



136 North Monroe Street  
Waterloo, Wisconsin 53594-1198

### **NOTICE OF A CITY OF WATERLOO PLAN COMMISSION PUBLIC MEETING**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and the news media, the following meeting will be held to consider the following:

**MEETING: PLAN COMMISSION**  
**DATE: Tuesday, January 23, 2024** **TIME: 6:00 p.m.**  
**LOCATION: 136 N. MONROE STREET, MUNICIPAL BUILDING COUNCIL CHAMBERS**

#### **PLAN COMMISSION REGULARLY SCHEDULED MEETING**

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: October 24, 2023
- 3) CITIZEN INPUT (3-Minute Time Limit)
- 4) COMPLIANCE & ENFORCEMENT REPORT
- 5) OLD BUSINESS
  - a. Temporary Structures
  - b. Murals in Downtown District
- 6) NEW BUSINESS
- 7) FUTURE AGENDA ITEMS & ANNOUNCEMENTS
- 8) ADJOURNMENT

Jeanne Ritter, Clerk/Deputy Treasurer

Members: Leisses, Quimby, Kuhl, Crosby, Chadwick, Empey & Renforth

Posted, Distributed & Emailed: 01/19/2024

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**WATERLOO PLAN COMMISSION – Minutes October 24, 2023**  
[a digital meeting recording also serves as the official record]

**PUBLIC HEARING**

1. CALL PUBLIC HEARING TO ORDER 6pm
2. PUBLIC COMMENTS ON CITY WATERLOO ESTABLISHING STORM WATER POND PARCEL 290-0813-0643-040
3. ADJOURN PUBLIC HEARING 6:27p.m. Motion [Kuhl/Crosby] VOICE VOTE: Motion carried.

**PLAN COMMISSION REGULARLY SCHEDULED MEETING**

- 1) CALL TO ORDER AND ROLL CALL. Mayor Quimby called the meeting to order at 6:30 pm. Commissioners attending: Quimby, Crosby, Empey, Leisses, C..Kuhl and Chadwick. Remote: none Absent: Renforth Others in attendance: M. Funke, M. Owen, S. Byrnes, G, Geier, Shauna Marlowe, T. Griffin, R. Griffin, DPW Yerges and Clerk Ritter.
- 2) APPROVAL OF MEETING: August 8, 2023 Motion [C.Kuhl/Chadwick] VOICE VOTE: Motion carried.
- 3) CITIZEN INPUT - none
- 4) COMPLIANCE & ENFORCEMENT REPORT. Reviewed.
- 5) OLD BUSINESS –none
- 6) NEW BUSINESS
  - a. Allowing a Storm Water Pond on Parcel 290-0813-0643-040 Motion [Chadwick/Empey] VOICE VOTE: Motion carried.
  - b. Temporary Structures – informational
  - c. Murals in Downtown District – informational
- 7) FUTURE AGENDA ITEMS & ANNOUNCEMENTS:
- 8) ADJOURNMENT [Kuhl/Crosby] VOICE VOTE: Motion carried. 7:09 pm

Jeanne Ritter, Clerk/Deputy Treasurer

## 500-76.1 Temporary Shelter City of Bayfield

A temporary shelter shall be allowed in any zoning district for up to one week without a permit and for longer periods of time, not exceeding six months, upon application to the Plan Commission for a temporary shelter permit and the granting of such a permit by the Plan Commission. Waterfront zoned properties may obtain an extension upon written request at no additional fee. The application shall describe the proposed temporary shelter and its proposed location, use, and duration, and any permit issued shall specify the type of temporary shelter, and the location, use, and duration thereof, authorized by the permit. In determining whether to issue such a permit, the Plan Commission shall consider the factors listed in § **500-35**. The fee for a temporary shelter permit shall be set by the Common Council. Temporary shelters shall be allowed only as provided in this section.

ORDINANCE# 2-10-2014  
TOWNSHIP OF WATERFORD  
RACINE COUNTY, WISCONSIN

AN ORDINANCE DEALING WITH POLYSTRUCTURES/POLYSHELTERS

THE TOWN BOARD of the Township of Waterford, at its duly noticed monthly meeting does hereby adopt an Ordinance to read as follows:

1. "Polystructure" and "Polyshester" means a structure of any size with a frame of steel or other material which is covered by plastic, polyurethane, vinyl, canvas or other similar flexible sheeting material.
2. No person, firm, partnership, corporation, or any other entity shall install or place, or cause to install or place, any Polystructure or Polyshester within the Township of Waterford. Any Polystructure or Polyshester in existence at the time this Ordinance goes into effect must be removed from this Township within six(6) months from the date this Ordinance goes into effect.
3. The Town of Waterford Police Department shall enforce this Ordinance and has the authority to issue citations for non-compliance.
4. The forfeiture for violation of this Ordinance shall not exceed \$100.00 plus Court Costs. Each day of violation shall constitute a separate offense.

PASSED AND ADOPTED THIS 10<sup>th</sup> day of February, 2014, to take effect upon posting/publication as required by law.

  
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THOMAS W. HINCZ  
Town Chairman

ATTEST:   
TINA MAYER  
Town Clerk

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**Sec. 70-131. Polystructures/canopies/tents.**

- (a) *Prohibition.* Polystructures/canopies/tents used for storage purposes shall be prohibited in all residential districts. Those currently existing in the residential districts that have permits and meet the dimensional regulation of the zoning ordinance may remain until the structure is removed.
- (b) *Definition.* "Polystructures/canopies/tents" are defined as any structure having a frame of steel or other materials, which is covered with plastic, polyurethane, vinyl, canvas or other similar flexible sheeting material.
- (c) *Temporary location.* Polystructures/canopies/tents may be located as a temporary structure within the city for a period not exceeding 30 days in duration from time of erecting to time of removal. Such structures shall be individually limited to the duration time period established herein. Such temporary structures may not be located on a specific piece of property more than two times in any given one-year period. It shall be the obligation of the owner or user of such temporary structure to secure it in a manner that does not endanger the safety of persons or property in the vicinity of the temporary structure.

(Ord. No. 17-2008, §§ I, II, 10-6-2008)

**§ 660-28. Temporary structures.**

- A. Intent. The purpose of this section is to establish minimum requirements for the construction and placement of those structures intended for use for a period of less than 180 days and to safeguard the public health, safety, comfort and general welfare of the residents by ensuring that a temporary structure does not create an undesirable impact to nearby properties.
- B. Use.
  - (1) Temporary structures shall not be used for vehicular storage, RV or trailer storage, marine equipment or for general storage purposes.
  - (2) Temporary structures shall not occupy any on-site parking spaces so as to reduce the number of parking spaces required by § 660-41 of this chapter. Nor shall such structures interfere with drive aisles, site ingress/egress, vision triangles, required setbacks, or required buffer yards.
  - (3) Temporary structures used for purposes of outdoor display and sales of merchandise shall only be permitted in the B2 and PB Districts.
- C. Number. Only one temporary structure may be erected on a property at any one time unless additional structures are approved for special events by the City.
- D. Time limits.
  - (1) No temporary structure may be erected for more than 72 hours without first obtaining a permit.
  - (2) No temporary structure may remain in place for more than 180 days in any twelve-month period.
- E. Other conditions.
  - (1) Temporary structures must be affixed to the ground or a structure to prevent the wind from relocating the structure.
  - (2) Temporary structures greater than 400 square feet in floor area and erected for more than 180 days are regulated by the Wisconsin Building Code, require a building permit and must comply with all Zoning Code regulations.
- F. Permit. A permit shall be required for all temporary structures, unless otherwise exempt. The owner or tenant must contact the Zoning Enforcement Officer and provide the name and address of the applicant, and the description and location of the structure to be erected prior to installation.
- G. Exceptions. Tents or flies of less than 400 square feet in floor area, erected for recreational purposes.
- H. Fees. No permit fee shall be required for a temporary structures erected for recreational purposes when located on property used for residential purposes.
- I. Application requirements. Prior to the issuance of a permit to erect any temporary structure, the Code Enforcement Department shall approve all applications for the proposed temporary structure. The application shall contain the following:
  - (1) Application must be made on the forms provided by the Code Enforcement Department requesting approval and the term of said use.
  - (2) A site map of the subject property showing all lands for which the temporary structure is

§ 660-28 proposed as well as all other lands within 200 feet of the boundaries of the subject property. § 660-29

- (3) The site map shall clearly indicate the existing structures on the subject property and its environs including all utilities, all lot dimensions, setbacks for the temporary structure, a graphic scale, and a North arrow.
- (4) A written description of the proposed temporary use describing the type of activities and the type of structures proposed for the subject property.

J. Approval. The Code Enforcement Department must review the completed application in accordance with Subsection I of this section. A permit will be issued for any temporary structure that meets the requirements of this section.

**§ 660-29. Temporary uses.**

A. General provisions.

- (1) A permit shall be required for temporary uses allowed in this chapter, except that temporary uses operated or sponsored by a governmental entity and located on a lot owned by that entity do not require a permit, but shall otherwise be subject to the requirements of this chapter.
- (2) The applicant shall submit a site plan or other suitable description to the Zoning Enforcement Officer, with any required permit fee. As a condition of permit issuance, the Zoning Enforcement Officer may require conformance with specific conditions regarding the operation of the temporary use as may be reasonably necessary to achieve the requirements of this chapter. If the Zoning Enforcement Officer finds that the applicable requirements have not been met, he may revoke the permit and may require the cessation of the temporary use. Where a permit for a temporary use has been revoked, no application for a new permit shall be approved within six months following revocation.
- (3) All temporary uses, including but not limited to those enumerated in Subsection B below shall comply with the following requirements:
  - (a) No temporary use shall be established or conducted so as to cause a threat to the public health, safety, comfort, convenience and general welfare, either on or off the premises.
  - (b) Temporary uses shall comply with all requirements of the Municipal Code.
  - (c) Temporary uses shall not obstruct required fire lanes, access to buildings or utility equipment, or egress from buildings on the lot or on adjoining property.
  - (d) Temporary uses shall be conducted completely within the lot on which the principal use is located, unless the City Council authorizes the use of City-owned property or right-of-way.
  - (e) When a permit is required for a temporary use, the Zoning Enforcement Officer shall make an assessment of the number of parking spaces reasonably needed for the permanent uses on the lot where the proposed temporary use is to be located and the availability of other public and private parking facilities in the area. The Zoning Enforcement Officer may deny the permit for a temporary use if he finds that its operations will result in inadequate parking being available for permanent uses on the same lot that are not connected with the business proposing the temporary use.
  - (f) During the operation of the temporary use, the lot on which it is located shall be maintained in an orderly manner; shall be kept free of litter, debris, and other waste

§ 660-29 material, and all storage shall comply with the regulations outlined in §§ 660-22 and § 660-29 660-84.

(g) Signs for a temporary use shall be permitted only in accordance with Article VI, Signage.

B. Permitted temporary uses.

- (1) Temporary outdoor sales. Temporary outdoor sales shall be limited to three events within one calendar year per lot. These events shall be restricted to the following time limits: one event of not more than 90 days, and two events of not more than 30 days each.
- (2) Public markets, farmers markets, and farm stands. Public markets, farmers markets, and farm stands shall be regulated in accordance with Chapter 512, Public Market, of the Code of the City of Lake Mills.
- (3) Outdoor arts, crafts and plant shows, exhibits and sales. Outdoor arts, crafts and plant shows, exhibits and sales conducted by a nonprofit or charitable organization shall be permitted in any nonresidential zoning district, and may be conducted in addition to the time limits for outdoor sales areas for a period of not more than seven days.
- (4) House, apartment, garage and yard sales. House, apartment, garage and yard sales are allowed in any residential district, when the offering for sale includes personal possessions of, or arts and crafts made by, the owner or occupant of the dwelling unit where the sale is being conducted; in addition, personal possessions of other neighborhood residents may also be offered for sale. Such uses shall be limited to a period not to exceed three consecutive days, and no more than two such sales shall be conducted from the same residence in any twelve-month period. A permit or prior approval of the City shall not be required for such uses.
- (5) Temporary outdoor entertainment.
  - (a) Temporary outdoor entertainment shall be permitted as part of a community festival or an event hosted by the City, park district, school district, or other governmental body, or as a temporary accessory use to a private business use. When temporary outdoor entertainment is conducted as part of a community festival or event, no permit is required; when conducted as an accessory use to a business use, a permit is required. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I)]**
  - (b) The application for a permit for temporary outdoor entertainment shall be submitted a minimum of 30 days before the date that the outdoor entertainment event is to commence. A combined permit may be substituted for temporary use and temporary outdoor entertainment permits under this section. The applicant is encouraged to meet with the City staff to discuss the application and coordinate services that may be provided by the City. The Zoning Enforcement Officer may refuse to issue a permit for temporary outdoor entertainment when the application is received less than 30 days before the date that the entertainment is to commence, if he finds that there is inadequate time to review the application and arrange for the provision of necessary City services.
  - (c) A permit for temporary outdoor entertainment accessory to a business use shall be limited to a maximum of three days. The maximum cumulative time any business shall conduct temporary outdoor entertainment operations shall be 15 days per calendar year. The hours of operation shall be set in the permit.
- (6) Temporary contractor trailers and real estate model units. Temporary contractor trailers and real



§ 660-29

estate sales trailers or model units shall be permitted in any zoning district when accessory to a construction project for which a building permit or site development permit has been issued. Such uses shall be limited to a period not to exceed the duration of the active construction phase of such project or the active selling and leasing of space in such development, as the case may be. No such use shall contain any sleeping or cooking accommodations, except those located in a model unit.

§ 660-29

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## Sec. 133-1000. Portable outdoor storage units.

- (a) *Applicability.* The standards within this section apply to portable outdoor storage units in all zoning districts, except that subsections (d) through (f) of this section shall apply only in residential zoning districts.
- (b) *Definition.* The term "portable outdoor storage unit" means a portable storage container with more than 216 cubic feet of storage space designed and used primarily for temporary storage and/or transportation of household goods and other such materials that is kept outdoors and not affixed to a foundation. The term "portable outdoor storage unit" does not include storage sheds constructed of wood, plastic or steel which are located on a permanent or temporary foundation, are not intended to be moved or relocated on a regular basis, and are in compliance with all village setback and other requirements. The term "portable outdoor storage unit" also does not include construction trailers or temporary storage units utilized by contractors or developers incidental to the ongoing construction of structures, public improvements or utilities, or other aspects of property development.
- (c) *Permitted locations and uses.*
- (1) Portable outdoor storage units shall not be placed in or on a public right-of-way, including public sidewalks and public terrace areas, or on other public property, except by the public entity that owns the property;
  - (2) Portable outdoor storage units shall only be placed on lots by the owner or lessee of the lot;
  - (3) Portable outdoor storage units shall be placed on a hard, all-weather surface, such as concrete or asphalt (with gravel allowed for institutional uses in the joint planning area or the expanded extraterritorial zoning area);
  - (4) Portable outdoor storage units shall not be placed in such a location or fashion as to impede or obstruct the flow of drainage or obstruct emergency, vehicle, pedestrian, or utility access to or through the lot or adjacent area or lots;
  - (5) The following minimum setbacks from lot lines shall apply to portable outdoor storage units:
    - a. Front yard setback, ten feet;
    - b. Rear yard setback, ten feet;
    - c. Side yard setback, three feet;
  - (6) Portable outdoor storage units shall be used only for temporary storage of personal goods and belongings. Portable outdoor storage units shall not be used for occupancy or sleeping, housing of animals, or housing or storage of hazardous, flammable, or unlawful materials or substances. Portable outdoor storage units shall be closed and secured from unauthorized access at all times when not under the direct supervision of the lot owner or lessee.
- (d) *Maximum duration of placement.* No portable outdoor storage unit shall be placed on the same lot for more than 30 consecutive days, except that the village zoning administrator may allow an extension of no greater than 90 additional days if he determines that a legitimate need has been established.
- (e) *Maximum number.* Not more than one portable outdoor storage unit shall be placed on any lot at any one time, nor shall there be a portable outdoor storage unit placed on any lot more than three times in any calendar year.
- (f) *Maximum size.* No portable outdoor storage unit shall exceed eight feet in width, nine feet in height, or 16 feet in length.
- (g) *Maintenance.* All portable outdoor storage units shall be maintained in a good and clean condition, free from rust, peeling paint, or other visible deterioration.

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(Ord. No. 15-3, 2-16-2015)

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Waunakee

Created: 2022-07-19 14:04:46 [EST]

(Supp. No. 5)

**ORDINANCE NO. 1018**  
**ORDINANCE PERTAINING TO PERMIT REQUIREMENTS FOR**  
**MEMBRANE STORAGE STRUCTURES AND RECREATIONAL VEHICLES**  
**USED AS STORAGE STRUCTURES IN RESIDENTIAL NEIGHBORHOODS**

THE COMMON COUNCIL OF THE CITY OF SPARTA, MONROE COUNTY, WISCONSIN,  
DO ORDAIN AS FOLLOWS:

Section 1. Article XII of Section 12 of the Code of City Ordinances is hereby added and reads as follows:

Sec. 12-500 Definitions

“Membrane Storage Structure” shall mean a temporary accessory structure consisting of a frame that is covered with a plastic, fabric, canvass, or similar non-permanent material, which is used to provide storage for vehicles, boats, recreational vehicles and other personal property; which term shall also apply to accessory structures commonly known as hoop houses, canopy covered carports, and garages; but shall not apply to greenhouses or temporary tents or canopies used for limited time special events such as weddings, festivals, graduations or farmers markets.

Sec. 12-501 Any of the following storage facilities or structures located on a residential property for a period between 30 and 90 days within a 365-day period must apply for and be granted a permit from the City of Sparta. The fee for said permit shall be \$20.

(1) Membrane Storage Structures as defined in 12-500 and are longer than 20 feet or wider than 10 feet.

Sec. 12-502 If any of the storage facilities listed in Sec. 12-501 are to be located on a residential property for more than 90 days, any permit must be approved by the Planning Commission prior to being granted.

Sec. 12-503 Any storage facilities listed in this Section must be located in the side or back yards of a residential property which has a primary dwelling structure. Said storage facilities must have a minimum set back of 10 feet from any property line and must not be in the front yard or street-side yard of the property.

Section 2. This ordinance amendment shall be in full force and effect following its passage and publication as provided by law.

Dated this 10<sup>th</sup> day of May, 2023.

OFFERED BY:

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Alderman Jim Church

PASSED this 10<sup>th</sup> day of May, 2023.

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Jennifer Lydon, City Clerk

APPROVED BY:

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Kevin Riley, Mayor

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**§ 550-130 Definition of a sign.**

- A. Definition of a sign. In this article, the word "sign" means a name, identification, description, or display, which is affixed to, painted or represented directly or indirectly upon a building, or other outdoor surface which directs attention to or is designed or intended to direct attention to the sign face or to an object, product, place, activity, person, institution, organization or business. Each display surface of a sign or sign face must be considered a sign.
- B. Signs do not include:
- (1) Government signs are signs that are constructed, placed or maintained by the federal, state, county or local government, or a sign that is required to be constructed, placed or maintained by the federal, state, county, or local government either directly or to enforce a property owner rights.
    - (a) Government signs may be located within the public right-of-way and on City of Watertown property.
  - (2) Decorations that are incidentally and customarily associated with any national holiday, religious holiday, or similar event.
  - (3) Flags.
  - (4) Art works, including but not limited to wall murals, which are erected solely for aesthetic purposes. Graffiti does not fall under art works.
  - (5) Building colors and lighting which do not contain commercial message, logo, or colors.
  - (6) Interior site signs located on the interior of the grounds of the following land uses: a passive outdoor public recreation facility, an active outdoor public recreational facility, or an outdoor institutional facility, which are primarily oriented to persons within the grounds.
  - (7) Interior building signs located on the interior of a building and not attached to a window, which are primarily oriented to persons within the building.
  - (8) Window displays of merchandise, pictures, or models of products or services incorporated in a window display, which are not directly attached to an interior or exterior window surface.
  - (9) Window signs that are attached to the inside or outside face of an exterior window, and may face towards the outside, inside, or both.
  - (10) Vehicles that are licensed, operable, and parked in legal parking spaces.

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*Definitions and rules related to the permanent business signs group:*

- (1) *Permanent business sign.* A permanent sign which directs attention to a business, commodity, service, or entertainment conducted, sold, offered, or manufactured upon the site where the sign is located.

"Permanent business signs" is a sign group containing various sign categories and sign types that a business is eligible to use. Permanent business signs include the following sign categories: freestanding signs, on-building signs, pedestrian signs, and daily notice signs. See Figure 10-380(1) for additional rules for permanent business signs related to zoning districts.

- a. *Freestanding sign category.* A sign permanently resting on or supported by a slab, pedestal, post, pylon, or any other form of base located on the ground. The following freestanding sign types are addressed by this chapter:

1. *Monument sign.* A type of freestanding sign in which the bottom edge of the sign face is located within one foot of a ground-mounted pedestal.

- (i) Monument signs shall not interfere with vehicle visibility or circulation. The footing and related supporting structure of a monument sign, including bolts, flanges, brackets, etc., shall be concealed by the sign exterior, masonry covering, earth and permanent groundcover, or using landscaping.

2. *Dual post sign.* A type of freestanding sign mounted to the sides or ends of two or more posts, with the majority of the sign area located between the outermost posts, with the bottom edge located within an average of three feet of existing grade.

3. *Pylon sign.* A type of freestanding sign erected upon one or more pylons or poles, generally of a height that is taller than permitted for a dual post sign.

- b. *On-building sign category.* A type of sign permanently affixed to an outside wall of a building.

The following on-building sign types are addressed by this chapter:

1. *Wall sign.* A type of on-building sign that is mounted directly on, and parallel to, a building façade or other vertical building surface. A wall sign also includes a sign located on the interior of a building that is intended to be viewed primarily from beyond the boundaries of the site. Whether an interior sign is considered a wall sign shall be determined by the zoning administrator during the sign permit review process.

- (i) The top edge of a wall sign shall not extend above the top edge of the vertical exterior wall or above the lowest edge of a roof line of the portion of the building to which it is mounted.

- (ii) Wall signs shall not project more than one foot horizontally beyond the edge of any wall or other surface to which they are mounted.

2. *Awning sign.* A type of on-building sign that is directly affixed via sewing, silk screening, painting, or similar method to a non-rigid removable awning which is mounted to the façade of a building.

- (i) Sign copy shall be horizontally and vertically centered on the face(s) of the awning.

- (ii) Sign copy shall not project above, below, or beyond, the awning surface.

- (iii) Sign copy shall not exceed 50 percent of the area of an angled face of the awning.

- (iv) Sign copy shall not be more than 12 inches tall on a vertical face of the awning.