652-53510	DITCH & CULVERT MAINT - CULVERT REPL \$959.20
			<b>Total for:</b>	<b>WESTERN CULVERT &amp; SUPPLY</b> \$959.20
<b>WI DEPT NATURAL RESOURCES</b>				
WU118928		SW SOURCE OPS- WATER WITHDRAW FEE DNR	600-10603-52900	SOURCE OPS- WATER WITHDRAW FEE DN \$125.00
			<b>Total for:</b>	<b>WI DEPT NATURAL RESOURCES</b> \$125.00
<b>WI RURAL WATER ASSOCIATION</b>				
5217		HR TRAINING	100-51430-53480	EMPLOYEE SERVICES - SAFETY PERSONAL \$957.87
5222		HR TRAINING	100-51430-53480	EMPLOYEE SERVICES - SAFETY PERSONAL \$844.24
			<b>Total for:</b>	<b>WI RURAL WATER ASSOCIATION</b> \$1,802.11



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Vendor Name	Invoice Number	Invoice Description	GL Description	
	395-0000440716	SW TRANS & DIST MAINT-TRANS& DISTR MAINS	600-10673-52400	TRANS & DIST MAINT-TRANS& DISTR MAI \$4.88
	395-0000440870	ENG HIKE BIKE FIELDHACK PATH	440-53550-58220	FIELDHACK PATH \$114.17
		<b>Total for:</b>	<b>WISCONSIN DEPARTMENT OF TRANS</b>	<b>\$119.05</b>
<b>WOLF PAVING</b>				
	55295	HWY ROAD RPRS	100-53100-53730	HIGHWAY - ROAD REPAIRS \$243.00
	55403	HWY ROAD REPAIRS	100-53100-53730	HIGHWAY - ROAD REPAIRS \$274.50
		<b>Total for:</b>	<b>WOLF PAVING</b>	<b>\$517.50</b>



# City of Pewaukee Invoice Register

Vendor Name	Invoice Number	Invoice Description	GL Description
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**Total Amount Being Paid:      \$1,115,599.24**

City of Pewaukee - New Agenda Item

Agenda Language:

Discussion and Possible Action to Adopt **Ordinance 06-04** Sanitary Sewer Ordinance  
(*First Reading*) [Wagner/Mueller]

Sub Item Agenda Language:

Background Provided By:

Magdelene Wagner/Jane Mueller

Background:

The Sewer Utility has been operating with a sewer ordinance dating back to the mid-1990's when it was a Sanitary District. We have updated the ordinance to reflect the City oversight over the Sewer Utility and brought the ordinance up to date with current standards. This is a full replacement of the existing outdated ordinance.

This is the first reading for this ordinance and will be on the next agenda for full adoption.

Fiscal Impact:

Recommended Motion:

No Action due to First Reading of the ordinance.

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§300-5	<b>Management</b>
§300-6	<b>Application</b>
§300-7	<b>Rules and Regulations</b>
§ 300-8	<b>Right of Entry</b>
§ 300-9	<b>Permits</b>
§ 300-10	<b>Prohibited Discharges</b>
§ 300-11	<b>Accidental Discharges</b>
§ 300-12	<b>Pretreatment Facilities</b>
§ 300-13	<b>Grease, Oil, Sand Traps and Inspection Manholes</b>
§ 300-14	<b>Wastewater Measurement and Sampling</b>
§ 300-15	<b>Industrial Waste Analysis</b>
§ 300-16	<b>Sewer Service Charges and Reserve Capacity Assessment</b>
§ 300-17	<b>Annual Budget and Method of Payment of Charges</b>
§ 300-18	<b>Equipment Replacement Account</b>
§ 300-19	<b>Records</b>
§ 300-20	<b>Confidentiality of Critical Information</b>
§ 300-21	<b>Violations</b>
§ 300-22	<b>Miscellaneous</b>
§ 300-23	<b>Residential Equivalency Connection Table</b>

**SUBCHAPTER I. – GENERAL**

**§300-1 - Scope**

The City of Pewaukee Sewer System consists of the collection system (as hereinafter defined), waste collection and disposal operations, system of sewerage and all other appurtenances and equipment used for such purposes or Wastewater Works (as hereinafter referred to as the “Sewer Utility”).

**§300-2 - Title**

The ordinance shall be known and cited as the Sanitary Sewer Service Ordinance.

**§ 300-3 – Adoption of Administrative Codes**

The following Wisconsin Administrative Codes, their referenced codes and standards, and subsequent revisions are hereby made a part of this document by reference and adopted for enforcement by the City:

Chapters SPS 381-387	Plumbing Code
Chapters NR 100-199	Environmental Protection General
Chapters NR 200-299	Wisconsin Pollutant Discharge Elimination System

**§ 300-4 - Definitions**

A. As used in this Ordinance the following terms shall have the meanings indicated:

- (1) “ACT” means the Federal Water Pollution Control Act as amended, 33 U.S.C. 1251 et seq. as implemented or supplemented by Wis. Admin. Code NR 200.
- (2) “Administrative Expenses” means any and all expenses associated with the administration of the Sewer Utility as defined by the Public Service Commission’s Uniform System of Accounts.
- (3) “Approving Authority” means the City of Pewaukee Common Council or its duly authorized deputy, agent or representative.
- (4) “BOD” (biochemical oxygen demand) means the quantity of oxygen expressed in milligrams per liter (mg/l), utilized in the bio-chemical oxidation of organic matter under standard laboratory conditions for five days at a temperature of 20 degrees centigrade. The laboratory determinations shall be made in accordance with procedures set forth in “Standard Methods”.
- (5) “Building Sewer”, “Lateral”, or “Service Pipe” means a sewer which carries only Sewage and Industrial Wastes from the building plumbing to the Public Sanitary Sewer. The private sewer is that portion the building sewer up to the connection to the mainline sewer. This portion of the sewer line is the responsibility of the property owner to maintain.
- (6) “Collection System” means the system of sewers and appurtenances for the collection, transportation and pumping of domestic wastewater and industrial waste.
- (7) “CMAR” Compliance Maintenance Annual Report” means the annual report required to be submitted by the Sewer Utility to the WDNR under Wis. Admin.

Code NR 208, documenting the condition, operation and financial states of the wastewater collection system.

- (8) "Debt Retirement" means all annual principal and interest requirements and obligations of the Sewer Utility for the Wastewater Works.
- (9) "Domestic Wastewater" means water-borne wastes normally being discharged from the sanitary conveniences of dwellings, institutions, free of industrial wastes and in which the average concentration of suspended solids is established at or below 200/mg/l and the BOD is established at or below 250 mg/l.
- (10) "Flow Proportional Composite Sample" means a sample consisting of portions of waste taken in proportion to the volume of flow of said wastes.
- (11) "Industrial Cost Recovery" means recovery by the City from the industrial users of Wastewater Works of the amount allowable to the treatment of wastes from such users pursuant to Section 204(b) of the Federal Water Pollution Control Act, 33 U.S.C. Section 1284(b).
- (12) "Industrial User" means any non-governmental, non-residential user of publicly owned Wastewater Works which discharges more than the equivalent of 2,000 gallons per day (GPD) of sanitary wastes and whose activities are identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemented, under the following divisions:
  - Division A. Agriculture, Forestry and Fishing
  - Division B. Mining
  - Division D. Manufacturing
  - Division E. Transportation, Communications, Electric Gas and Sanitary Services
  - Division I. Services

In determining the amount of a user's discharge for purposes of industrial and cost recovery, the Sewer Utility may exclude domestic wastes or discharges from sanitary conveniences. After applying the sanitary waste exclusion, dischargers in the above divisions that have a volume exceeding 2,000 GPD or the weight of biochemical oxygen demand (BOD) or suspended solids (SS) equivalent to that weight found in 2,000 GPD of sanitary waste are considered industrial users. Sanitary wastes, for purposes of this calculation of equivalency, are the wastes discharged from residential users. Any non-governmental user of a publicly-owned Wastewater Works which discharges wastewater to the Wastewater Works which contains toxic pollutants or poisonous solids, liquids or gases in sufficient quantity either singly or by interaction with other wastes, to contaminate the sludge of any municipal systems, or to injure or to interfere with any sewage treatment process, or which constitutes a hazard to humans or animals, creates a public nuisance, or creates any hazard in or has an adverse effect on the waters receiving any discharge from the treatment works, shall be an industrial user, even if it does not discharge the equivalent of 2,000 gallons per day of sanitary wastes.

- (13) "Industrial Waste" means any water-borne solids, liquids or gaseous wastes other than domestic wastewater, resulting from discharging from, flowing from or escaping from any commercial, industrial, manufacturing or food processing operation or process or from the development of any natural resource, or any mixture of these with water or domestic wastewater.

- (14) “Infiltration” means water other than wastewater that enters the sewage system (including laterals) from the ground through such sources as defective pipes, pipe joints, connections or manhole walls. Infiltration does not include and is distinguished from inflow.
- (15) “Inflow” means water other than wastewater that enters a sewerage system (including laterals) from sources such as roof leaders, cellar drains, yard drains, area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, cooling towers, storm waters, surface runoff, street wash waters or drainage. Inflow does not include and is distinguished from infiltration.
- (16) “Intercepting Sewer” means a sewer constructed to receive the dry water flow of untreated or inadequately treated sewage from one or more existing sanitary Sewer System terminals other than from a dwelling or building that presently discharges or formerly discharged flow directly into any waters of the state, and convey the flow to a treatment works, or is to serve in lieu of an existing or proposed treatment works.
- (17) “May” is permissive.
- (18) “Natural Outlet” means any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.
- (19) “Normal Sewage” means sanitary sewage in which BOD, Suspended Solids, or phosphorus concentrations do not exceed normal concentrations of:
- (a) A 5-day 20-degree Celsius BOD of not more than 250 parts per million;
  - (b) A Suspended Solids concentration of not more than 200 parts per million; or
  - (c) Phosphorus not more than 5 parts per million.
- (20) “Operation and Maintenance Cost” means the actual sums spent by the Department in the operation and maintenance of its Wastewater Works consisting of but not limited to, each and all of the following purposes:
- (a) Wages and salaries and employee-related expenses of operating, maintenance, clerical, laboratory and supervisory personnel, together with fringe benefits and premiums paid on such wages and salaries for the State of Wisconsin Workmen's Compensation coverage.
  - Electrical power.
  - Chemicals, fuel and other operating supplies.
  - (a) Repairs to and maintenance of the Sewer System.
  - (b) Premiums for hazard insurance.
  - (c) Premiums for insurance providing coverage against liability for the injury to persons (d)and/or property.
  - (e) Rents and leasing costs.
  - (f) Operation, licensing and maintenance costs for trucks and heavy equipment.
  - (g) Consultant and legal fees.
  - (e) Wastewater treatment, processing and transportation charges.
- (21) “Parts Per Million” means a weight-to-weight ratio; the parts per million value multiplied by the factor of 8.34 shall be equivalent to pound per million gallons of water. Parts per million (ppm) is equivalent to milligrams per liter (mg/l).
- (22) “Persons” means any and all persons, natural or artificial, including any individual, firm, company, municipal or private corporation, association, governmental agency or other entity and agents, servants or employees.

- (23) “pH” means the logarithm (base 10) of the reciprocal of the hydrogen ion concentration expressed in moles per liter. It shall be determined by one of the procedures outlined in the "Standard Methods".
- (24) “Pretreatment” means an arrangement of devices and structures, for the preliminary treatment or processing of wastewater required to render such wastes acceptable for admission to the public sewers
- (25) “Public Sewer” means a sewer in which all owners or abutting properties have equal rights and is controlled or owned by a public authority.
- (26) “Replacement” means expenditures for obtaining and installing mechanical equipment, accessories and appurtenances or major repairs to mechanical equipment which are necessary during the useful life of the Wastewater Treatment Facilities, Wastewater Pumping Stations, Flow Metering Devices, and Standby and Auxiliary Pumping Equipment to maintain the capacity and performance for which such items were designed, constructed or purchased.
- (27) “Reserve Capacity Assessment” is the flow proportional share of the capital costs expended for the sanitary sewer collection system.
- (28) “Residential Equivalent Connection/Unit” is the wastewater flow to the system equivalent to that contributed by an average residential family. One household equals 2.9 people x 68 gallons used per person per day per capita or 200 gal/day/household = 72,000 gallons per year.
- (29) “Sanitary Sewer” means a sewer that conveys domestic wastewater or industrial waste or a combination of both, and into which storm, surface and ground waters or unpolluted industrial wastewater are not intentionally passed.
- (30) “Sewer Service Charge” means the charges levied on users for the Operation and Maintenance and Administrative costs of providing sanitary sewer service.
- (31) “Sewer System” means all facilities for collecting, pumping, treating, and disposing of domestic wastewater and industrial wastes.
- (32) “Shall” is mandatory.
- (33) “Slug” means any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period longer than 15 minutes more than 5 times the average 24-hour concentration or flows during normal operation and shall adversely affect the collection system and/or performance of the wastewater treatment works.
- (34) “Standard Methods” means the examination and analytical procedures set forth in the latest edition of “Standard Methods for the Examination of Water and Wastewater” as prepared, approved and published jointly by the American Public Health Association and the Water Pollution Control Federation.
- (35) “Storm Sewer” means a sewer which carries storm and surface drainage but excludes domestic wastewater and industrial wastes.
- (36) “Suspended Solids” means solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by a laboratory filtration device. Quantitative determination of suspended solids shall be made in accordance with procedures set forth in “Standard Methods”.
- (37) “Unpolluted Water” is water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharging to the sanitary sewers and wastewater treatment facilities provided.

- (38) “User” means any person discharging domestic wastewater or industrial wastes into the collection system.
- (39) “Utility Manager” means the Superintendent of the wastewater treatment or conveyance facilities who shall oversee and supervise the operations and functions of the wastewater treatment or conveyance facilities.
- (40) “Sewer Utility” means the City of Pewaukee Water & Sewer Utility established by this Chapter.
- (41) “Waste” means any solids, liquid or gaseous material or combination thereof discharged from any residences, business building, institutions and industrial establishments into the collection system or storm sewer.
- (42) “Wastewater” means a combination of the water-carried waste discharged into the collection system from residences, business buildings, institutions and industrial establishments, together with such ground surface and storm water as may be present.
- (43) “Wastewater Pumping Station” means a pumping facility utilized to pump wastewater within the collections system.
- (44) “Wastewater Treatment Facilities” means any facilities, devices and structures used for receiving and treating wastewater from the Sewer Utility’s collection system.
- (45) “WPDES Permit” means a permit to discharge pollutants obtained under the Wisconsin Pollutant Discharge Elimination System (WPDES) pursuant to Wis. Stat. Chapter 283.
- (46) “Wastewater Works” means any facilities, devices and structures used for receiving wastewater from the Sewer Utility’s collection system.

### § 300-5 – Management

- A. The operation, management and control of the Sewer Utility is hereby vested in the Common Council of the City of Pewaukee and is referred to as the "Sewer Utility" or the "Approving Authority". All records of the Sewer Utility shall be kept by the City Clerk and Utility Manager in the Sewer Utility Office or other officially designated place. The Sewer Utility shall have all the powers of a utility commission under Wis. Stat. §66.076.
- B. The Utility Manager shall have, except where otherwise provided, the general management and control of all matters pertaining to the sanitary system and shall enforce all state laws, ordinances and lawful orders relating to the construction, alteration, repair, removal, discharge and safety of sewer system infrastructure, buildings and structures associated with the system.
- C. In case of the absence, workloads or the inability of the Utility Manager to act, the City may appoint one or more assistants who shall assist in the daily functions of the City as necessary for the efficient enforcement of this chapter.
- D. The rules, regulations and rates hereinafter set forth shall be considered part of the contract with every individual or entity connected to the Sewer System. Said rules, regulations and rates may be changed from time to time as determined by the Common Council and the right is reserved to make special rates and contracts in all proper cases.

- E. The Utility Manager or authorized agent(s) may at all reasonable hours, for any proper purpose, enter upon any public or private premises and make inspection, and may require the repair of the private system, removal of any illegal discharges into the system, the production of the permit for any plumbing lateral work being done, or the required license to conduct such work. No person shall interfere with or refuse to permit access to any such premises to the representatives of the City while in the performance of their duties.

### § 300-6 - Application

The application of this Chapter, its rules, regulations and rates shall apply to all individuals, firms, corporations and institutions residing within the Sewer Service limits of the City of Pewaukee, and any person, firm or corporation, by attachment to the Sewer System or otherwise by contract or agreement coming within the City of Pewaukee sewer service area subsequent to the effective date hereof.

### § 300-7 – Rules and Regulations

- A. Declaration of Policy  
The Common Council of the City of Pewaukee finds and declares that public health, comfort and safety is preserved and enhanced by the provisions of the Sewer System in the promotion of a clean and healthful environment and that the failure to connect to the Sewer System is contrary to minimum health standards.
- B. The City of Pewaukee has entered into agreements for wastewater treatment with the City of Waukesha, and as co-owner of the regional wastewater treatment facility, Fox River Water Pollution Control Center in the City of Brookfield. The Sewer Utility hereby adopts by reference herein the City of Waukesha and the City of Brookfield's sewer use ordinances. All City of Pewaukee Sewer Utility Customers shall comply with Sewer Use ordinance requirements of these ordinances in addition to this ordinance together with any revisions or updates to these respective ordinances that may be enacted from time to time.
- C. Connection
- (1) To assure preservation of public health, comfort and safety, the owner of any houses, buildings, or properties used for human occupancy, employment, recreation, or other habitations, situated within the City of Pewaukee and adjacent to a Public Sewer or in a block through which a Public Sewer extends, or is otherwise reasonably available, is hereby required at his/her expense to install suitable toilet facilities therein, and to connect such facilities directly to the proper Public Sewer in accordance with the provisions of this Ordinance.
- (a) Sanitary sewer main that is extended in an area with existing buildings. Sanitary sewer connection is required upon septic system failure, if the property is on a holding tank or if an immediate health hazard exists within 30 days upon receipt

- of notice from the County Health Officer or City of Pewaukee Plumbing Inspector, or 15 years from the “notice of sanitary sewer availability”.
- (b) Non-residential properties are required to connect at the end of the 5-year period from the date of the “notice of availability”.
  - (c) Mandatory sewer connections for new buildings that are erected where sanitary sewer is available.
  - (d) Mandatory connections for parcels approved for development or subdivision where land division is proposed for development of residences of less than 2 acres, and all non-residential developments.
- (2) If a property owner fails to comply with the said notice to connect within the given period of time, the Sewer Utility may, at its option:
- (a) Enter into and onto the property to cause such connection to be made and bill the property owner for such costs. If such costs are not paid within 30 days, the delinquent costs shall be assessed as a special tax lien against the property. The entire amount of the delinquent costs shall be placed upon the property owner’s tax bill unless the owner, within 30 of receipt of the bill, files a written notice with the Sewer Utility selecting the option for a levy not to exceed 5 equal annual installments, with interest at the rate of 10% per annum. Full payment shall be due at time of sale of property.
  - (b) Impose a standby charge for the period in excess of 12 months that such failure continues after the date the Public Sewer first becomes operational, following 10 days written notice to any owner failing to make a connection to the Sewer System, for an amount equal to 150% of the Sewer Service Equivalency Charge, payable quarterly for the period in which the failure to connect continues. Upon failure to make such payment, all charges shall be levied as a tax against the lot or parcel to which sewerage service was furnished.
- D. Alternative Disposal Prohibited No person shall construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended to be used for the disposal of domestic wastewater, if a Public Sewer is available.
- E. No person shall discharge to any Natural Outlet within the Sewer Utility in any area under the jurisdiction of the Sewer Utility, sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Ordinance.
- (1) Plumbers  
No plumber or other person will be permitted to engage in or work at any plumbing in connection with the Wastewater Works without first receiving a license from the State of Wisconsin, Department of Safety and Professional Service.
  - (2) Maintenance of Services  
All sewer services within the limits of the Sewer Utility at the point of connection to the street main and all street mains, shall be maintained and

repaired by the Sewer Utility without expenses to the property owner, except when damaged by negligence, carelessness or intentional acts on the part of the property owner or occupant, in which case they will be repaired at the expense of the property owner. All Building Sewers from the point of connection at the street main to and throughout the premises served must be maintained free of defective conditions by and at the expense of the owner or occupant of the property served.

(3) Users

- (a) Application for Service: Every person requesting connection to the Sewer System shall file an application in writing to the Sewer Utility, in such form as is prescribed for that purpose. The application must state fully and truly all the uses which will be presently made. If any change in use from that set forth is contemplated, the user must obtain further application and permission from the Sewer Utility. If the applicant is not the owner of the premises, the written consent of the owner must accompany the application.
- (b) Applications for service for a property with more than one building, or more than one building with multiple units through one service connection will require separate applications.
- (c) If it appears that the service applied for cannot be provided by the Sewer Utility, the Sewer Utility may reject the application. If the Sewer Utility approves the application, it shall issue a permit for services as shown on the application.
- (d) All expenses relating to the connection to the Wastewater Works shall be paid by the applicant or owner.
- (e) Tap Permits: No connections to the sewer main shall be made without a Tap Permit. Tap Permit applications must be completed prior to issuance of the Plumbing permit and payment of all applicable fees. Notification to the Sewer Utility must be made 48 hours prior to the tapping to allow for Utility/Engineering inspection of service tap. Obtaining a Tap Permit does not relieve a permittee of its duty to obtain all other necessary permits, or pay fees required by any city, county, state and federal laws, including those required by the State of Wisconsin Plumbing Code. After sewer connections have been installed into any building or upon any premises, no plumber shall make any alterations, extensions, or attachments, unless the party ordering such tapping or other work shall obtain and exhibit the proper permit for the same from the Sewer Utility.
- (f) User to Keep in Repair: All users shall, at their own risk and expense, keep their service pipes in good repair and protected from frost, and

shall prevent any unnecessary overburdening of the Sewer System. The user is responsible for their service pipe from the street main through their facility.

- (g) User's Use Only: No user shall allow other persons to connect to, or permit other uses to be made of, the Sewer System through his/her lateral.
- (h) User to Permit Inspection: Every user shall permit the Sewer Utility or its duly authorized agent, at all reasonable hours of the day, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains and sewer connections operate; and they must at all times, frankly and without concealment, answer all questions put to them relative to its use.
- (i) Responsibility: No claim shall be made against the Sewer Utility or its agents or employees by reason of the breaking, clogging, stoppage, or freezing of any service pipe; nor from any damage arising from repairing mains, making connections or extensions or any other work that may be deemed necessary by the Sewer Utility, absent legal liability. The Sewer Utility may cut off the service at any time for the purpose of repairs or any other necessary purpose, any permit granted or regulation to the contrary notwithstanding.
- (j) Whenever it becomes necessary to shut off the sewer service within an area of the Sewer Utility, the Sewer Utility shall, if practicable, give reasonable notice to each affected user.

#### F. Excavations

Excavation requirements in the public right-of-way shall be as specified and required by the Sewer Utility over said right-of-way. In all cases, a permit is required.

##### (1) Laterals

(a) All laterals on private property shall be installed in accordance with State of Wisconsin Administrative Code as amended from time to time.

(b) The Building Sewer shall be inspected by the City Plumbing Inspector or his/her designee upon completion of placement of the pipe and before backfilling and tested before and after backfilling. The City Plumbing Inspector or his/her designee may order any pipes exposed and removed if said pipes were covered before inspection.

##### (2) Tapping the Main

(a) No person(s), except those having special permission from the Utility Manager or its designee, or persons in their service and approved by them, shall be permitted under any circumstances to tap the Public Sanitary Sewers. The kind and size of the connection to the Public Sanitary Sewers shall be that specified in the Sewer Tap

Permit or order from the Sewer Utility. A minimum 48-hour notice shall be given to the Sewer Utility prior to tapping any main to coordinate inspection of the tap on the Public Sewer Main.

(b) Unless expressly approved by the Utility Manager, pipes shall always be tapped at the side, and not within 6 inches of the joint, or within 24 inches of another lateral connection.

(c) When any Building Sewer service is to be re-laid and there are two or more buildings on such service, each building shall be disconnected from such service, and a new and separate Building Sewer shall be installed for each building. Each non-residential building shall install an inspection manhole.

§ 300-8 – **Right of Entry** The Sewer Utility, its' agents and employees, shall be permitted to gain access to such properties as may be necessary for the purpose of inspection, observation, measurement, sampling and testing, in accordance with provisions of this Ordinance, pursuant to Wis. Stat. § 66.121 through § 66.125.

#### § 300-9 - **Permits**

A. **PERMITS REQUIRED (DOMESTIC WASTEWATER)** - No connection, disconnection or reconnection shall be made to any of the sewers of the City from any building, premises, excavation place or property of any kind whatsoever by any building drain, tap or building sewer intended or designed to, or capable of, discharging any matter whether fluid or solid, into the sewers of the City unless a permit has first been issued.

- (1) **APPLICATION FOR PERMITS** - Application for a permit shall be made in writing upon a form to be furnished by the City and shall state the name and address of the owner of the building and the owner of the land on which it is to be erected, the name and address of the contractor, the location of the building, the house number thereof and such other information as the Utility Manager may require. With such application there shall be submitted to the City a complete set of plans or a copy of a survey or site plan detailing the proposed location of the sanitary sewer.
- (2) **WAIVER OF REQUIREMENTS** - At the option of the Utility Manager, plans, data, specifications and survey need not be submitted with an application for permit to execute minor alterations and repairs to any sewer lateral, private sewer main or private equipment, provided the proposed construction is sufficiently described in the application for permit.
- (3) **REVOKING PERMITS**
  - (a) The Utility Manager may revoke any permit issued under the regulations of this code and may stop construction for any of the following reasons:

1. Whenever there is a violation of any regulation of this code or of any other

- ordinance, law, and orders, Wisconsin Statute or Wisconsin Administrative Code relating to the same subject matter;
2. Whenever the continuance of any construction becomes dangerous to life or property;
  3. Whenever there is any violation of any condition or provision of the application for permit or of the permit;
  4. Whenever any false statement or misrepresentation has been made in the application for permit, plans, drawings, data, specifications or plot plan on which the issuance of the permit or approval was based;
- (b) Whenever there is a violation of any of the conditions of an approval for the use of any new materials, equipment, methods of construction devices or appliances.
- (c) The notice to revoke a permit, certificate of compliance or approval shall be in writing and shall be served upon the applicant for the permit, owner of the premises and his agent, if any, and on the person in charge of construction. A “stop work order” shall be posted on the construction site.
- (d) After the notice is served upon the persons and posted, it shall be unlawful for any person to proceed thereafter with any construction operation whatsoever on the premises and the permit which has been so revoked shall be null and void. Before any construction or operation is again resumed, a new permit, as required by this code, shall be procured and fees paid therefore and thereafter the resumption of any construction or operation shall be in compliance with the regulation of this code.
- (4) FEES – All applications for a permit must be accompanied by the proper fee. Permit fees shall be set from time to time by resolution of the Commission.
- (5) EXPIRATION OF PERMIT
- (a) The permit shall become void unless construction is commenced within six (6) months from the date the permit is issued or if the work authorized by such permit is suspended at any time after work is commenced, for a period of more than sixty (60) days. The permit shall expire twelve (12) months from the date the permit is issued. Time periods referenced herein may be extended by the Utility Manager if the delay was due to conditions beyond the control of the applicant. No additional permits for the same work shall be issued unless a timetable of completion is agreed upon by the Utility Manager.
  - (b) Before commencing or recommencing work after the expiration of a permit, a new application and appropriate fee shall be submitted and issued.

## B. WASTEWATER DISCHARGE PERMIT (NONDOMESTIC WASTEWATER)

- (1) Wastewater Discharge Permit: A wastewater discharge permit is required under this section if a person’s discharge into the Sewer Utility’s Wastewater Works has any

of the following components or is otherwise required by the Brookfield or Waukesha Ordinance:

- (a) A BOD greater than 250 mg/l
- (b) A total suspended solids concentration greater than 300 mg/l.
- (c) A volume of 25,000 gallons per day or greater is discharged by any user at one or more points of discharge.
- (d) Any of the characteristics listed under Section 300-10.
- (e) Phosphorus 5mg/l.
- (f) Ammonia nitrogen NH<sub>3</sub>N 25mg/l

Any person planning to discharge, changing the characteristics of discharge or whose discharge permit has expired shall make application to the Utility Manager or its designee within 60 days prior to the discharge. All persons currently discharging shall make application to the Utility Manager or its designee within 60 days after passage of this Ordinance and must have an executed permit within 60 days of application to discharge or shall discontinue discharging. A discharge permit shall be required for each separate point of discharge into the Sewer Utility's Wastewater Works. No person shall discharge waste or wastewater into the Sewer Utility Wastewater Works without a wastewater discharge permit, if required by the section.

- (2) Permit Application: Users seeking a wastewater discharge permit shall complete and file an application with the Sewer Utility office on the form prescribed by the Sewer Utility. In support of this application, the user shall submit the following information:
  - (a) Name, address, and standard industrial classification number of applicant.
  - (b) Average daily volume of wastewater to be discharged.
  - (c) Wastewater constituents and characteristics as determined by a method approved by the Utility Manager or its designee.
  - (d) Time and duration of discharge.
  - (e) Average and peak wastewater flow rates, including daily, monthly and seasonal variations, if any.
  - (f) Site plans, floor plans, mechanical and plumbing plans and details to show all sewers and appurtenances by size, location and elevation.
  - (g) Description of activities, facilities and plant processes on the premises including all materials and types of materials which are, or could be, discharged.
  - (h) Each product produced by type, amount and rate of production.
  - (i) Number and type of employees and hours of work.
  - (j) Any other information as may be deemed by the Sewer Utility to be necessary to evaluate the permit application.
- (3) Permit Conditions: Wastewater discharge permits shall be expressly subject to all provisions of this Ordinance and all other regulations, user charges and fees established by the Approving Authority. The conditions of wastewater

discharge permits shall be uniformly enforced by the Sewer Utility in accordance with this Ordinance, and applicable State and Federal regulations. Permit conditions shall include the following:

- (a) The Residential Equivalency Charge, Sewer Use Charge and Schedule for Surcharge fees for the wastewater to be discharged to the Wastewater Works.
  - (b) The average and maximum wastewater constituents and characteristics.
  - (c) Limits on rate and time of discharge or requirements for flow regulations and equalization.
  - (d) Requirements for installation of control manholes.
  - (e) Pretreatment requirements.
  - (f) Requirements for maintaining plant records relating to wastewater discharges as specified by the Sewer Utility and affording the Sewer Utility access thereto.
  - (g) Average and maximum pollutant concentrations and total daily average, and maximum pollutant discharges for all pollutants subject to limitations and prohibitions which are present in the user's wastewater discharge.
  - (h) Entering into a contractual agreement with the Sewer Utility. The contractual agreement shall contain the conditions set forth in the discharge permit, requirements for industrial cost recovery charges and other items deemed necessary by the Approving Authority.
  - (i) Other conditions as deemed appropriate by the Sewer Utility to ensure compliance with this Ordinance.
- (4) Duration of Permits: A permit shall be issued for 1 year, or on a case-by-case basis, and shall be automatically renewed on a year-to-year basis thereafter, unless the person is notified by the Utility Manager or its designee within 60 days prior to the expiration of the permit or any renewal thereof. After such notification by the Utility Manager or its designee, the permit shall expire at the end of that year. The terms and conditions of the permit shall be subject to modification and change by the Utility Manager or its designee or the Fox River Water Pollution Control Center during the life of the permit, if required because of any Ordinances, statutes or rules and regulations of the Approving Authority of any applicable state or federal body. The person shall be informed of any proposed changes in his/her permit at least 60 days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.
- (5) Transfer of a Permit: Wastewater discharge permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation.

- (6) Revocation of Permit: Any user who violates any of the conditions of their permit contractual agreement, or this Ordinance; or the Brookfield Industrial Wastes Code 13.20 as updated from time to time; or of applicable State and Federal regulations, is subject to having their permit revoked.

### § 300-10 - Prohibited Discharges

- A. No person shall discharge or cause to be discharged any storm water, ground water, roof runoff, yard drainage, yard fountain, swimming pool or pond overflow into the collection system. Unpolluted water or waste shall be discharged to only storm sewers or to a natural outlet. Any person violating this provision shall disconnect the source of the Prohibited Discharge within 15 days of notification by the Utility Manager.
- B. No person shall discharge or cause to be discharged to the collection system either directly or indirectly any of the following described wastes or wastewater:
  - (1) Any liquid having a temperature higher than 140 degrees Fahrenheit (60 degrees Celsius). Using test methods specified in 40 CFR Section 261.121.
  - (2) Any wax, grease, or oil, plastic or any other substance that will solidify or become discernibly viscous at temperatures between 32 degrees to 150 degrees Fahrenheit (0 degrees to 65 degrees Celsius).
  - (3) Any solids, liquids or gases which by themselves or by interaction with other substances may cause fire, explosion, hazards, create toxic fumes or in any other way be injurious to persons or property involved in the operation or maintenance of the Sewer System.
  - (4) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the Wastewater Works, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.
  - (5) Any premoistened non-woven disposable wipe marketed as a baby wipe or diapering wipe; any premoistened non-woven disposable wipe that is composed entirely of or in part of petrochemical-derived fibers and is marketed as cleaning wipes, disinfecting wipes, hand sanitizing wipes, antibacterial wipes, personal care wipes, or hygiene wipes. Additional care should be taken to avoid washing human and pet hair down the drain.
  - (6) Any garbage that has not been properly comminuted or shredded to such a degree that all particles will be carried freely in suspension in the municipal sewers (100% passing ½ inch screen, 90% passing ¼ inch screen).
  - (7) Any noxious or malodorous substance, which either singly or by interaction with other substances is capable of causing odors objectionable to persons of ordinary sensitivity.
  - (8) Any wastes or wastewater having a pH lower than 5.5 or higher than 9.0 or having any corrosive property capable of causing damage or hazards to the Sewer System.

- (9) Any wastes or wastewater of such character and quantity that unusual attention or expense is required to handle them in the Sewer System.
  - (10) Any wastewater or wastes containing a toxic or poisonous substance such as plating or heat treating wastes in sufficient quantity to injure or interfere with wastewater treatment process, to constitute a hazard to humans or animals, to create any hazard in the Sewer System, or which would cause the Sewer Utility wastewater treatment facilities to discharge any of the following pollutants in quantities in excess of the limitations established in the Wisconsin Administrative Code or WPDES Permit: cyanide, hexavalent chromium, trivalent chromium, copper, nickel, cadmium, zinc, phenols, iron and tin.
  - (11) Any radioactive wastes greater than allowable releases as specified by the current United States Bureau of Standards Handbooks dealing with the handling and release of radioactivity.
  - (12) Free or emulsified oil and grease exceeding on analysis an average of 300 mg/L of either or both of combinations of free or emulsified oil and grease, if, in the opinion of the Utility Manager it appears probable that such wastes or wastewater: See Section § 300-13 Fats, Oils, and Grease and sand trap installations.
  - (13) Any cyanides or cyanogen compounds capable of liberating hydrocyanic gas or acidification in excess of 0.5 mg/l by weight as cyanide in the wastes.
  - (14) Wastes or wastewater which:
    - (a) Cause unusual concentrations of solids or composition; as for example, in total suspended solids of inert nature (such as Fuller's Earth) and/or in total dissolved solids (such as sodium chloride, or sodium sulfate).
    - (b) Cause excessive discoloration in the wastewater treatment facilities discharge.
    - (c) Has BOD in excess of “normal strength” defined as waste not exceeding 250 mg/l, 300mg/l of Total Suspended Solids (TSS), 5 mg/l of Phosphorous or 25mg/l of ammonia nitrogen (NH<sub>3</sub>N) based upon a 24-hour composite sample.
    - (d) Is discharged without application for a wastewater discharge permit or contractual agreement.
    - (e) Cause damage to the collection system or impair the treatment process.
- C. No person shall allow the discharge of slugs of water or wastes to the collection system which may be harmful to the operation of the Sewer System. Where, in the opinion of the Utility Manager, slugging does occur, each person producing such a discharge into the collection system shall construct and maintain at his/her own expense, a storage reservoir of sufficient capacity with flow control equipment to ensure an equalized discharge over a 24-hour period.
- (1) No person shall discharge any waste or wastewater which would cause the wastewater treatment facilities to be in violation of any of the requirements of their WPDES permit.
  - (2) No person shall connect to and discharge to the collection system, unless there is capacity available in all downstream components of the Sewer System as determined by the Sewer Utility.

#### § 300-11 - Accidental Discharges

Any person who accidentally discharges wastes or wastewater prohibited into the

sanitary sewers or storm sewers shall immediately report such discharge to the Sewer Utility.

### § 300-12 - Pretreatment Facilities

- A. The Approving Authority may require pretreatment facilities of any person discharging or planning to discharge industrial waste, if the waste or wastewater:
- (1) Could cause damage to the collections system.
  - (2) Impair the treatment process.
  - (3) Cause the Utility to incur treatment costs exceeding those of domestic wastewater.
  - (4) Have any of the characteristics of the “Prohibited Discharges” described in Ordinance Section 300-10.
  - (5) Cause the wastewater treatment facilities to exceed its total design loading for volume BOD, suspended solids or pollutant.
  - (6) Cause a particular industry to exceed its design allocation for volume, BOD, suspended solids or any other pollutant.
- B. Construction, operation and maintenance of pretreatment facilities shall be at the expense of the person discharging the industrial waste.
- C. Plans, specifications and any other pertinent information relating to proposed pretreatment facilities shall be submitted for review of the Utility Manager prior to the start of construction.
- D. In accordance with Wis. Admin. Code NR 114, all pretreatment facilities shall be operated by qualified personnel holding certificate of the proper class issued by the WDNR.

### § 300-13 - Grease, Oil, Sand Traps and Inspection Manholes

All Commercial Establishments and other users as described in this Section shall comply with the provisions set forth herein.

- A. Commercial Establishments are those involved in the preparation of food for commercial purposes (i.e., preparing, serving or otherwise making available for consumption foodstuffs) and that use one of the following preparations activities: cooking by frying, baking, grilling, sautéing, rotisserie cooking, broiling, blanching, roasting, poaching, infrared heating, searing, barbecuing, and other food preparation activities that produce a hot, non-drinkable food product in or on a receptacle that requires washing. These facilities include, but are not limited to restaurants, bakeries, cafeterias, hotels, motels, hospitals, nursing homes, grocery stores, schools, churches, caterers, convenience stores, movie theaters, and other users as determined by the City of Pewaukee who discharge applicable waste. Commercial Establishments also include those that discharge grease and/or oil to the sanitary drain system such as oil change garages, car washes automobile repair facilities or any facility engaged with petroleum or mineral based materials.

- B. Any new or existing Commercial Establishments or a facility that produces Fats, Oils, and Grease (FOG) shall be required to submit a FOG control plan that will effectively control the discharge of undesirable materials into the wastewater collection system. This will include but not be limited to best management practices (BMP) and grease and/or sand interceptors. Existing facilities will not be exempt nor “grandfathered” from this requirement. Grease, oil, and sand interceptors or traps shall be provided for the proper handling of liquid wastes containing fats, oils or grease in excessive amounts, sand and other harmful ingredients except that such interceptors or traps shall not be required for private living quarters or residential dwelling units.
- C. Installation Requirements
- (1) All interceptors or traps shall be of a type and capacity approved by the WDNR and Wis. Admin. Code SPS 382.34 and shall be located so as to be readily and easily accessible for cleaning and inspection, and to be effective in capturing fats, oils, and grease to cool enough for these to be trapped. They shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures and shall be of substantial construction, gas tight, watertight, and equipped with easily removable covers.
  - (2) All sewer flows from toilets, urinals, lavatories, etc., shall not be discharged into the grease interceptor. These flows shall be conveyed separately to the sanitary sewer service lateral.
  - (3) Only floor drains which discharge or have the potential to discharge grease shall be connected to a grease interceptor.
  - (4) Garbage disposals if used must be connected to the grease interceptor.
  - (5) Commercial dishwashers must be connected to grease interceptors. Interceptors must be sized to allow enough detention time to allow water to cool and solidify and float to the top of the interceptor.
  - (6) Grease interceptors shall be constructed and sized in accordance with the State of Wis. Admin. Code SPS 382.34.
  - (7) Approval of proposed facilities or equipment by the WDNR or the Wisconsin Department of Safety and Professional Services does not in any way guarantee that these facilities or equipment will function in the manner described by their constructor or manufacturer nor shall it relieve a Fats, Oils or Grease Producing facility of the responsibility of enlarging, relocating or otherwise modifying such facilities to accomplish the intended purposes.
  - (8) Access to grease interceptors shall be available at all times to allow for proper maintenance and inspection.
- D. Multi-tenant buildings shall have constructed and maintained means for access for sampling and measure flow of all discharges to the sanitary sewer for each tenant to the satisfaction of the City of Pewaukee. This includes but is not limited to the construction of a sampling manhole for each tenant. All monitoring facilities shall be constructed and maintained in accordance with all applicable state and local construction standards and specifications. Plans

for the installation of monitoring facilities and related equipment shall be submitted for review and approved by the Utility Manager prior to the beginning of construction.

- E. All grease, oil, and sand interceptors or traps shall be maintained by the user at his/her expense in continuously efficient operation and meet the discharge limits at all times. Grease interceptors must be pumped out completely at a minimum of every 90 days. Some interceptors may require pumping on a more frequent basis. Maintenance of grease trap shall include the complete removal of floating and settled solids and inspecting and/or repairing any portion of the interceptor that is not functioning properly. Grease hauling shall be performed by a qualified licensed hauler.
- F. Users must provide documentation with the following information at the request of city inspectors.
- (1) Date
  - (2) Condition of interceptor after pumping, including needed repairs
  - (3) Name and license number of haulers
  - (4) Phone number of haulers
  - (5) Quantity pumped (volume)
  - (6) Waste disposal site location and contact information
  - (7) A copy of the original manifest for the waste hauler

Documentation must be retained for a period of no less than 3 years and made available upon request by the City of Pewaukee.

- G. The City of Pewaukee shall have the right to inspect grease interceptors and traps to determine compliance with the requirements of this title. The discharger shall allow the Utility Manager or his/her designee to enter upon the premises of the discharger at all reasonable hours for purposes of inspection, sampling or records examination. Upon written notification by the City of Pewaukee, the facility shall be required to perform maintenance and submit a remediation report to the City of Pewaukee within a timeframe deemed reasonable by the Sewer Utility Manager. Upon inspection by the City of Pewaukee, the facility may be required to install at their expense, additional controls to provide a complete system that prevents discharges of undesirable materials into the wastewater collection system.
- H. Chemical treatments such as drain cleaners, acid or other chemical additives to emulsify or remove grease are strictly prohibited. The introduction of grease or fat into a grease interceptor shall be prohibited per Wis. Admin. Code 382.34(5)(e).

#### § 300-14 - Wastewater Measurement and Sampling

- A. Wastewater flows shall be assigned in accordance with the Residential Equivalency Connection Table provided in Section § 300-23 unless:
- (1) Any lot, parcel of land, building or premises discharging domestic wastewater or industrial waste into the collection system, the owner or occupant of such property installs necessary metering equipment as approved by the Sewer

Utility Manager to measure the quantity of water pumped or discharged to the collection system. The user charge shall be based on the quantity of water so measured. Whenever the person fails to install such metering equipment, or where it is not practicable to measure the water consumed on any premises by a meter or meters, the Sewer Utility Manager shall determine the estimated volume of water discharged into the Wastewater Works.

- (2) The City of Pewaukee may require the installation of devices for metering the volume of waste discharged if those volumes cannot otherwise be determined or if the user discharges over 25,000 gallons on any day for significant industrial users. The metering devices shall be owned and maintained by the property owner or user and may not be removed without consent of the Sewer Utility Manager.
- (3) Control Manholes/Inspection Manholes: All persons discharging non-residential wastes into the Wastewater Works shall construct and maintain control manholes in suitable and accessible positions on public property, public right-of-way or easement to facilitate the observation, measurement and sampling of all wastes or wastewater. Control manholes shall be located and constructed in a manner approved by the Sewer Utility Manager. Plans shall be submitted to the Sewer Utility Manager prior to construction.
- (4) Multi-tenant, non-residential buildings must have constructed and maintained means for access for sampling and measuring flow of all discharges to the sanitary sewer for each tenant to the satisfaction of the Sewer Utility Manager. All monitoring facilities shall be constructed and maintained in accordance with all applicable state and local construction standards and specifications. Plans for the installation of monitoring facilities and related equipment shall be submitted for review and approval to the Sewer Utility Manager prior to the beginning of construction.

#### § 300-15 - Industrial Waste Analysis

- A. The City of Pewaukee, Fox River Water Pollution Control Center or its designee shall collect samples and perform laboratory tests on industrial waste discharges as necessary to verify quantity of flow and character and concentration of an industrial waste. The test results shall be used to determine the applicable surcharge.
- B. Waste or wastewater discharge may be sampled manually or by the use of mechanical equipment as necessary to obtain a representative 24-hour composite sample. Samples shall be taken at intervals as determined by the Sewer Utility Manager or the Fox River Water Pollution Control Center.
- C. When Wis. Admin. Code NR 202 requires the submittal of the character, and concentration of wastes, waste volume and production information to the City of Pewaukee or Fox River Water Pollution Control Center or WDNR, the user shall have the waste character and concentration determined by a WDNR certified testing laboratory. A

copy of the test results and WDNR reports shall be submitted to the Sewer Utility Manager.

- D. All measurements and test analysis of the characteristics of industrial wastes shall be determined in accordance with "Standard Methods".

### § 300-16 – Sewer Service Charges and Reserve Capacity Assessment

- A. Basis for Sewer Service Charges - The sewer service charge imposed under this section shall generate sufficient revenues to pay the total operation and maintenance costs necessary to the proper operation and maintenance (including replacement) of the Sewer System. Such system of sewer service charges shall maintain the proportional distribution of operation and maintenance costs among user classes.
- B. Sewer Service Charge
- (1) A Sewer Service Charge is hereby imposed upon each building or premise (user) served by the Sewer System or otherwise discharging sewage, including non-domestic and industrial wastes, into the system. The annual Sewer Service Charge shall be the sum of the following components, rounded to the nearest 10th of a dollar when computed on a quarterly basis:
    - (a) One Administrative Component;
    - (b) The product of the Operation and Maintenance Component times the number of residential equivalent connections assigned to a user; and
    - (c) The product of the Debt Service Component times the number of residential equivalent connections assigned to the user.
  - (2) The Administrative Component shall be the product of 50% of the Utility's budgeted administration costs divided by the base number of sewer users.
  - (3) The Operation and Maintenance Component shall be the product of the budgeted sewer system operating and maintenance costs divided by the base number of residential equivalent connections. Depreciation expense shall be included in the Operation and Maintenance Component of the Sewer Service Charge. The depreciation expense included in the Utility's budget for operation and maintenance shall be computed on a basis consistent with generally accepted accounting principles. At a minimum, depreciation included in the Operation and Maintenance Component of the Sewer Service Charge shall equal the yearly replacement costs as defined by Wis. Admin. Code NR 128.3, and 40 CFR 35.2005(30)(i) and (ii) of the Federal Register.
  - (4) The Debt Service Component shall be the product of the debt service requirement necessary to make the subsequent year's payments on the Wisconsin Clean Water Fund Loan, or any other financing used to upgrade and expand the Fox River Water Pollution Control Center, Interceptors with

shared flow between the Lake Pewaukee Sanitary District, Town of Brookfield Sanitary District No. 4 and the City of Brookfield, and the Village of Pewaukee's force main and lift stations, and any other costs as assigned by the Common Council of the City of Pewaukee divided by the base number of residential equivalent connections.

- (5) The Debt Service Component is intended to accumulate, by the end of each calendar year, funds sufficient to meet the subsequent year's debt service needs. The Utility has established a Reserve Capacity Assessment (RCA) to finance, among other projects, the costs of new, upgraded, and existing capacity in the Fox River Water Pollution Control Center. Any and all funds collected through the RCA may be used to offset the Debt Service Component of the Sewer Service Charge. The Common Council shall determine, in conjunction with the approval of the annual Sewer Service Charge, the amount, if any, of accumulated RCA funds to be used to offset the Debt Service Component of the Sewer Service Charge.
- (6) The Base Number of Residential Equivalent Units shall be the number of residential equivalent connections serviced by the Utility as of the last day of the preceding fiscal year.
- (7) The Base Number of Sewer Users shall be the number of sewer users serviced by the Utility as of the last day of the preceding fiscal year.

C. Quarterly Billings: Users shall be billed quarterly for one quarter of the annual Sewer Service Charge. Such bills become due and payable on the 10<sup>th</sup> of the month following the period for which service is rendered. A late payment charge of 1.0% per month shall be added to bills not paid within 20 days of issuance. The late payment charge shall be applied to the total unpaid balance for utility service, including unpaid late payment charges. The late payment charge is applicable to all customers.

D. Prorated Billings: Quarterly billings of the Sewer Service Charge shall be prorated for new service connections based upon the number of months of service during the quarter. Service starting on or before the 15th day of the month shall be treated as occurring on the first day of that month. Service starting after the 15th day of the month shall be treated as occurring on the 1st day of the subsequent month.

- (1) Excess Revenues: Excess Revenues collected from a user class within a fiscal year shall be applied to that user class for the Operation and Maintenance Component of the Sewer Service Charge in the subsequent year. Excess revenues shall be computed by the end of the second quarter of the subsequent fiscal year and shall be applied equally to the Sewer Service Charge for the second, third and fourth quarter of the fiscal year. Excess Revenues shall be defined as that amount of revenue generated by the Sewer Service Charge in excess of the sum of:

- (a) Actual Operation and Maintenance Costs, including 100% of actual depreciation expense computed on a basis consistent with generally accepted accounting principles,
  - (b) Administrative Costs allocated to the sewer utility,
  - (c) All debt service costs allocated to the sewer utility, and
  - (d) A rate of return of 8.5% on the sewer utility's Net Investment Rate Base.
- (2) Net Investment Rate Base: shall be the larger of zero or the average net book value of sewer system assets, including assets constructed jointly with other governmental agencies, individuals, or other organizations, less the average of contributions in aid of construction.
- (3) Notification: Users shall be notified annually of the portion of the Sewer Service Charge attributable to wastewater treatment services.
- E. Industrial and Commercial Charges for Other Than Domestic Wastewater and Surcharge for Discharging Conventional Pollutants.

- (1) Charges for Wastewater other than Domestic Wastewater shall be based on Flow, BOD, Suspended Solids, Phosphorus and such other constituents which affect the cost of the collection and treatment. All persons discharging wastes into the Sewer System are subject to a surcharge, in addition to any other wastewater service charge, if their wastewater has a concentration greater than Domestic Wastewater concentrations. The volume of flow used for computing waste surcharges shall be the metered water consumption, or the actual volume of waste as determined by an industrial waste meter in installation. The amount of surcharge shall reflect the cost incurred by the Sewer Utility in removing BOD, Suspended Solids, Phosphorus, and other pertinent constituents. The surcharge shall be computed on the basis of Model No. 2, Federal Register, Vol. 39, No. 29, Feb. 11, 1974, p. 5270.

$$\text{Surcharge} = [B (B) + S (S) + P (P)] V$$

- (2) Surcharge for Discharge of Toxic Pollutants  
Users discharging toxic pollutants prohibited by this ordinance, shall in addition to any fines or penalties levied by the Sewer Utility pay for any increased operating, maintenance, including depreciation, and administrative costs attributable to such discharge.

F. Reserve Capacity Assessments

The City has levied and assessed upon each lot or parcel of land currently within the Sewer Utility, but not having an existing connection to the Sewer System and upon land subsequently attached to the Sewer Utility, a Reserve Capacity Assessment (RCA). Each RCA charge shall be payable as herein provided and shall be on the basis

of one RCA charge for each Residential Equivalent Connection connected to the Sewer System.

- (1) Schedule of Charges: The Reserve Capacity Assessment for a single-family residence shall be as determined by resolution by the Common Council which shall also be the unit of charge for a Residential Equivalent Connection. The Director of Public Works/City Engineer shall determine the residential equivalency units for all other categories of buildings. Special charges may be determined by the Approving Authority for large commercial or industrial users. The RCA charge shall be increased as required from time to time by the Sewer Utility.
  - (2) Payments: Payments of the RCA charge for future connections shall be made in full prior to the issuance of a building or plumbing permit.
- G. Special Rates: The approving authority may at any time hereafter, set special rates for any large commercial service, industrial use of any other unique user that does not readily fit into other categories of users.
- H. Special Assessments - Nothing contained in this Ordinance shall prohibit or preclude the City from levying, from time to time, special assessments in the manner provided by law.

#### § 300 –17 - Annual Budget and Method of Payment of Charges

- A. Annually, before November 1st, the Sewer Utility shall prepare a budget for the subsequent fiscal year which shall be separated into the following sections, 1) Operation, 2) General Maintenance and Administration, and 3) Debt Service.
- B. Billing: The property owner is held responsible for all sewer bills on premises that they own. All sewer bills and notices of any nature, relative to the sewer service, shall be addressed to the owner and/or occupant and delivered to the addressee by first class mail.
- C. Failure to Receive Bill No Penalty Exemption: Reasonable care shall be exercised in the proper delivery of sewer bills. Failure to receive a sewer bill, however, shall not relieve any person of the responsibility for payment of sewer rates within the prescribed period, nor exempt any person from any penalty imposed for delinquency in the payment thereof.
- D. Delinquent Bills: On the 15<sup>th</sup> day of October each year, notice shall be given to the owner or occupant of all lots or parcels of real estate to which service has been furnished prior to October 1 and payment for which is owing and in arrears at the time of giving such notice. The Utility Clerk shall furnish the City Treasurer with a list of all such lots or parcels of real estate, and the notice shall be given by the City Treasurer. The Utility Clerk shall notice all delinquent accounts. Notice shall be in writing and

shall state the amount of such arrears, including any penalty assessed pursuant to the rules of such Sewer Utility; that unless the same is paid by the 31<sup>st</sup> day of October, the same shall be assessed a 10% penalty. Any remaining arrears as of November 15<sup>th</sup> shall be levied as a special charge on the real estate tax bill against the lot or parcel of real estate to which service was furnished and for which payment is delinquent as above specified. Such notice may be served by delivery to either such owner or occupant personally, or by letter addressed to such owner or occupant at the post office address of such lot or parcel of real estate. On the 16<sup>th</sup> day of November, the City Treasurer issuing the notice shall certify and file with the Sewer Utility a list of all lots or parcels of real estate, giving the legal description thereof and the amount of unpaid arrears and penalty. Each such delinquent amount, including such penalty, shall thereupon become a lien upon the lot or parcel of real estate to which the service was furnished and payment for which is delinquent, and the Sewer Utility shall insert the same as a tax against such lot or parcel of real estate pursuant to Wis. Stat. § 66.0809. All proceedings in relation to the collection of general property taxes and special assessments and to the return and sale of property for delinquent taxes and special assessments shall apply to said tax if the same is not paid within the time required by law for payment of taxes upon real estate.

#### § 300 –18 - **Equipment Replacement Account**

- A. The Sewer Utility shall establish a segregated replacement account for the purpose of accumulating cash reserves. Such reserves shall be available for the Replacement Costs of the Sewer System as necessary for the purpose of extending the useful life of mechanical equipment. The account was initially funded with cash in an amount equal to the depreciation accumulated on all mechanical equipment associated with the operation and maintenance of the Sewer System incurred through December 31, 1988.
- B. The Sewer Utility shall periodically, but at least annually, deposit cash in the Equipment Replacement Account equal to the yearly depreciation computed on mechanical equipment associated with the Sewer System.
- C. Depreciation for this purpose shall be computed using the half year convention on the straight-line method over the estimated useful life of the mechanical equipment.

#### § 300-19 – **Records**

The City shall keep a record of all applications for connections, disconnection or reconnection permits, and each permit shall be regularly numbered in the order of its issue, and a record showing the number, description, and size of all laterals installed indicating the kind of materials used and the location of such lateral shall be kept. In addition, the City shall keep a record of all inspections made, the removal of buildings or their laterals, and a record of all fees collected showing the date of their receipt.

#### § 300-20 **Confidentiality of Critical Information**

When requested by the user furnishing a report or permit application or questionnaire, the portions of the report, or other document, which might disclose trade secrets or secret processes shall, to the extent legally permissible, remain confidential.

§ 300-21 **Violations**

- A. Any person who fails to comply with any of the provisions of this Ordinance or with an order of the Approving Authority or the Utility Manager issued in pursuance of this Ordinance, or shall tamper with metering or sampling, shall be liable to the Utility for any expense, loss or damage occasioned by such violation including reasonable attorney fees and other expenses of litigation and upon conviction of any violation of this Ordinance, shall be fined not less than \$200 nor more than \$5,000 per violation, plus damages. Each day a condition is allowed to exist which is contrary to all, or any part of this Ordinance shall constitute a new violation. Change of ownership or occupancy of premises delinquent under the provisions of this Ordinance shall not be cause for reducing or eliminating charges due and penalties for violations
- B. If any user shall discharge waste or wastewater with a BOD concentration of 900 mg/l or greater, said user shall pay a penalty of \$1,000 per violation. Each day a violation occurs shall constitute a separate violation. Said penalty shall be added to the monthly or quarterly billing statement.
- C. In addition to the Court proceedings and penalties described in the foregoing sections of this Ordinance, whenever a person violates any provision of this Ordinance or fails to comply with any order of the Approving Authority, the Approving Authority may order that an action be commenced on behalf of the Utility/City of Pewaukee in the Circuit Court for Waukesha County for the purpose of obtaining an injunction restraining the person violating the Ordinance or failing to comply with the Order, from making any further discharges into the Sewer System of the Utility.
- D. Any existing or new FOG-producing facility not submitting a FOG and food waste control plan within the timeframe determined by the Utility Manager or its designee shall be fined no more than \$50 per day for each day the plan is late.
- E. Any FOG producing facility, after inspection by the City of Pewaukee, that has not made the necessary repairs or remediation and submitted a remediation report as ordered by the City of Pewaukee within the designated timeframe shall be fined no more than \$100 per day for each day the plan is late.
- F. Any FOG producing facility found using chemical and/or biological additives to emulsify or remove grease shall be fined no more than \$100 for the 1<sup>st</sup> offense, \$200 for the 2<sup>nd</sup> offense, \$1,000 for 3<sup>rd</sup> offense and \$2,000 for each offense thereafter.
- G. Any user exceeding the maximum daily concentration of 300 mg/l of grease shall be fined no more than \$500 per offense.
- H. Facilities whose discharge causes a deposit or obstruction or in any manner causes damage to or impairs the public sewerage collection system and wastewater treatment facility shall be liable for any expense, loss caused by such violation or discharge. The Utility shall bill the user for the cost incurred for any cleaning, repair, and replacement

of the public sewerage collection system or restoration of receiving water damaged by any discharges from the public sewerage collections system.

- I. Facilities found guilty of falsifying maintenance and manifest records shall be fined \$500 for 1<sup>st</sup> offense, \$1,000 for 2<sup>nd</sup> offense, \$2,000 for 3<sup>rd</sup> offense and \$5,000 for each subsequent offense. In addition, further criminal charges and penalties may be applicable.
- J. REMEDIES CUMULATIVE - All remedies provided for in this Ordinance and in the City of Pewaukee Sewer Use Ordinance are distinct and cumulative to any other right or remedy under this Ordinance or any other City of Pewaukee Ordinance or afforded by law or equity; and may be exercised by the Commission concurrently, independently, or successively.

§ 300.22 – **Miscellaneous**

(1) SUPERSEDING PREVIOUS SEWER SERVICE CHARGE ORDINANCES - This Ordinance establishing sewer service charges and user regulations shall supersede and replace all previous sewer service ordinances of the City.

§ 300.23 – **Residential Equivalency Connection Table**

The following list of users will be assigned R.E.C.’s as listed:

A. RESIDENTIAL

<u>Description</u>	<u>R.E.C.</u>
Single Family	1
Duplex	2 (1 per Unit)
2 Units and Up to 7 Units	0.8 (per Unit)
Multi-Family (8 or More Units)	0.75 (per Unit)
Vacant Lot	0

B. COMMERCIAL / INDUSTRIAL

<u>SIC CODE</u>	<u>DESCRIPTION</u>	<u>GALLONS PER EMPLOYEE HOURS</u>
0742	Veterinary Services for Animal Specialties	20.0
0752	Animal Specialty Services	16.0
0782	Lawn and Garden Services	10.0
1446	Industrial Sand	5.0
1521	General Contractors – Residential	2.3
1541	General Contractors - Industrial Bldgs. & Warehouses	2.3
1611	General Contractors - Public Works	2.3
1711	Plumbing, Heating & Air Conditioning	2.3

1731	Electrical Work	2.3
1761	Roofing and Sheet Metal Work	2.3
1799	Special Trade Contractors, N.E.C.	2.3
2013	Sausage & Other Prepared Meats	110.0
2065	Candy and Other Confectionary Products	50.0
2087	Flavoring Extracts & Syrups, N.E.C.	75.0
2394	Canvas and Related Products	2.3
2431	Millwork	5.0
2434	Wood Kitchen Cabinets	5.0
2522	Metal Office Furniture	2.3
2721	Periodicals: Publishing & Printing	10.0
2731	Books: Publishing & Printing	10.0
2751	Commercial Printing, Letterpress & Screen	10.0
2752	Commercial Printing, Lithographic	10.0
2789	Bookbinding and Related Work	10.0
2795	Lithographic Platemaking & Related Services	25.0
2819	Industrial Inorganic Chemicals, N.E.C.	10.0
2834	Pharmaceutical Preparations	10.0
2841	Soap & Other Detergents	15.0
2893	Manufacturing of Printing Ink	30.0
2899	Chemicals & Chemical Preparations, N.E.C.	10.0
3079	Miscellaneous Plastics Products	85.0
3111	Leather Tanning & Finishing	345.0
3272	Concrete Products, Except Block & Brick	35.0
3273	Ready-Mixed Concrete	90.0
3293	Gaskets, Packings and Sealing Devices	2.3
3325	Steel Foundries, N.E.C.	115.0
3341	Secondary Smelting & Refining of Non-ferrous Metals	2.7
3441	Fabricated Structural Metal	25.0
3442	Metal Doors, Sash, Frames, Molding and Trim	2.3
3444	Sheet Metal Work	40.0
3451	Screw Machine Products	10.0
3462	Iron and Steel Forgings	5.0
3469	Metal Stampings, N.E.C.	5.0
3471	Electroplating, Plating, Polishing, Anodizing, etc.	50.0
3479	Coating, Engraving and Allied Services, N.E.C.	100.0
3495	Wire Springs	2.3
3498	Fabricated Pipe and Fittings	2.3
3499	Fabricated Metal Products, N.E.C.	25.0
3531	Construction Machinery and Equipment	5.0
3544	Specialty Dies & Tools, Die Sets, Jigs & Fixtures, Molds	10.0
3562	Ball and Roller Bearings	5.0
3565	Industrial Patterns	5.0
3569	General Industrial Machinery & Equipment, N.E.C.	4.0
3576	Scales and Balances, Except Laboratory	2.3
3599	Machinery, Except Electrical, N.E.C.	10.0

3613	Switchgear and Switchboard Apparatus	5.0
3632	Household Refrigerators, Home & Farm Freezers	2.3
3694	Electrical Equipment for Internal Combustible Engines	2.3
3714	Motor Vehicle Parts and Accessories	75.0
3999	Manufacturing Industries, N.E.C.	2.3
4141	Local Passenger Transportation Charter Service	2.3
4151	School Busses	2.3
4212	Local Trucking Without Storage	10.0
4213	Trucking, Except Local	2.3
4225	General Warehousing and Storage	2.3
4311	U.S. Postal Service	2.3
4722	Travel Agency	2.3
4811	Telephone Communication	2.3
4832	Radio Broadcasting	2.3
5042	Toys and Hobby Goods and Supplies	2.3
5063	Electrical Apparatus and Equipment	2.3
5064	Electrical Appliances	2.3
5072	Hardware – Wholesale Distribution	2.3
5082	Construction and Mining Machinery and Equipment	2.3
5084	Industrial Machinery and Equipment	2.3
5142	Frozen Foods	10.0
5149	Wholesale Groceries & Related Products, N.E.C.	10.0
5199	Wholesale Non-durable Goods, N.E.C.	10.0
5211	Lumber & Other Building Materials Dealers	2.3
5231	Paint, Glass, Wallpaper	2.3
5251	Hardware – Retail Sales	2.3
5261	Retail Nurseries, Lawn & Garden Supply Stores	10.0
5271	Mobile Home Dealers	2.3
5311	Department Stores	2.3
5331	Variety Stores	2.3
5411	Grocery Stores with Meat & Produce Departments	16.0
5412	Grocery Stores without Meat & Produce Departments	6.0
5441	Candy, Nut and Confectionery Stores	10.0
5462	Retail Bakeries – Baking and Selling	10.0
5499	Miscellaneous Food Stores	2.3
5511	Motor Vehicle Dealers	5.0
5531	Auto and Home Supply Stores	2.3
5541	Gasoline Service Stations	15.0
5551	Boat Dealers	5.0
5611	Clothing Stores	2.3
5661	Shoe Stores	2.3
5681	Furriers and Fur Shops	5.0
5711	Furniture, Floor Coverings, Appliances	2.3
5812	Eating Places (Restaurants)	20.0
5813	Drinking Places (Taverns)	45.0
5912	Drug Stores and Proprietary Stores	2.3
5921	Liquor Stores	2.3

5931	Used Merchandise Stores	2.3
5941	Sporting Goods Stores and Bicycle Shops	2.3
5942-9	Miscellaneous Stores	2.3
5992	Florists	10.0
5999	All Other Retail Stores	2.3
6022-59	Banks	2.3
6122-63	Savings and Loans	2.3
6311	Insurance Companies	2.3
6411	Insurance Agents	2.3
6512	Operators of Non-residential Buildings	2.3
6515	Operators of Residential Mobile Home Sites	2.3
6531	Real Estate Agents and Managers	2.3
6553	Cemetery Subdividers and Developers	2.3
6722	Management Investment Offices	2.3
7211	Power Laundries, Family and Commercial	105.0
7212	Cleaning and Laundry Pick-up Stations	2.3
7215	Factory Coin-Op Laundries and Dry Cleaning	910.0
7221	Photographic Studios	2.3
7231	Beauty Shops	16.0
7241	Barber Shops	10.0
7261	Funeral Service and Crematories	15.0
7299	Miscellaneous Services, N.E.C.	2.3
7311	Advertising Agencies, Employment Services	2.3
7332	Blueprinting and Photocopying Services	2.3
7361	Employment Agencies	2.3
7391	Research and Development Laboratories	10.0
7395	Photofinishing Labs	10.0
7512	Passenger Car Rental and Leasing, w/o Drivers	10.0
7531	Top and Body Repair Shops	5.0
7534	Tire Retreading and Repair Shops	20.0
7538	General Automotive Repair Shops	5.0
7542	Car Washes	115.0
7622	Radio and Television Repair	2.3
7699	Repair Shops and Related Services, N.E.C.	2.3
7814	Motion Picture and Tape Production	10.0
7832	Motion Picture Theaters, not Drive-Ins	20.0
7911	Dance Halls, Studios and Schools	20.0
7922	Theatrical Producers	20.0
7933	Bowling Alleys	50.0
7992	Public Golf Courses	45.0
7997	Membership Sports and Recreation Clubs	75.0
7999	Roller Rinks, Gymnasiums, Museums	20.0
8011	Offices of Physicians	10.0
8021	Offices of Dentists	10.0
8031	Offices of Osteopaths	10.0
8041	Offices of Chiropractors	10.0
8051	Skilled Nursing Care	20.0

**CITY OF PEWAUKEE****CHAPTER 300 – SANITARY SEWER SERVICE ORDINANCE****July 1, 2026**

8091	Health and Allied Services, N.E.C.	10.0
8111	Attorneys	2.3
8211	Elementary and Secondary Schools	20.0
8221	Colleges, Universities and Professional Schools	25.0
8231	Libraries and Information Centers	20.0
8249	Vocational Schools, N.E.C.	20.0
8421	Arboreta, Botanical and Zoological Gardens	45.0
8621	Professional Membership Organizations	2.3
8641	Civic, Social and Fraternal Associations	15.0
8661	Religious Organizations (hours occupied only)	20.0
8699	Membership Organizations, N.E.C.	2.3
8911	Engineering, Architectural & Surveying Services	2.3
8931	Accountants	2.3
9199	General Government, N.E.C.	2.3
9221	Police Protection	2.3
9224	Fire Protection	2.3
9451	Administration of Veteran's Affairs	2.3
9999	All Offices, N.E.C.	2.3

NOTE: Minimum R.E.C. per user shall be 1 R.E.C. Any category of user not listed shall be assigned an R.E.C. by the Common Council after recommendation of the Director of Public Works/City Engineer. All R.E.C.'s shall be established to the nearest 0.25 R.E.C.

NOTE: Parsonages should be regarded as single family residences.

**ORDINANCE NO. 26-04**

**An Ordinance Adopting and Enacting a New Sewer Use Ordinance**

**SECTION I.** The Code entitled the "City of Pewaukee Sanitary Sewer Ordinance" is adopted.

**SECTION II.** All prior ordinances regulating sewer use enacted on or before July 1, 2026, and not included in the Code are repealed.

**SECTION III.** This ordinance shall become effective July 1, 2026.

**SECTION IV. Severability**

The several sections of this Ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision and shall not affect the validity of any other provisions, sections or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect. Any other ordinances whose terms conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.

**SECTION V. Effective Date**

This ordinance shall become effective upon its passage and publication/posting.

Dated this 6th day of July, 2026.

CITY OF PEWAUKEE

\_\_\_\_\_  
Steve Bierce, Mayor

Attest:

\_\_\_\_\_  
Kelly Tarczewski,  
City Clerk/Treasurer

Published and/or posted this \_\_\_\_ day of \_\_\_\_\_, 2026.