



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

Agenda
Plan Commission Meeting
Town of Lisbon, Town Hall
Thursday, January 9, 2020
6:30 PM

1. Roll Call

2. Comments from citizens present pertaining to items on the agenda. Citizens are invited to share their questions, comments, or concerns with the Plan Commission. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. If a response would involve discussion of Plan Commission policy or decisions that might be of interest to citizens not present at the meeting, the commission may place the item on a future meeting agenda.

3. Discussion and necessary action on December 12, 2019, Plan Commission Public Hearing & Meeting minutes.

4. Unfinished Business

5. New Business

- a. Discussion and necessary action on the request for Jon Then, dba SPACE4U LLC, for the property located at W230N9515 Colgate Road, LSBT 0149.999 for an amended Site Plan and Plan of Operation to allow for outside storage on designated paved areas on the existing site plan.
- b. Discussion and necessary action on the request for Hamilton School District for the property located at W220N6151 Town Line Road, LSBT 0241.997 for a sign permit to replace the existing ground monument signage.
- c. Discussion and possible action regarding the potential edits to Chapter 13 - Signs of the Lisbon Municipal Code.
- d. Discussion and possible action regarding the 2020 Impact Fee Study.

6. Town Planner Report

- a. December Planner Appointments

7. Request from members to request items on future agendas.

8. Adjournment.

Joseph Osterman
Chairman

Jane Stadler
Secretary

Posted: 2020-01-03

Clerk: RG

X Website

X Town Hall Bulletin Boards (2)

X Sent to Newspapers

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

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

MEMBERS: Please notify Town Hall at 262-246-6100 if you are unable to attend the meeting.

**Minutes of the Plan Commission Meeting
Town of Lisbon, Town Hall
Thursday, December 12, 2019
Following the Public Hearing beginning at 6:30 P.M.**

Chairman Osterman called the Plan Commission meeting to order at 6:30 P.M.

Roll Call: Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Chad Samanske, Mark Meyer, Jane Stadler and Bryan Oelhafen. Also present: Planner Dan Lindstrom, Engineer Mitch Leisses, Attorney Michael Van Kleunen and Administrator Gina Gresch.

Comments from citizens present pertaining to items on the agenda. None.

Discussion and necessary action on November 14, 2019 Plan Commission Public Hearing & Meeting minutes.

Motion by Commissioner Meyer to approve the November 14, 2019 Plan Commission minutes. Seconded by Commissioner Nelson. Motion carried, 7-0.

New Business

Discussion and necessary action on the request from Briohn Design Group & Briohn Building Corp on behalf of Wikoff Color Corporation for the property located on the western portion of N63W22039 County Road "F", LSBT 0241.999, for a Site Plan/Plan of Operation to construct a commercial building on the Industrial portion of the Lied's property.

Planner Lindstrom reviewed the proposed building and gave an introduction. This is the proposal of Wikoff Color Corporation who is working with Briohn Design Group for a 40,000 square foot production facility. The facility will be located on the southwest corner of Main Street and a new proposed street that is unconstructed and unnamed at this point. The site is owned by the Town of Lisbon and comprises approximately 6.7 acres of the former Lied' Nursery property. The site includes:

- A 40,000 square foot, single-story building with a potential 20,000 square-foot expansion area
- which would bring the facility up to 60,000 square feet total;
- 94 parking stalls (including four (4) ADA accessible stalls);
- Loading and access drives for large trucks;
- Outdoor storage of five 13,000-gallon tanks (to the south of the building) and possible detached storage shed (location unknown at this time);
- Sanitary sewer and municipal water service connections;
- Proposed monument sign location and conceptual design.

Wikoff Color Corporation anticipates 34 full-time employees at the site, with operations running Monday to Friday from 6:00 am to 6:00 pm. The Plan of Operation notes the potential for occasional noise and odor beyond the walls of the building.

The use, removal, and/or distribution of the waste soil on the site shall be worked out between the Town and the applicant separate from this application. The Planner went through the review standards from a Site Plan and Plan of Operation standpoint which are below:

1. A stakeout survey or plat of survey should be provided showing property dimensions, location of abutting platted road centerlines, and other features per Sec. 3(b)2.B. of the Zoning Ordinance. The final Site Plan should contain dimensions for all property lines and adjacent street ROW. The Town Engineer is currently preparing this CSM any approval shall be subject to the receiving CSM approval.
2. The landscape Plan sheets should clearly label surfaces for parking and loading areas or state the surface of hardscaped areas are listed within the civil and site plan drawings.

3. The landscape plan should include a timetable for completion.
4. Site plans should indicate the location for trash/recycling receptacles if they will be located outdoors. If outdoors, receptacles must be screened with a gated enclosure that blends with the building exterior – this might include fencing, retaining walls, landscaping, building walls, or a combination of these (per Design Standards Sec. 4.1(D) and 4.2(C)). If they are not listed or shown, it is assumed trash/recycling receptacles are internal to the building. We assume these to be located internal to the building and adjacent to the 12'x14' overhead door shown on Sheet C1.0.
5. Any future expansion shall be required to submit an amendment to the SPPOO to ensure the site expansion is in compliance with the zoning code and the design standards.

The Planner also reviewed the Zoning Code General Provisions:

1. The Town Zoning ordinance requires 600 parking stalls based on 40,000 square feet of floor area currently proposed (900 stalls based on 60,000 future footprints). The applicant will need to request a variance from the parking requirements based on the proposed site plan.

Staff Note: this ordinance standard is archaic and lumps commercial and industrial users together and is not representative of the actual space needed for industrial and manufacturing uses. The Town may want to consider amending this ordinance provision in the future.
2. The parking information on site plan sheets should be updated to reflect the 94 proposed stalls. These are adequate to supply parking for their employees and customers.
3. The site plan provides more than the minimum four (4) loading spaces that are required by ordinance based on floor area.
4. As proposed, the landscape berms exceed the standards in Sec. 3(c)5.E of zoning code. The height of the berms would trigger the public hearing and Plan Commission approval because of the 3-feet-above-existing-topography threshold. The berms appear to meet the other standards and staff believes the proposed berms look appropriate and have ample variety but would need the additional hearing to comply with the ordinance. Plan Commission shall discuss with the applicant either retaining the berm height and scheduling a public hearing or the impact of reducing the berm height to the 3-feet-above-existing-topography threshold.
5. It is assumed the stormwater will drain to the exterior of the property (as shown in the plan) where it will be picked up by structured stormwater features and directed to a regional facility to be designed by the Town Engineer.
6. The site shall comply with the vision setback (vision corner) required in Sec. 3(g)1.B. Staff does not anticipate any issues with the building or parking placement, but the landscaping plan should be reviewed for conformance with the vision setback requirements.
7. The Applicant should confirm the proposed location of the "possible separate storage shed" indicated in the Plan of Operation. If the storage shed will have a side facing a rear or side lot line that is longer than 50 feet, the shed will be subject to offset requirements per Sec 3(g)1.K.2.A.x and 3(i)5.Y of Zoning Code – the offset is increased one foot for every foot the side of the building exceeds 50 feet in length.
8. Site plan sheets should modify the south offset lines and labels to indicate a minimum 10-foot pavement offset (per Sec. 3(j)6 of Zoning Code, even though Design Standards Sec. 3(A) requires 5 feet). The rear line does indicate the required 10' offset.

9. Lighting appears to comply with Town Code requirements that fixtures be hooded or beamed to eliminate glare, and pole lights comply with the maximum height of 18 feet (15 feet is proposed). However, to minimize the potential for glare visible from streets, the Plan Commission shall determine if the on-building lights should also be mounted at a maximum height of 18 feet (versus the 24 feet proposed). We recognize that this may result in changes to the light spread which may necessitate additional fixtures.
10. The proposed monument sign location appears to comply with minimum 20' required from base setback line and lot lines, and a conceptual signage plan appears to be within the maximum 20' height limit. Signage details are to be handled at a later date with an application for a sign permit.

Commissioner Nelson asked where their tanks would be located. Joe Jursenas explained that all tanks will be above ground. Commissioner Nelson also asked if the canopy can come further out off the main structure. Chairman Osterman explained that the berm height may require a public hearing. Planner Lindstrom explained that the major grading for the berm may fit the timeline for their submittal of a CSM. Mr. Jursenas stated he was not sure why the berms were that tall and may be able to reduce the size to avoid a public hearing.

Commissioner Meyer questioned how close the tanks were to the school and if there was going to be an explosion relief wall. Chairman Osterman explained that has been a point of discussion to keep the tanks as far away from the school as possible. Planner Lindstrom stated they met with the Fire Department and they were satisfied with the containment location.

Commissioner Stadler agreed with the other Commissioners and also thought the number of parking stalls and the berm height was acceptable. She questioned why the building height was 24 feet and not 18 feet. Planner Lindstrom explained that it was up to the Plan Commission to allow for that. Planner Rachel explained that the pole lighting meets the standards of the zoning code. Commissioner Stadler also agreed with extending the sidewalks and was okay with everything else as long as the Fire Department was involved.

Commissioner Plotecher stated she was good with the parking stalls and would also like the extended sidewalk. She stated that her main concern was the proximity to the high school but those concerns have been addressed.

Commissioner Oelhafen stated he was okay with lowering the berm and reducing the number of parking spots. He stated as long as the Fire Department was okay with the tanks he was okay with it. Chairman Osterman added that the building is very impressive, and he has no issues with the light or parking. Commissioner Samanske added he would like to see an easement for the sidewalk extended without necessarily extending the sidewalk.

Mr. Jursenas added the shed size hasn't been determined yet and will be used to store volatile materials to keep it away from the employees. Commissioner Meyer questioned the odors of the chemicals which Wikoff explained they will control internally. They stated the chemicals were solvent based and does have some odor, none of which are noxious or toxic. Planner Lindstrom explained he conducted his review based on the assumption of this property being zoned M-2 and Waukesha County is still working on the zoning changes and will be subject to Waukesha County approving the zoning change.

Motion by Commissioner Nelson to approve the request from Briohn Design Group & Briohn Building Corp on behalf of Wikoff Color Corporation for the property located on the western portion of N63W22039 County

Road "F", LSBT 0241.999, for a Site Plan/Plan of Operation to construct a commercial building on the Industrial portion of the Lied's property subject to the following conditions:

1. *The Applicant shall comply with all site plans and operational aspects included in the previously approved submitted materials. The Site Plan shall be on file at the Town of Lisbon.*
2. *The Town of Lisbon retains the right to annually review the business operation for compliance with approved plans.*
3. *Review and approval of a CSM that is in substantial conformity with the boundaries describe herein. Should the CSM contain boundary lines that are not in substantial conformity, as determined by the Town Planner, a revised Site Plan and Plan of Operation shall be submitted to the Town for review and approval. Minor edits to the Site Plan resulting from the CSM may be approved administratively by Town staff. Include any other utility easements.*
4. *The Fire Chief shall inspect the premises to ensure the site is in compliance with the respective fire codes. Non-objection from the Fire Department and correction of any deficiencies prior to issuance of occupancy permits.*
5. *The Building Inspector shall inspect the premises to ensure the site is in compliance with the respective building codes. Non-objection from the Building Inspector and correction of any deficiencies prior to issuance of occupancy permits.*
6. *The Town Engineer review the site plans to ensure the site is in compliance with the respective Town codes. Non-objection from the Town Engineer and correction of any deficiencies prior to issuance of Site Plan and Plan of Operation approval.*
7. *There shall be no outdoor storage of materials unless otherwise noted on approved site plans.*
8. *There shall be no trash or recycling stored outside of the building, except within a fully screened on-site dumpster/waste container, which must be shown on the final Site Plan.*
9. *Show the location of the proposed storage shed on the site plan, if applicable.*
10. *All accessory buildings must be constructed such that the exterior appearance is compatible with the design, style, architecture, and appearance of the principal structure, as determined by the Town Building Inspector (Sec. 3(i)5.P).*
11. *Modify offset lines and labels on plan sheets to indicate a minimum 10-foot pavement offset.*
12. *Show snow storage areas on-site and landscaping plans.*
13. *Provide plans for ongoing maintenance of landscaping, including mowing and weed management on landscaped berms.*
14. *The final site plan shall include sidewalks of a minimum five feet wide and run the length of the building adjacent to the parking areas and where sidewalk is flush to the asphalt, bump stops be included to protect pedestrians.*
15. *Add secure parking for at least four to eight bicycles near the main building entrance.*
16. *Soil tests shall be done, and provided to the Town, to confirm the soils are buildable.*
17. *The Waukesha County Environmental Health Division may review and approve of the uses on the subject property, prior to the issuance of any permits.*
18. *Any business signage shall be required to obtain signage approval through the Town of Lisbon sign application process.*
19. *An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.*
20. *The approval is granted for the express conditions stated herein. Changes or alterations including, but not limited to, a change in use, premises, lands, or ownership of the property in question shall require a new Site Plan/Plan of Operation permit with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted shall be considered to be prohibited, except as may be otherwise specified herein.*
21. *The Town reserves the right to review any condition imposed as part of this Site Plan and Plan of Operation if said use becomes a problem in the area. The Town Plan Commission may modify, change, delete, add, etc. any conditions, through the Site Plan and Plan of Operation process, which they feel may be reasonable in order to allow this use and ensure it does not become detrimental to the surrounding area. Any major change, as determined by the Town Plan*

Commission may require modification to the Site Plan and Plan of Operation Permits or termination of the use.

22. *Town Engineer and Waukesha County approval of the final Stormwater Management Agreement.*
23. *Subject to Waukesha County approving the proposed zoning change.*
24. *Subject to the Town's berming standards.*
25. *Contingent upon working out the details of the fire suppression pond.*

Seconded by Commissioner Samanske. Motion carried, 7-0.

Town Planner Report

Planner Lindstrom reported on Kwik Trip coming in for a planner appointment for the Wexford Heights location. They are planning to submit new plans for early next year. There will be no car wash, just a regular gas station with a slight modification to their last site plan submittal. He also updated the Commissioners on a planner appointment held earlier that day regarding a home being built in the upland corridor. The applicant will work with the building inspector on this. Jon Then will also be back to amend hit site plan for outdoor storage.

Planner Lindstrom announced he will be leaving Vierbicher. He brought additional staff, Rachel and Josh who will be working with the Town. Rachel used to work for JSD and has Lied's property knowledge. Josh will be working on reviews in the background. Josh has been working on the impact fee analysis and sign code updated. Dan will be working part time through mid-January to help transition staff and will be at the January Plan Commission meeting. Planner Lindstrom thanked the Plan Commission for their time and said they were great to work with. Chairman Osterman stated it was the best move the Town has made hiring him and Vierbicher. Planner Lindstrom stated they are still working out details on who will take the lead and they are looking at doing JPC meetings digitally, utilizing teleconferencing to save time and money.

Requests from members to put future items on the agenda.

Adjournment.

Motion by Commissioner Nelson to adjourn the Thursday, December 12, 2019 Plan Commission Meeting at 7:25 P.M. Seconded by Commissioner Meyer. Motion carried, 5-0.

Respectfully submitted,

Gina Gresch, MMC/WCPC
Town of Lisbon Administrator



W234 N8676 WOODSIDE RD.
LISBON, WI 53089-1545
TEL: (262) 246-6100

Plan Commission Application

Application Type and Fee (check all that apply)

*Application fees are non-refundable. Fees cover costs associated with public notification, postage, copies, and document recording, however applicants agree to pay all additional expenses that the Town may incur by virtue of contracted plan review services including but not limited to: legal, surveying and engineering costs and studies.

Commercial
**All commercial projects including any change of occupancy, change of use, or construction/alteration must be submitted to the Lisbon Fire Department as well for review and inspections.*
 Residential – Home-Based Bus. / In-Law Unit

- Accessory Building Waiver: \$100 (Size/Location/Architectural Review)
- After the Fact Application: Double Fees
- Certified Survey Map: \$200 + \$10 Per lot
 - Dedication Fee (Per lot): \$2,658 (Paid upon receipt of signed CSM)
- Conditional Use Permit: \$350
 - Amendment / Original
 - Major Grading Permit
- Deed Restriction: \$100
- Developer's Agreement: \$250
- Groundwater Separation Waiver: \$100
- Land Use Amendment: \$300
- Conceptual: \$100
- Plat Review:
 - Final - \$200
 - Preliminary - \$500
- Re-Submittal: \$200
- Rezone: \$350
- Sign Permit Application: \$30 + Sign Fees (See Adopted Fee Schedule)
- Site Plan/Plan of Operation:
 - Amendment: \$250
 - Original: \$500
 - Temporary: \$125
- Special Meeting: \$600
- Waivers/Modification from Land Division and Development Ordinance: \$200

No Planner review included. It is an allowable use per the zoning code. He will discuss further at the meeting.

Property Information

W230 N9515 109gate rd Sussex WI 53089
 Property Address City Zip

LSBT0149999 4.6 B3
 Tax Key/Parcel ID # Lot Size Current Zoning

Property Owner

Space4U LLC
 Name / Company Name

Jim R
 Signature

W226 N8947 Jolya Dr
 Address

Sussex WI 53089
 City State Zip

262-391-6065 Jwthen@xihoo
 Phone E-mail Address

Applicant

Jon Then
 Name

Space4U LLC
 Company

W226 N8947 Jolya Dr
 Address

Sussex WI 53089
 City State Zip

262-391-6065 Jwthen@xihoo
 Phone E-Mail Address

A complete application along with the appropriate fees shall be submitted by the deadline stated on the meeting schedule. In order for an application to be considered **complete**, the application shall include the required number of site plans/maps, and all of the necessary supporting information as indicated on the Project Review Checklist. If applying for a conditional use or development agreement, a document showing vested interest in the property is required. *The Town of Lisbon reserves the right not to accept an application that is deemed incomplete.*



W234N8676 WOODSIDE RD. • LISBON, WI 53089-1545 • TEL: (262) 246-6100 • FAX: (262) 820-2023
E-mail: townhall@townoflisbonwi.com • Website: www.townoflisbonwi.com

SITE PLAN AND PLAN OF OPERATION

Please fill out the entire application all questions need a response. If something does not apply please put N/A. Incomplete applications will not be processed or put on the agenda. The completion of this application form must be accompanied by one copy of an up to date and detailed Site Plan drawn to scale and including, but shall not be limited to, all existing buildings, signage, lighting, landscaping, parking, loading, storage, dumpsters, septic and well, etc; an interior layout (plans) of all buildings and the existing and proposed uses of the interior spaces (i.e., office, retail, restaurant, etc); and any other supporting materials. The above shall be submitted to the Town Hall, and upon review of the information, additional items may be required. The plans shall be drawn to scale and shall be no larger than 11" x 17", and shall also be emailed as a PDF. Future revisions to the approved Site Plan/Plan of Operation will require new approvals.

New business in existing building or on existing site New Owner Temporary Use

Change in Operations (summarize below what is changing; days/hours, etc)

adding outside Storage (Permitted use)
~~adding lot~~

Change in Use (summarize below prior and new use below)

Same except adding outside Storage
~~adding lot~~

BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT0149999 Acres 6.3 Zoning B3

Business Name & Contact Person: Hwy Q Self Storage (Space4U)

Full Address (include City & Zip): W230 N9515 Colgate Rd Sussex, 53089

Phone Number & Email: 262-391-6065 Jwthen@yahoo.com

Signature & Date: [Signature] 12/12/19

Property Owner Name: Jon Then

Full Address (include City & Zip): W226 N8947 John Dr Sussex 53089

Phone Number & Email: 262-391-6065

Signature & Date: [Signature] 12/12/19

1. Is this business replacing another business? Yes No

a. If yes, what is the prior business' name: _____

2. Is this an expansion of an existing Town approved/based operation? Yes No

a. If yes, please explain: adding outside storage

HOURS OF OPERATION & OPERATING SPECIFICS

3. Describe in detail below the specific type of business operation (Retail, Restaurant, Manufacturing, Office, etc.), including temporary, accessory, and outdoor uses (storage, etc). Provide a separate list of all items sold or produced on the property. If items are produced, please provide a separate explanation of the production process.

Self Storage facility, outside storage

4. Days & Times of Operation:

a. Days & Times: 24 hours

5. Employees (if self-employed please count yourself)

a. Full-Time 0

b. Part-Time 0

FOOD / BEVERAGE / LIQUOR

6. Is there any food & beverage / liquor service? Yes No

a. If yes, please explain: 0

7. Table Seating Capacity

- a. Outside: 0
- b. Inside: 0
- c. Bar: 0

8. Food / Soda Vending Machines Yes No

- a. If yes, quantity of each: 0

OUTDOOR USES

9. Is there any outdoor storage?

- Yes No

- a. If yes, please explain: Outdoor Storage on Paved Parking Lots

10. Will there be any outdoor events?

- Yes No

- a. If yes, please describe the types of events, parking accommodations, sanitary facilities and delineate the locations of the events on the Site Plan submitted. Attach a separate sheet if necessary.

0

11. Will there be any customer dockage?

- Yes No

- a. If yes, please indicate on the Site Plan length and number of piers.

12. Parking Lot

- a. Dimensions Drive isles Between Buildings
- b. Total number of spaces 20
- c. Number of spaces allotted for employees 0

SIGNAGE (Also submit the Town's Signage Application & appropriate fees)

19. Describe below the type of signage that exists and what signage is proposed on the site (attached, free standing, ground, mobile, projecting, window, electronic message, banners, flags, sandwich boards, etc.) and if the signs are illuminated, single/double faced, along with the number, size, and height of all signs.

Grand mounted non lighted 4x4
Sign

CHEMICALS/HAZARDOUS MATERIALS

20. Are there any Chemicals, Hazardous Waste of Solvents stored on the site? Yes No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

0

21. Does this Operation involve the Storage/Sale of gasoline or any other Petroleum Products? Yes No

a. If yes, please list those items and how they are disposed of or attach a separate sheet if necessary.

0

STORM WATER RETENTION, FLOW OF SURFACE WATER, AND AMOUNT OF IMPERVIOUS SURFACES

22. Are there surface water drainage facilities? Yes No

a. If yes, please explain:

see storm water management plan



N27 W23957 Paul Road, Suite 105
Pewaukee, WI 53072
(262) 875-5000 phone
www.vierbicher.com

December 31, 2019

Chairperson Osterman and Members of the Town Plan Commission
Town of Lisbon
W23N8676 Woodside Road
Lisbon, WI 53089

RE: Sign Permit Application Review for Hamilton High School

Introduction

This review addresses the sign permit application submitted by Jeff Grove (Applicant) for a new sign in front of Hamilton High School in the Town of Lisbon. The Applicant wishes to obtain a sign permit to retrofit an existing monument sign with White LED changeable message screens on both sign faces. The Applicant's submittal materials provide the following pertinent details:

- The sign will have a double-sided 10mm Electronic Message Screen that measures 53" x 99".
- The face of the signs averages approximately 8'-0" tall and 8'-3" wide.
- Gross surface area of the signs is approximately 67 square feet.
- The sign will utilize the existing brick base and existing top cabinet, with a new White LED changeable message screen.
- The sign is internally illuminated on the changeable message panel.

Zoning Code and Sign Code Review

After reviewing the application for compliance with Chapter 11 – Zoning Code and Chapter 13 – Sign Code of the Town of Lisbon Ordinances, we have the following comments:

1. Per Sign Code Sec. 13.03, the proposed sign fits the definitions for a ground/monument sign and a changeable message sign.
2. The site is zoned P-I (Public and Institutional District). This sign is approximately 67 feet in gross surface area, with a changeable message sign component that is approximately 36 square feet. Per Zoning Code Sec. 23(c)(2), signs displaying the name of the institution or facility are permitted as accessory uses in P-I districts as long as they do not exceed 50 square feet in area. Per Sign Code Sec. 13.12(5)(c)(3), institutional ground/monument signs may not exceed 60 square feet in area. And per Sec. 13.12(5)(c)(5), a scrolling message sign may not exceed 32 square feet. The Plan Commission should determine whether they wish to grant a waiver for these requirements.
3. Sec. 13.09(a) lists the illumination requirements in the Town. The proposed signs shall not be illuminated between the hours of 11 p.m. and sunrise, and the Applicant shall comply with all provisions of the Town Electrical Code.
4. Sec. 13.12(c)(9) states that all signs on a lot shall exhibit uniformity in design, color(s), size, materials, lighting, and shall be so located as to prevent visual distraction and competition among signs. The proposed sign meets all of these requirements.

5. Sec. 13.10(a)(1) requires that a landscaped area shall extend no less than five (5) feet from the base of the sign in all directions. The Plan Commission should determine whether to require landscaping as part of this sign modification.

6. Changeable Message Standards:

For a sign to meet the definition of a changeable message sign per Chapter 13.12(c)(5), it must comply with all of the following provisions. Provisions with italicized comments below them indicate where the Applicant is not meeting requirements.

(A) Messages must be static for a minimum of three (3) seconds.

(B) No flashing, blinking or, change of intensity of the light.

(C) All frames and/or messages changes should be instant but never longer than one second.

(D) Number: There shall be no more than one (1) scrolling message sign per property.

(E) Area: The surface area of a scrolling message sign shall not exceed 32 square feet (per side).

The proposed sign has a surface area on its scrolling message board of 36.4 square feet. The Plan Commission should consider whether it wishes to grant a waiver for this requirement.

(F) Location: A scrolling message sign shall not be located closer than ten (10) feet to a property line, right-of-way line or driveway edge, and shall be located at least one hundred fifty feet (150) from another scrolling message sign.

(G) Brightness: The scrolling message sign shall not exceed an additional one-half foot candle of the ambient light level. Said brightness shall be measured at the nearest point to the travelling public or designated pedestrian route. The scrolling message sign shall be equipped with photo cell or computer driven software to control light level during operating period.

(H) The scrolling message sign shall not exceed sixteen (16) feet in height. Height shall be measured from the post developed ground elevation to the top of the scrolling message text.

(I) The scrolling message sign shall not be located within four hundred (400) feet of a residential zoned property. Upon the written appeal of the 400 feet setback regulation, the Plan Commission acting as the Sign Code Administrator may consider a setback reduction. A super majority vote of the Plan Commission shall be required to approve a setback reduction. In no case shall the setback be reduced to less than 100 feet.

Sign is approximately 345 feet from the nearest home to the southeast, across Town Line Road (in the Village of Menomonee Falls). The Plan Commission should confirm whether the existing location is appropriate. A supermajority vote is required to approve a changeable message sign closer than 400 feet to a residential zoned property.

(J) Scrolling message sign may at the discretion of the SCA be illuminated on a continuous basis. The SCA will consider the sign location, the makeup of the surrounding neighborhood and the appropriateness of the messages displayed when making its determination.

The Town should consider whether it wishes to require the Applicant to modify their proposed plans or grant exceptions for certain provisions of this ordinance.

Sign Fee Calculation

Town of Lisbon Sign Fee Calculation						
	Fee Schedule (Fee & Per Sq Ft)	Sign - Calculated Square Feet				
Sign Application: School District Signage		Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
Sign Sq Ft		67.26				
Signs Per Application	\$30	1	-	-	-	-
Wall and Window						
Non-illuminated	\$0.55	\$ -	\$ -	\$ -	\$ -	\$ -
Illuminated	\$1.00	\$ -	\$ -	\$ -	\$ -	\$ -
Projecting						
Non-illuminated	\$2.00	\$ -	\$ -	\$ -	\$ -	\$ -
Illuminated	\$2.50	\$ -	\$ -	\$ -	\$ -	\$ -
Ground Mounted						
Non-illuminated	\$2.50	\$ 77.08	\$ -	\$ -	\$ -	\$ -
Illuminated	\$5.50	\$ -	\$ -	\$ -	\$ -	\$ -
Changeable Message						
Illuminated	\$5.50	\$ 200.41	\$ -	\$ -	\$ -	\$ -
Total Calculated Cost Per Sign		\$277.49	\$0.00	\$0.00	\$0.00	\$0.00
Total Sign Cost + Application Fee		\$307.49				

Information calculated by Aaron Prichard - Planner

Please feel free to contact me with any questions or concerns.

Sincerely,

Aaron Prichard
 Community Development Consultant

cc: Gina Gresch, Administrator, Town of Lisbon –Via email
 Daniel Green, Clerk, Town of Lisbon – Via email



SIGN PERMIT APPLICATION

Property Information

W220 N6151 Townline Rd Sussex.
Property Address

Tax Key/Parcel ID # _____

Lot Size _____

Current Zoning _____

Property Owner

Jeff Grove

Name

Hamilton School District

Company

W220 N6151 Townline Rd

Address

Sussex Wi 53089

City

State

Zip

262-246-1811

Phone

Fax

Grove@hamilton.k12.wi.us

E-mail Address

Applicant / Agent

Name _____

Company _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

E-Mail Address _____

Description of Sign

Include the following:

- A site plan of the property showing proposed sign location (including setbacks).
- Color rendering of the sign showing dimensions.

The applicant agrees to comply with Wisconsin Uniform Dwelling Code and Municipal Ordinance and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied on the Department or Municipality; and certified that all the above information is true and correct. *I understand that all fees are non-refundable.*

Jeff Grove 12/16/19
Applicant Signature & Date

As the property owner, I give permission for the above sign to be installed on my property.

Jeff Grove
Property Owner Signature & Date

INTERNAL USE ONLY

Amount Due: \$ _____	Check # _____	Date Paid: ____/____/____
----------------------	---------------	---------------------------

CLIENT: HAMILTON HS

LOCATION: SUSSEX
DRAWN BY: CHINOY X
SALESPERSON: TRACY B
DATE: 11/14/19
DESIGN #: D16144
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	---	00/00/0000	DESCRIPTION

EMC/SIGN ALTERATIONS

- QUANTITY:** 1 EXISTING MONUMENT
- SIDES:** D/F
- LIGHTING:** RETROFIT TO WHITE LED
- CABINET:** EXISTING (DEPTH TBD)
- NEW FACE:** EXISTING
- EMC:** 10MM WATCHFIRE RGB (53" X 99")
- MOUNTING:** TO EXISTING POLE (5.5"DIA/62.5")
POLE WILL NEED TO BE EXTENDED.
- REVEAL:** 2"

INSTRUCTION: REMOVE EXISTING EMC/REVEAL.
PRODUCE AND INSTALL NEW
SIGN ALTERATIONS AS SHOWN.
REUSE TOP CABINET/SIDE ACCENTS
AND RETRO TO LED WHITE.

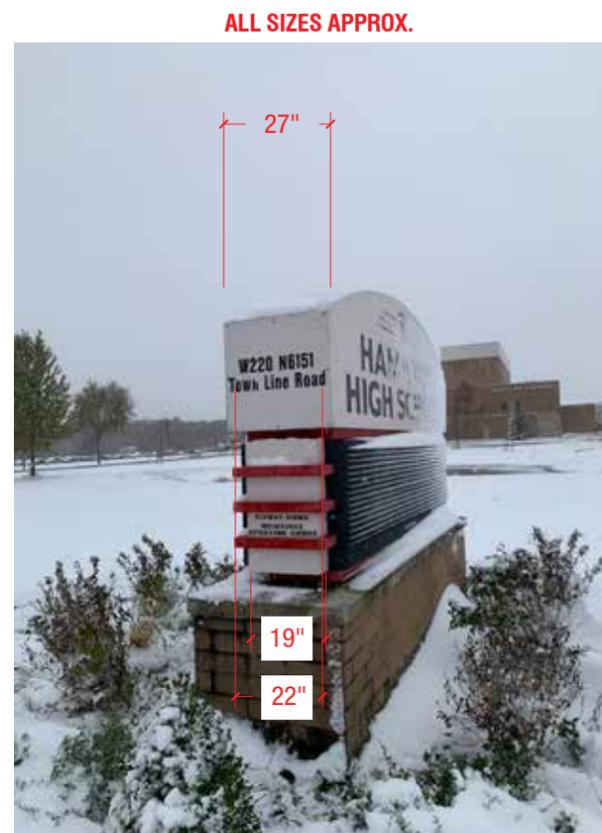
NOTE:
EXISTING LIGHTING
(6) F117 - (2) F30

COLORS:

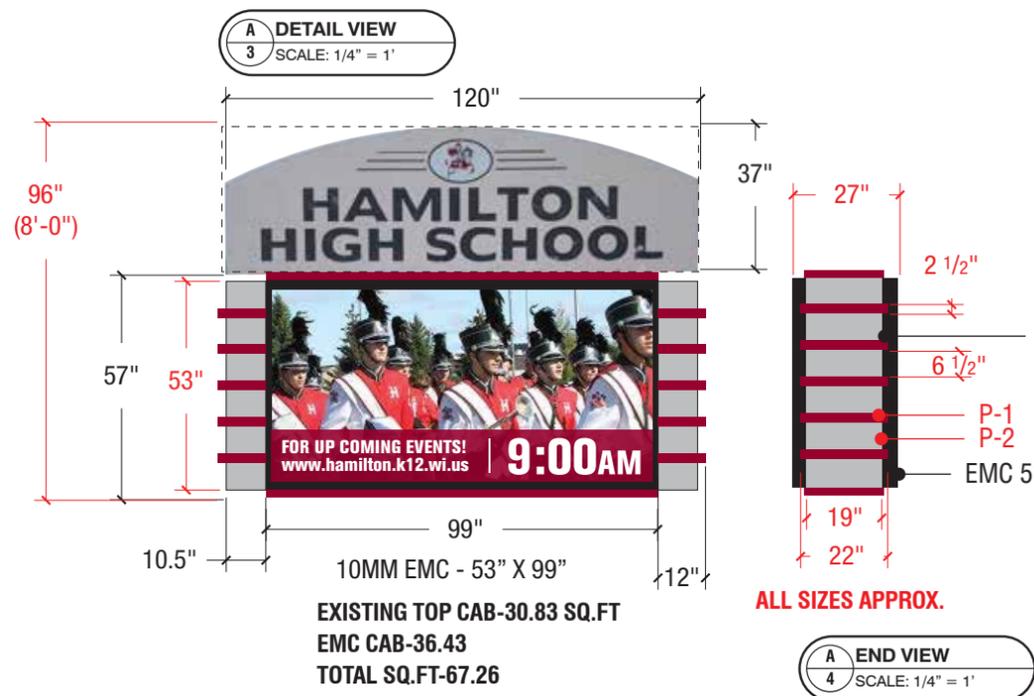
- P-1 COLOR MATCH NEEDED
- P-2 COLOR MATCH NEEDED
- C-3 BLACK

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE



A EXISTING VIEW
5 SCALE: 1/4" = 1'



A END VIEW
4 SCALE: 1/4" = 1'

CONCEPTUAL DRAWING ONLY - NOT FOR FABRICATION PURPOSES (SIZES ARE APROX)

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CLIENT: HAMILTON HS

LOCATION: SUSSEX
DRAWN BY: CHINOY X
SALESPERSON: TRACY B
DATE: 11/14/19
DESIGN #: D16144
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
---		00/00/0000	DESCRIPTION

EMC/SIGN ALTERATIONS

- QUANTITY:** 1 EXISTING MONUMENT
- SIDES:** D/F
- LIGHTING:** RETROFIT TO WHITE LED
- CABINET:** EXISTING (DEPTH TBD)
- NEW FACE:** EXISTING
- EMC:** 10MM WATCHFIRE RGB (41" X 99")
- MOUNTING:** TO EXISTING POLE (5.5" DIA/62.5")
POLE WILL NEED TO BE EXTENDED.
- REVEAL:** 2"

INSTRUCTION: REMOVE EXISTING EMC/REVEAL.
PRODUCE AND INSTALL NEW
SIGN ALTERATIONS AS SHOWN.
REUSE TOP CABINET/SIDE ACCENTS
AND RETRO TO LED WHITE.

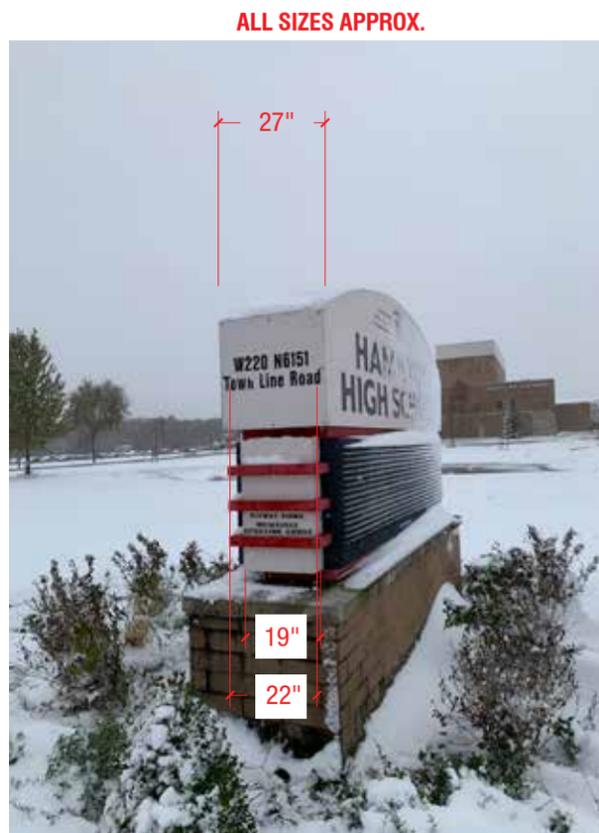
NOTE:
EXISTING LIGHTING
(6) F117 - (2) F30

COLORS:

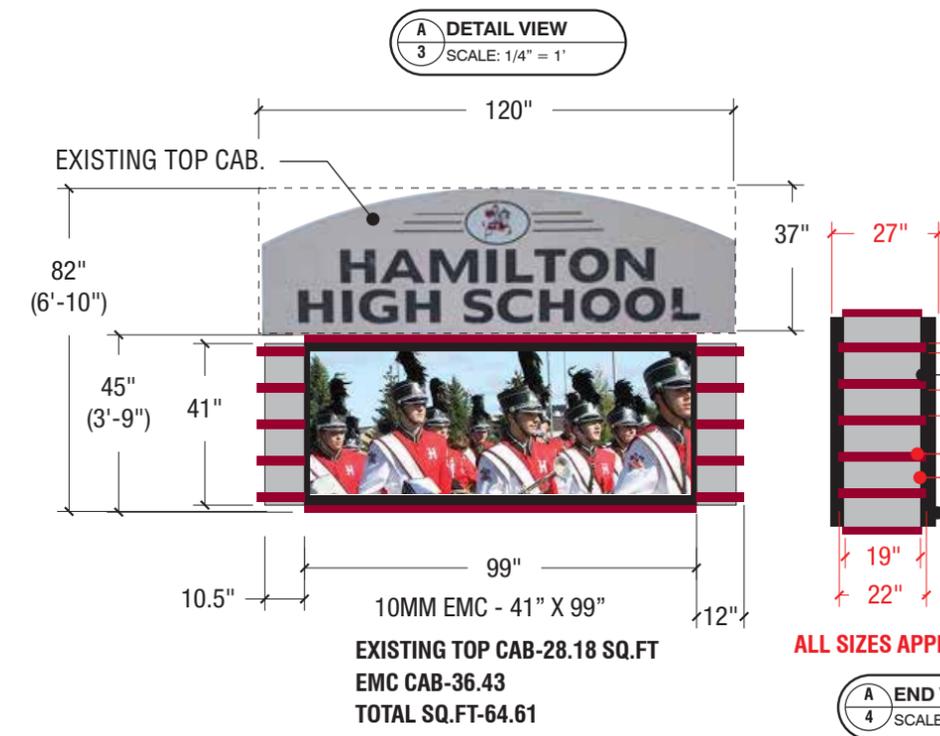
- P-1 COLOR MATCH NEEDED
- P-2 COLOR MATCH NEEDED
- C-3 BLACK

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE



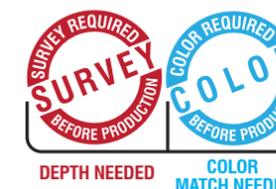
A 5 EXISTING VIEW
SCALE: 1/4" = 1'



A 4 END VIEW
SCALE: 1/4" = 1'

CONCEPTUAL DRAWING ONLY - NOT FOR FABRICATION PURPOSES (SIZES ARE APROX)

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Waukesha County GIS - Hamilton H.S. Sign



Legend

- Parcels (Click for details)
- Plats (Click for details)
- Retired Parcels (Click for details)
- Retired Plats (Click for details)
- Municipal Boundary_2K
- FacilitySites_2K_Labels
- Lots_2K
 - Lot
 - Outlot
- SimultaneousConveyance
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
- Cartoline_2K
 - <all other values>
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
- Road Centerlines_2K
- Railroad_2K
- TaxParcel_2K
- Waterbodies_2K_Labels
- Waterlines_2K_Labels

0 310.09 Feet

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Notes:

Printed: 1/2/2020



CHAPTER 13 – SIGNS

Revised December 31, 2019

13.01 PURPOSE

- (a) To regulate the size, type, construction standard, maintenance and placement of signs situated within the boundaries of the Town of Lisbon, Wisconsin.
- (b) To promote the public health, safety, welfare and comfort of the general public and to provide comprehensive and balanced sign regulations that will:
 - 1. Preserve the right of free speech and expression
 - 2. Reduce distractions and obstructions from signs which would adversely affect traffic safety, and alleviate hazards caused by signs projecting over or encroaching upon the public right-of-way;
 - 3. Discourage excessive visual competition in signage and ensure that signs aid orientation and adequately identify uses and activities to the public; and
 - 4. Preserve or enhance the natural beauty and unique physical characteristics of the Town of Lisbon as a community in which to live and work by requiring new and replacement signage which is:
 - A. Harmonious with the building and surrounding neighborhood aesthetics, and other signs in the area;
 - B. Appropriate to the type of use to which it pertains;
 - C. Expressive of the Town's identity in a manner which will not diminish property values; and
 - D. Complementary to the Town's architectural character and unobtrusive commercial developments.

13.02 SCOPE OF REGULATIONS

Except as otherwise noted herein, the regulations of this ordinance shall govern all outdoor signs, advertising structures or devices with respect to location, safety, size, construction standard, erection, attachment, support, lighting, anchorage, maintenance, appearance, and aesthetics.

13.03 DEFINITIONS

When used in this chapter, the following words and phrases shall have the specific meaning as hereinafter defined and any words or phrases not listed shall have the meaning defined by the zoning code of the Town of Lisbon:

Advertising Vehicles: Any vehicle or trailer on a public right-of-way property or on private properties so as to be seen from a public right-of-way, which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business activity located on the same or nearby property or any other premises.

Animation: A background playback image which exceeds 30 frames per second.

Approved Combustible Materials: Wood, combustible plastics, or other rigid material impervious to water.

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

Base Setback Line: The edge of the established ultimate street right-of-way.

Beacon: A stationary or revolving single or multi-colored light which flashes or projects illumination in any manner, which is intended to attract or divert attention.

Canopy: A structural protective cover located over a commercial service area, such as gas pumps or bank tellers.

Copy: Text or symbols used for the purpose of advertising.

Changeable Copy: A sign element, whether electronic, electric or manual, where copy changes.

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

External Illumination: Illumination of a sign by an exterior light source.

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

Flag: A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as the symbol or emblem of a country or institution. Does not include banner signs.

Grade: The existing, preconstruction elevation at the base of a freestanding sign, or bottom edge of a building nearest a sign in the case of a wall or projecting sign.

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

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

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

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

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

Marquee: A permanent, roof-like structure, extending from part of the wall of a building but not individually supported by the ground, which is constructed of durable material such as metal or glass.

Mixed-Use Center: A planned/coordinated grouping of architecturally unified combination of residential and commercial establishments, built on the same site and managed as one operating unit.

Neon or Other Gas Tube Illumination: Illumination from a light source consisting of a neon or other gas tube which forms letters, symbols or other shapes.

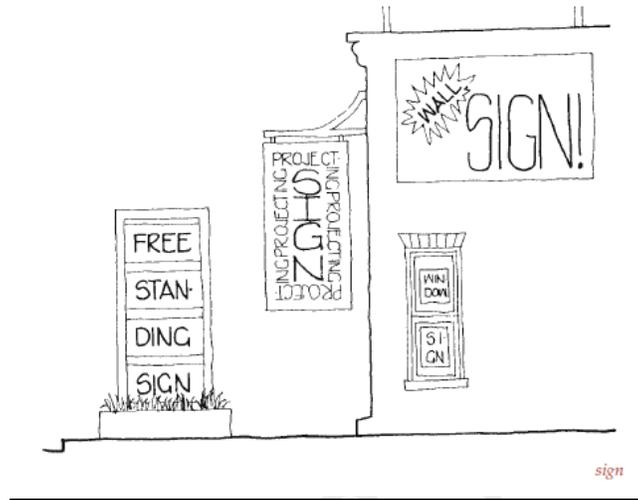
Offset: The regulated minimum horizontal distance a structure must be from a side or rear lot line.

Right-of-Way (street): The area dedicated for public access and use, including the street or alley, parkway and sidewalk areas between property lines.

Setback: The regulated minimum horizontal distance a structure must be from the base setback line.

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

Sign: Any object, device, display, structure, or part thereof which is designed to advertise, announce, direct, identify, or inform by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images.



Graphic Courtesy of the American Planning Association

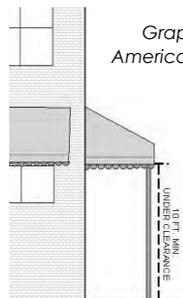
Abandoned sign: A sign which no longer correctly advertises a business or use which is not longer in operation or which is dilapidated or beyond repair, under the provisions of Section 66.0413 of the Wisconsin Statutes, or a sign for which the applicable fees have not been paid or which is hazardous to public safety.

A-Frame Sign: A sign which is portable, self-supporting, and not affixed to the ground. Includes Sandwich, Sidewalk, Menu Board, and Curb signs.

Agricultural Sign: A sign identifying farm operations on parcels of land containing not less than twenty (20) acres.

Air-Activated Sign: A sign, all or any part of, which is designed to be moved by action of forced air so as to make the sign appear to be animated or otherwise have motion.

Awning Sign: A sign that is attached to, or made of, an awning, or other fabric, plastic or structural protective cover located over a door, entrance, window or outdoor service or recreation area.



Graphic Courtesy of the American Planning Association

Banner Sign: A sign intended to be hung either with or without a frame, and which possesses characters, letters, illustrations, or ornamentation's applied to paper, plastic, or fabric of any kind. Includes pennant signs.

Blade Sign: See projecting sign.

Bulletin Board: A changeable copy sign or sign incorporating changeable copy not to exceed fifteen (15) square feet in area located on the premises of a charitable, religious, educational, institutional, non-profit, or non-exempt public use.

Canopy Sign: A sign that is attached to a structural protective cover located over a commercial service area, such as gas pumps or bank tellers.

Detached Sign: A permanent sign which is located on the premises of the use with which it is associated and not mounted on or affixed to a building.

Double Faced Sign: A sign with copy on two parallel faces that are back to back, facing opposite directions.

Feather Sign: Vertical signs resembling a feather that are supported by a single, curved structural member and base with a banner attached to said single structure.

Flashing Sign: A sign whose illumination is not kept at a constant intensity when in use, and/or which exhibits changes in light, color, direction, animation, wording or text. ~~Illuminated signs that indicate the date, time, and temperature will not be considered flashing signs if the remainder of the sign is kept at a constant intensity.~~

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

Government Sign: A sign directed to be installed by the Town for notification of events, regulations, safety measures, conduct of Town duties, or other purposes, and any sign erected by the State of Wisconsin or Federal government. Any sign erected by other governmental entities are not considered government signs for the purposes of this ordinance and shall follow the regulations for other sign types defined herein.

Ground Sign: A free-standing sign which is not a pole, pedestal, or monument sign and which is supported by a base of at least 50% of the sign width and is independent from any building.

Interior Sign: Those signs located within the interior of any building and which are not readily visible from the exterior of the building.

Illuminated Sign: A sign which is illuminated by an artificial light source; whether internal or external, a light source whose primary purpose is to display or draw attention to said sign.

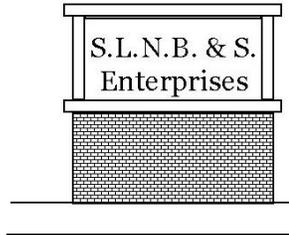
Inflatable Sign: A sign which is kept inflated by mechanical means or filled by a gas and is tethered to a building, structure or the ground. Includes Balloon signs.

Legal Non-Conforming Sign: A sign that did meet code regulations when it was originally installed prior to the adoption of this ordinance.

Marquee Sign: A sign attached to, painted on, or supported by a marquee that has its copy manually changed at regular intervals.

Menu Board Sign: A permanently mounted sign displaying the foods, products, or services for a drive-through or walk-up facility.

Monument Sign: Any free-standing sign which is supported by a base of at least 75% of the sign width and is independent from any building. The structural base of a monument sign is defined as a base constructed of stone, rock, brick, concrete clad in masonry or scored or died, or man-made masonry material.



Graphic Courtesy of the American Planning Association

Moveable Sign: See definition for Portable Sign.

Nonconforming Sign: A sign which existed prior to the effective date of the adoption of this chapter which does not conform to the terms of this chapter.

Off-premises Sign: A sign that is not located on the premises of the associated use.

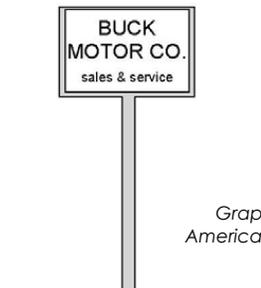
On-premises Sign: A sign associated with the property use situated on the same lot as the sign.

Pedestal Sign: A free-standing sign that is not a pole, ground, or monument sign and is supported by solid pier(s), pedestal base, square tube(s), or pylons of at least 30% of the sign width and is independent of any building. Pedestal signs shall not be supported by cylindrical pole(s).

Pennant Sign: A banner sign which is triangular in shape.

Plaque Sign: Copy cut into a masonry surface or constructed of bronze or other non-combustible materials and placed on buildings, property, structures, graves, statuary or the like with historical importance, such as being listed on the National Register of Historic Places, local historical listings, or similar demarcation.

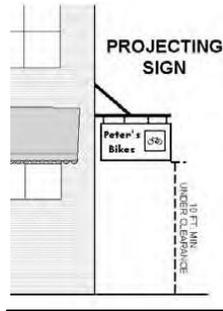
Pole Sign: A free-standing sign affixed to a cylindrical pole(s), square tube(s) support or other fabricated post(s) without any type of secondary support that is embedded in the soil where the supporting structure element(s) width measures less than 30% of the width of the sign face or frame, whichever is larger.



Graphic Courtesy of the American Planning Association

Portable Sign: A sign not permanently affixed to the ground, a building, or other structure, which may be moved from place to place.

Projecting Sign: A sign, that is normally double-faced, which is affixed or attached directly to the exterior wall of a building or structure that extends more than ten (10) inches from the exterior wall of the building or structure. Includes blade signs.



Graphic Courtesy of the American Planning Association

Residential Wall Sign: A wall sign on a building with a legal residential use in a residential or non-residential zoning district.

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

Rotating Sign: A sign which rotates around a center point.

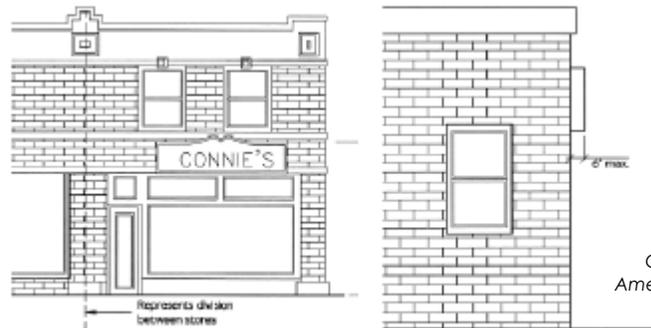
Safety Sign: A sign erected for public or private traffic control, legal notices, railroad crossings, danger, security, and such temporary emergency purposes, as may be erected for the public safety.

Service Door Sign: A sign located at above a door used for service, such as deliveries, to a building with a non-residential use and in a non-residential zoning district.

Temporary Sign: A sign intended to be used for a period of no more than thirty (30) days unless otherwise specified herein.

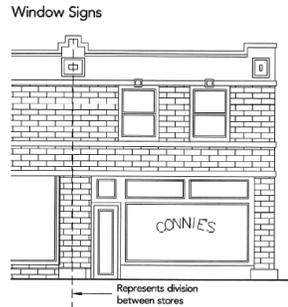
Under Canopy Sign: A sign located under a canopy, such as signs on covered gas pumps or bank tellers.

Wall Sign: A sign or billboard affixed to the exterior wall of a building that extends ten (10) or less inches from the exterior wall of the building, including signs that are painted directly on the wall itself.



Graphic Courtesy of the American Planning Association

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



Graphic Courtesy of the American Planning Association

Yard Sign: An on-premises temporary sign placed on a property in a residential zoning district and associated with a residence, occupied or vacant.

Sign Area: The area of all elements of a sign including the face area, sign frame, and sign structure.

Sign Face Area: Sign face area shall be the sum of the area within the smallest regular polygon that will encompass all elements of the actual sign face which is not included in a sign frame. Otherwise, sign face area shall be calculated as the area within the sign frame. For a sign painted on or applied to a building, the sign face area shall be considered to include all lettering, wording and accompanying designs or symbols, together with any background of a different color than the natural color, or finish material, of the building.

Sign Frame: Architectural or structural elements which surround sign copy.

Sign Structure: Any device or material which supports, has supported, or is capable of supporting a sign in a stationary position, including decorative covers.

Streamer: A long, narrow banner sign included as part of an interior window display only.

Street: A public or private right-of-way that is used to carry pedestrian or vehicular traffic.

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

13.04 PERMIT APPLICATION

- (a) Authority
It shall be unlawful for any person to erect, repair, alter, relocate or possess any sign or other advertising structure as defined in this chapter without first obtaining a sign permit from the Town of Lisbon and paying the fees required by this chapter. In addition, all illuminated signs are subject to the provisions of the Electrical and Building Codes, and the permit fees required thereunder.
- (b) Application for Permit
A complete application for a sign permit shall be submitted to the Town of Lisbon, and shall contain, or have attached thereto, the following information:
1. Name, address, and telephone number of the applicant.
 2. Name, address, and telephone number of the person, firm, corporation, or association proposing to erect the sign.
 3. Written consent of the owner of the building, structure, or land to which, or upon which, the sign is to be affixed, or erected.

4. A scale drawing of the proposed sign indicating the dimensions, materials to be used, color scheme, type of illumination, if any, and the methods of construction and attachment.
5. A scale drawing indicating the location, position and orientation of the proposed sign in relation to nearby buildings, structures, and lot lines, said drawing shall clearly indicate the setback and offset to the sign foundation.

Sign permit applications shall be filed with the Town of Lisbon through the Zoning Administrator, who shall review the application for its completeness and accuracy, and approve or deny, in writing, the application within thirty (30) days of receipt unless the time is extended by written agreement between the applicant and the Zoning Administrator. A designee of the Town Administrator shall also have the same duties and responsibilities of the Zoning Administrator to review, issue, deny, and enforce sign permits, if so designated. A sign permit shall become null and void if work authorized under the permit has not been completed within twelve (12) months of the date of issuance.

(c) Issuance of Permits

1. Upon the filing of an application for a sign permit, the Zoning Administrator shall examine such plans, specifications, and other data needed to determine compliance with the requirements of this ordinance.
2. After examining the Sign Permit Application, the Zoning Administrator shall take one of the following actions within thirty (30) days:
 - A. Deny the application, stating the reasons therewith, if the proposed sign is not in compliance with the requirements of this ordinance.
 - B. Deny the application, stating the reasons therewith, if a sign application has been found to be incomplete and additional information or clarification is needed from the applicant.
 - C. Issue a permit, stating any conditions or stipulations upon which the approval is based.

(d) Appeal of Denied Permit

Applicants may appeal the decision of a denied permit, based upon non-conformance to this Chapter, including incompleteness of application, to the Zoning Board of Appeals. The appeal must be made in writing through completion of an Administrative Appeal form, along with any supplemental materials, and submitted to the Town Clerk in accordance with Section 34 of the Town Code.

13.05 FEES

(a) Application Fees

1. An application for a sign permit shall be filed with the Zoning Administrator along with a non-refundable application review fee for each individual sign permit application. In addition to the application review fee, a separate sign permit fee shall be submitted with the application in accordance with the adopted fee schedule for the following sign types. Fees for the following signs shall be set by resolution adopted by the Town Board from time to time;

- A. Permanent Signs
- B. Temporary Signs

(b) Supplemental Fees

If the Town must remove or repair a permitted sign by reason of danger to the public, such as obstruction of traffic, a fee equal to 110% of the Town's incurred cost shall be charged to the sign owner.

(c) Payment and acceptance of the application review fee does not guarantee that a sign permit will be issued by the Town of Lisbon.

13.06 — APPEALS

~~The Planning Commission may, in its judgment, waive or modify the provisions of this chapter where it would further the public interest and uphold the purpose of this ordinance as put forth in Section 13.01 (i.e., Purpose). Such waiver or modification may be based on, among other things, site specific hardships such as topographic aberrations, traffic safety, and visual encumbrances [note: The Board of Zoning Appeals shall not have authority or jurisdiction over the provisions of the Sign Code]. Individual waivers that are based on a certain set of circumstances, at a particular point in time, shall not be misconstrued as setting precedence for allowing a similar, or nearly similar, sign waiver at a future date, even if identical circumstances exist.~~

13.07 REVOCATION OF PERMITS

The Zoning Administrator is hereby authorized and empowered to revoke any sign permit upon determination that the sign authorized by the permit has been constructed or is being maintained in violation of the permit or the provisions of this chapter.

13.08 MEASUREMENT STANDARDS

~~(a) Sign Face Area: The area of a sign surface which does not include the framework or surround, supporting structure, brackets, piers, pedestals, pylons, or posts. The area of framework or surround shall not be included in the sign face area calculation if such framework is incidental to the display, is unobtrusive, and is an integral part of the sign.~~

~~(d) Wall Signs:~~

- ~~1. The sign area for a wall sign with a sign frame or structure shall be the area of the sign face.~~
- ~~2. The sign area for a wall sign without a sign frame or structure shall be calculated as the sum of the area within the smallest regular polygon that will encompass all elements within the sign face and which are not included in the sign frame or structure.~~
- ~~3. For a sign painted on or applied to a building, the sign face area shall be considered to include all lettering, wording and accompanying designs or symbols, together with any background of a different color than the natural color, or finish material, of the building.~~

Sign Area Measurement:

Sign area shall be measured by both sign face area and by total sign area, as defined in Section 13.03.

When a sign has two (2) or more faces, the area of all faces shall be included in determining the sign face area, except where two faces are placed back to back and are at no point more than two (2) feet from each other. In such case, the sign area shall be taken as the area of the largest face of a two (2) face sign, or the sum of the two (2) largest faces of a four (4) face sign. This exception shall not apply to any sign with more than four (4) faces.

Sign Height Measurement:

(a) Ground Signs:

1. The sign area for a ground sign shall be the area of the sign face and all framework, but not support structure.
2. Sign height shall be measured perpendicular from the preconstruction grade at the base of the sign to the highest point of the sign face, framework, or support structure, whichever is taller.

(b) Monument Signs:

1. The sign area for a monument sign shall be the area of the sign face and all framework, supporting structure, and support.
2. Sign height shall be measured perpendicular from the preconstruction grade at the base of the sign to the highest point of the sign face, framework, or support structure, whichever is taller.

(c) Pedestal Signs:

1. The sign area for a pedestal sign shall be the area of the sign face and all framework, but not supporting structure, pylons or piers.
2. Sign height shall be measured perpendicular from the preconstruction grade at the base of the sign to the highest point of the sign face, framework, or support structure, whichever is taller.

13.09 ILLUMINATION STANDARDS

- (a) In addition to complying with the provisions of this ordinance, all signs in which electrical wiring and connections are to be used shall be subject to the applicable provisions of the Town Electrical Code. No person may erect a sign with exposed electrical cords and wires.
- (b) The use of unshielded lighting, including exposed incandescent light bulbs hung or strung on poles, wires or any other type of support intended to illuminate a sign or other advertising device is expressly prohibited.
- (c) No sign located in a non-residential district, except permitted changeable copy signs, shall be illuminated, either internally or externally, between the hours of 11 p.m. and sunrise if unless the premises on which it is located is open for business during that time and if the premises abuts a residential district. Signs located in residential districts shall not be illuminated between the hours of 9 p.m. and sunrise.
- (d) All sign lighting shall be so designed, located, shielded or hooded so as to prevent the casting of glare or direct light upon adjacent roadways, surrounding properties, or into the sky.
- (e) No temporary signs shall be illuminated.

13.10 LANDSCAPING STANDARDS

- (a) In the case of monument or pedestal signs, a landscape area shall extend a minimum of five (5) feet from the base of the sign in all directions.
- (b) Where any sign is proposed to be externally illuminated using ground mounted fixtures (i.e. floodlight), landscape plantings shall be installed in such a manner as to entirely shield the light source from the surrounding view. Landscape plantings shall be of the type as will ensure effective yearlong screening.

13.11 LOCATION STANDARDS

- (a) No sign or sign supporting structure shall be setback/offset less than 10 feet from an abutting lot line, right-of-way line or driveway edge.
- (b) Placement of all signs shall be subject to the vision setback regulations as put forth in the Town of Lisbon Zoning Code.
- (c) No sign in a non-residential zoning district shall be located closer than 50 feet to an abutting residential zoning district zone ~~unless specifically approved by the Planning Commission.~~

13.12 PROHIBITED SIGNS

The following types of signs are prohibited in the Town of Lisbon:

- (a) Roof signs.
- (b) Signs placed on, or affixed to, vehicles and/or trailers which are not legally parked or operational on public right-of-way, public property, or private property so as to be visible from a public right-of-way where the apparent purpose is to advertise a product or direct people to a business or activity. This does not apply to signs placed on or affixed to vehicles and trailers, such as lettering on motor vehicles, where the sign is incidental to the primary use of the vehicle or trailer.
- (c) Signs that are attached or otherwise affixed to rocks, trees or other living vegetation.
- (d) Signs that imitate, interfere with, obstruct the view of, or can be confused with any authorized traffic control sign, signal, or other devise.
- (e) Flashing or rotating signs (do not remain stationary for a minimum of 3 seconds). Signs containing moving parts and signs containing reflective elements that sparkle or twinkle in the sunlight.
- (f) Off-premises signs, except as specifically allowed for in this ordinance.
- (g) Any sign advertising or identifying a business or use which is either defunct, or no longer located on the premises, shall be removed within thirty (30) days of receiving written notice from the Town of Lisbon.
- (h) Portable and wheeled signs which are not permitted as exempt or temporary in accordance with this ordinance.
- (i) Signs or other advertising painted directly on walls, unless specifically approved.
- (j) Signs that obstruct free and clear vision of vehicular traffic or that, by reason of the position, shape, or color, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device or which otherwise creates a public safety hazard.
- (k) Signs whose content violates State or Federal laws or regulations, including but not limited to, the obscenity provisions of Chapter 944 of the Wisconsin Statutes.
- (l) Window signs, or combination of window signs, which exceed 30% of the window area.
- (m) Air-activated or inflatable signs.

13.13 EXEMPTIONS

The following signs shall be exempted from the permit processes outlined in this ordinance, except subject to the following regulations:

- (a) One wall sign, not to exceed six (6) square feet in sign area on the principal structure of where a legal home occupation is operating, for which a permit has been granted and is currently valid, in any residential zoning district . Such signs shall not be illuminated.
- (b) Bulletin boards not to exceed fifteen (15) square feet in sign area for public, charitable or religious organizations when the same are located on the premises of said institution. Such signs shall be subject to the location, lighting and landscaping standards set forth in this ordinance, and shall not exceed seven (7) feet in height.
- (c) Plaque signs ~~Memorial signs or tablets, names of buildings, and date of erection~~ when cut into a masonry surface or constructed of bronze or other non-combustible materials and placed on buildings, property, structures, graves, statuary or the like with historical importance, such as being listed on the National Register of Historic Places, local historical listings, or similar demarcation. Plaque signs shall be limited to four (4) square feet in sign area.
- (d) Flush signs carved into or affixed flat to a building in such a way that they are not directly illuminated, are not made of a reflecting material, do not contrast sharply in color with the building, and do not exceed two (2) inches in thickness.
- (e) Residential wall signs, such as address lettering, not to exceed two (2) square feet in sign area and mounted flush against a dwelling.
- (f) Safety signs such as traffic signs, legal notices, railroad crossing signs, danger, security, and such temporary emergency or non-advertising signs, as may be erected for the public safety.
- (g) Awning signs painted, applied, or integral to awnings and marquees indicating only the name, street number, and/or tenant name. Such signs shall not exceed an aggregate gross surface area of four (4) square feet per display with individual letters not exceeding six (6) inches in height.
- (h) Marquee signs which are affixed to a building with a theatre, cinema, or other performing arts use.
- (i) Under canopy signs, located under a canopy, as defined in the ordinance, and no greater than four (4) square feet in size.
- (j) Flags of the United States, State of Wisconsin, or other sign depicting government organization or entity which do not pose a safety hazard.
- (k) Government sign that is erected by the Town of Lisbon, State of Wisconsin Agency, or Federal Agency. Government signs that are not Town, State, or Federal, shall be required to adhere to the regulations of this ordinance.
- (l) Interior signs located within the interior of any building and which are not readily visible from the exterior of the building, ~~except for streamers.~~
- (m) Menu board signs in non-residential districts. Four (4) menu board signs shall be allowed for any business with drive-up or drive-through service and which are not visible from public road right-of-way.
- (n) Yard signs that are temporarily located in residential districts, provided they are not attached to utility poles, meter posts, trees, or other public utility in or along any street right-of-way within the Town, and are not attached to any building, wall fence, or other property of another person without having first obtained the prior written consent of the owner of such property. The maximum time limit for all yard signs is three (3) consecutive days, and nine (9) cumulative days in a one-year period. Such signs shall not exceed ten (10) square feet in area.

- (o) Service Door signs in non-residential districts. One (1) sign per service door shall be allowed and shall not exceed five (5) square feet in area. Sign shall be located at or below eight (8) feet from adjacent ground elevation. Said exempt signs shall not be visible from abutting right-of-way lines or residential property lines.
- (p) Window signs, or combination of window signs, which do not exceed 30% of the window area.
- ~~(q) One additional temporary freestanding Sign, not exceeding six (6) square feet in area on one side or twelve (12) square feet in area on all sides, provided that no such signs shall exceed four (4) feet in height or be erected or placed within a public right of way. Such temporary signs are limited to no more than three (3) consecutive days, and nine (9) cumulative days in a one-year period.~~
- ~~(r) A temporary freestanding or wall signs on properties or buildings for sale, lease, or rent not exceeding six square feet in area on one (1) side or twelve (12) square feet in area on all sides and a maximum of six feet in height in a residential district; or not exceeding 25 square feet in area on one side or 48 square feet in area on all sides and a maximum of twelve feet (12') in height in other districts. If not attached to a wall, such signs shall be set back at least 10 feet (10') from a side or rear lot line, shall not be located in a public right-of-way, and shall be removed within ten (10) days after the property or building is sold, leased, or rented.~~
- (s) Temporary freestanding or wall signs on properties or buildings for sale, lease, or rent:
1. Number: There shall not be more than one (1) temporary sign for each lot being advertised for sale, lease, or rent, except where a lot abuts two (2) or more streets, in which case one (1) such sign may be allowed for each abutting street frontage.
 2. Residential Areas: In residential areas, such signs shall not exceed twelve (12) square feet in sign area.
 3. Non-Residential Areas: In non-residential and multi-family (four-plex and greater) residential areas, such signs shall not exceed twenty five (25) square feet in sign area.
 4. Location: Such signs shall be located only upon the premises for sale, lease, or rent, and shall be setback a minimum of ten feet (10') from an abutting property line, road right-of-way, or driveway.
 5. Height: Such signs shall not project higher than seven feet (7'), as measured from preconstruction grade at the base of the sign and shall not project higher than the highest permanent freestanding sign on the property.
 6. Special Conditions: Such signs shall be removed within seven (7) days of the sale, lease, or rental of the premises upon which the sign is located.
- ~~(t) A temporary freestanding sign on properties under construction, with a valid permit, not exceeding six (6) square feet in area on one (1) side or twelve (12) square feet in area on all sides, and provided that no such signs shall exceed four feet (4') in height or be erected or placed within a public right of way. Such signs shall be removed with ten (10) days after construction has been completed on the associated building or property.~~
- (u) Temporary freestanding signs on properties which are under construction, with a valid permit:
1. There shall not be more than one (1) temporary sign for each project or development, except that where a project or development abuts two (2) or more streets, one (1) sign may be allowed for each abutting street frontage.

2. Residential Areas: In residential areas, such signs shall not exceed twenty-five (25) square feet in sign area. Nonresidential Areas: In nonresidential areas, such signs shall not exceed fifty (50) square feet in sign area.
 3. Locations: Such signs shall be located only upon the premises upon which construction is about to occur or is occurring. Such signs shall be setback/offset a minimum of ten (10) feet from an abutting property line, road right-of-way, or driveway
 4. Height: Such signs shall not project higher than seven (7) feet, as measured from pre-construction grade at the base of the sign.
 5. Special Conditions: Such signs shall be permitted only as accessory to an approved building permit. Such signs may be erected and maintained for a period not to exceed thirty (30) days prior to the commencement of construction, and shall be removed within thirty (30) days of the termination of construction as determined by the Town of Lisbon.
- (v) Political campaign signs equal to or less than eleven (11) square feet in size shall be allowed in all zoning districts in compliance with Wisconsin State Statute 12.04 and which are not prohibited by Section 13.12 this Chapter.

13.14 PERMANENT SIGNS BY PERMIT

Permanent signs which are not exempt require permit approval. Permanent signs shall adhere to the following regulations:

- (a) See Table 13.1 for permanent sign regulations by district and by type.
- (b) See Appendix 13.1 for example signs.
- (c) Changeable Copy
 1. Allowed ground, bulletin board, pedestal, or monument signs ~~in this section~~ may incorporate changeable copy, subject to the following;
 - A. Messages must be static for a minimum of eight (8) seconds.
 - B. No flashing, blinking or, change of intensity of the light.
 - C. All frames and/or messages changes should be instant but never longer than one (1) second.
 - D. There shall be no more than one (1) scrolling message per sign.
 2. The surface area of incorporate changeable copy shall not exceed sixteen (16) square feet (per sign face) or exceed 35% of sign face area, whichever is greater. Bulletin boards, as defined in this chapter, may incorporate all of the allowable sign face area.
 3. Any sign incorporating changeable copy shall be located at least one hundred fifty feet (150') from another sign containing changeable copy, except for bulletin boards, as defined in this chapter.
 4. Any sign incorporating changeable copy shall not exceed an additional 0.5 foot candles of the ambient light level. Said brightness shall be measured at the nearest point to the travelling public or designated pedestrian route. Any sign containing changeable copy shall be equipped with photo cell or computer driven software to control light level during operating period.
 5. ~~Changeable copy shall not exceed 35% of sign face area, except for bulletin boards.~~

6. Scrolling message signs shall not be located within four hundred (400) feet of a residential zoned property
7. Scrolling message signs shall not face the long axis of the sign at residential zoned property.

13.15 TEMPORARY SIGNS BY PERMIT

The following portable signs are allowed if granted a temporary permit and subject to the restrictions of this section;

(a) A-frame

1. One (1) A-frame sign per business or use shall be allowed by permit in the following districts;
 - A. Commercial
 - B. Public/Institutional
- ~~2. The sign shall not be in place for longer than a period of eight (8) weeks.~~
- ~~3. The sign shall not exceed 2.5 feet in width or four (4) feet in height.~~
- ~~4. The sign shall not be permanently attached to the sidewalk and shall not be chained or attached to street trees, street furniture, or other structures or fixtures.~~
- ~~5. The sign shall be displayed only during hours in which the business it advertises is open, and shall be located within ten (10) feet of the main building entrance.~~
- ~~6. The sign shall be placed to allow at least three (3) feet of sidewalk width for pedestrian movement~~
- ~~7. The sign shall be displayed only during hours in which the business it advertises is open.~~
- ~~8. A-frame sign permits expire in 12 months or when the associated business is no longer active. A-frame sign permits may be re-applied for at the end of each 12 month period.~~

~~(b) Air Activated, Inflatable~~

- ~~1. One (1) Air Activated or Inflatable sign shall be allowed by permit in the following districts;~~
 - ~~A. Commercial~~
 - ~~B. Public/Institutional~~
- ~~2. The signs shall not be in place for a period of more than one (1) week.~~
- ~~3. Each business or organization shall be limited to two (2) temporary sign permits for an Air Activated or Inflatable sign in any 12-month period.~~
- ~~4. The sign shall not be permanently attached to the sidewalk and shall not be chained or attached to street trees, street furniture, street fixtures, or other permanent structures or buildings, including the roof.~~
- ~~5. The sign shall be displayed only during hours in which the business it advertises is open.~~

(c) Banner

1. One (1) banner sign shall be allowed by permit in the following districts;
 - A. Commercial
 - B. Public/Institutional

2. The signs shall not be in place for a period of more than three (3) weeks.
3. Each business or organization shall be limited to four (4) temporary banner sign permits for a Banner sign in any 12-month period.
4. Signs shall be located on the premises of the related use.
5. The sign shall not be chained or attached to street trees, street furniture, street fixtures or other permanent structures, other than the associated building.
6. Banners shall not exceed 32 square feet in sign area.

(d) Feather Signs

1. One (1) feather sign shall be allowed by permit in the following districts:
 - C. Commercial
 - D. Public/Institutional
2. The signs shall not be in place for a period of more than two (2) weeks.
3. Each business or organization shall be limited to three (3) temporary sign permits for a feather sign in any 12 month period.
4. Signs shall be located on the premises of the related use.
5. The sign shall be connected to its own self-supporting structure which is not permanently affixed to the ground.
6. Feather signs shall not exceed 12 square feet in sign area.

13.16 EXISTING SIGNS

(a) Existing Signs

1. Existing signs which become nonconforming upon adoption of this ordinance shall not be reconstructed, remodeled, relocated or altered in any way unless such action will make the sign conforming in all respects with this ordinance (note: normal maintenance is permitted).
2. A nonconforming sign or sign structure which is damaged may be restored only after the owner has shown that the damage did not exceed fifty (50) percent of the appraised value of the sign. If such sign or sign structure is destroyed, or damaged to an extent exceeding fifty (50) percent of the appraised sign value, it shall be removed and shall not be reconstructed or replaced unless such action makes the sign and sign structure conforming, in all respects, to the sign code. If restoration of a damaged sign is not completed within three (3) months of the date damage occurred, such sign shall be removed or replaced in a manner as will conform with all specifications of this ordinance.
3. At such time as the owner of a building or lot, on which a nonconforming sign(s) is located, requests Planning Commission approval for any change to the use, building, or lot, the Planning Commission may require that such nonconforming sign(s) be removed or made to conform with this ordinance as a condition of building or site approval.

13.17 DESIGN, CONSTRUCTION AND ERECTION STANDARDS

(a) Structure Design

1. Wind pressure. All signs shall be designed, constructed, erected and maintained to safely withstand wind pressure as specified by Wisconsin State Statute and applicable administrative code.

2. The design, construction and erection of all signs shall be by a competent professional in the sign design and construction industry.
 3. Wall signs attached to the exterior of a building shall be anchored or attached in such a manner as to ensure its stability and safety.
- (b) **Aesthetic Design**
 The sign's design shall fulfill the purpose cited in Section 13.01 (i.e., Purpose) and reflect the quality and character of signs exemplified in the Town's Sign Code supplement entitled "Town of Lisbon Sign Code Portfolio".

13.18 MAINTENANCE AND REMOVAL OF SIGNS

The Town may cause any sign or other advertising structure that is, in their opinion, an immediate peril to persons or property, to be removed summarily and without notice. The owner of a sign shall keep it in good repair which includes restoring, repainting or replacement of a worn or damaged legally existing sign to its original condition; and shall maintain the premises on which the sign is erected in a clean, sanitary and inoffensive condition, free and clear of obnoxious substances, rubbish, weeds and grass.

(a) **Appearance Requirements**

1. The owner of a sign as defined and regulated by this ordinance shall be required to properly maintain the appearance of all parts and supports of their sign as directed by the Town.
2. In the event that a sign owner does not provide proper sign maintenance within ten (10) days of receiving written notice to do so from the Town, the sign may be removed as provided in Section 13.15(c) of this ordinance.

(b) **Removal of Certain Signs And Billboards**

1. Any sign or billboard now or hereafter existing which no longer advertises a bonafide business or product, or which is dilapidated, in disrepair, unsafe, insecure, or has been constructed, erected or maintained in violation of the provisions of this ordinance, shall be taken down and removed by the owner, agent, or person having the beneficial use of the building or land upon which said sign may be found. If, within ten (10) days of receiving written notification from the Town, the sign owner fails to comply with such notice, the Town may remove such sign. Any expense incurred thereto shall be paid by the owner of the building or land to which such sign is attached. In the event such cost and expenses are not paid within thirty (30) days from the date of billing, then the costs and expenses incurred for such removal may be assessed against the real estate upon which said sign is located and collected as other taxes are collected on said real estate.
2. Any sign that is constructed without a valid permit shall be removed promptly, unless a proper permit is obtained within five (5) days of receiving written notice of the illegal sign. In the event that the owner of such sign is not issued a permit, or fails to remove said sign in a prompt manner, the Town may remove such sign. Any expense incurred thereto shall be paid by the owner of the building or land to which said sign is attached. In the event such cost and expenses are not paid within ten (10) days from the date of billing, then the costs and expenses incurred for such removal may be assessed against the real estate upon which said

sign is located, and collected as other taxes are collected on said real estate.

3. In the event that the owner of an illegal sign cannot be ascertained by the Town, then notice as indicated in Section 13.15(c)(3) shall be given to the owner of the real estate upon which the sign is located. In the event that the owner of the real estate is not issued a proper permit, or does not remove the sign within ten (10) days of receiving written notice to do so, the Town of Lisbon may remove said sign. Any expense incurred thereto shall be paid by the owner of the building or land to which said sign is attached. In the event such cost and expenses are not paid within thirty (30) days from the date of billing, then the costs and expenses incurred for such removal may be assessed against the real estate upon which such sign is located, and collected as other taxes are collected on said real estate.
4. The cost of removing or relocating signs located in the road right-of-way at a time when the road is proposed to be, or is being, widened, shall be removed or relocated at sign owner's expense.

13.19 PENALTY & ENFORCEMENT

Any person, firm, company or corporation that knowingly violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this chapter shall be subject to a forfeiture of not less than ten (\$10) dollars nor more than two hundred (\$200) dollars for each offense, together with the costs of the action. Default of the payment may result in imprisonment. Each day that a violation exists shall constitute a separate violation, and shall be punishable as such.

13.20 SEVERABILITY

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

13.21 EFFECTIVE DATE

This ordinance shall be effective after adoption by the Town Board, and publication and posting as provided by law.

CHAPTER 13 – APPENDIX 13.1

Revised – December 31, 2019

SIGN GRAPHICS

A-Frame Sign: A sign which is portable, self-supporting, and not affixed to the ground. Includes Sandwich, Sidewalk, Menu Board, and Curb signs.



Source: Vierbicher

Air-Activated Sign: A sign, all or any part of, which is designed to be moved by action of forced air so as to make the sign appear to be animated or otherwise have motion.



Source: Look Our Way Signs

Awning Sign: A sign that is attached to, or made of, an awning, or other fabric, plastic or structural protective cover located over a door, entrance, window or outdoor service or recreation area.



Source: APA

Banner Sign: A sign intended to be hung either with or without a frame, and which possesses characters, letters, illustrations, or ornamentation's applied to paper, plastic, or fabric of any kind. Includes pennant signs.



Source: Displays2Go

Blade Sign: See projecting sign.



Source: American Planning Association

Canopy Sign: A sign that is attached to a structural protective cover located over a commercial service area, such as gas pumps or bank tellers.



Source: Vierbicher

Bulletin Board: A changeable copy sign or sign incorporating changeable copy not to exceed fifteen (15) square feet in area located on the premises of a charitable, religious, educational, institutional, non-profit, or non-exempt public use.



Source: Vierbicher

Feather Sign: Vertical signs resembling a feather that are supported by a single, curved structural member and base with a banner attached to said single structure.



Source: Vierbicher

Inflatable Sign: A sign which is kept inflated by mechanical means or filled by a gas and is tethered to a building, structure or the ground. Includes Balloon signs.



Source: Vierbicher

Marquee Sign: A sign attached to, painted on, or supported by a marquee that has its copy manually changed at regular intervals.



Source: Vierbicher

Menu Board Sign: A permanently mounted sign displaying the foods, products, or services for a drive-through or walk-up facility.



Source: Vierbicher

Monument Sign: Any free-standing sign which is supported by a base of at least 75% of the sign width and is independent from any building. The structural base of a monument sign is defined as a base constructed of stone, rock, brick, concrete clad in masonry or scored or died, or man-made masonry material.



Source: Vierbicher

Pedestal Sign: A free-standing sign that is not a pole, ground, or monument sign and is supported by solid pier(s), pedestal base, square tube(s), or pylons of at least 30% of the sign width and is independent of any building. Pedestal signs shall not be supported by cylindrical pole(s).



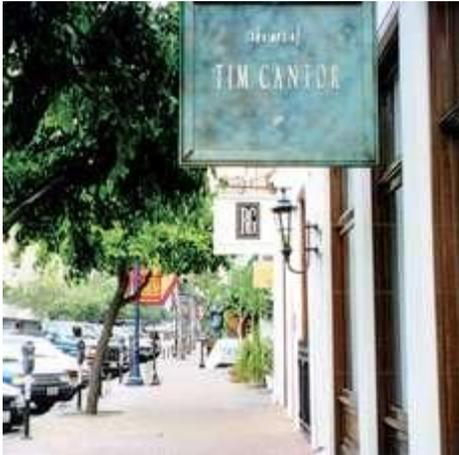
Source: Sign Crafters, Inc.

Pole Sign: A free-standing sign affixed to a cylindrical pole(s), square tube(s) support or other fabricated post(s) without any type of secondary support that is embedded in the soil where the supporting structure element(s) width measures less than 30% of the width of the sign face or frame, whichever is larger.



Source: Sign Crafters, Inc.

Projecting Sign: A sign, that is normally double-faced, which is affixed or attached directly to the exterior wall of a building or structure that extends more than ten (10) inches from the exterior wall of the building or structure. Includes blade signs.



Source: APA

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



Source: APA

Safety Sign: A sign erected for public or private traffic control, legal notices, railroad crossings, danger, security, and such temporary emergency purposes, as may be erected for the public safety.



Source: APA

Temporary Sign: A sign intended to be used for a period of no more than thirty (30) days unless otherwise specified herein.



Source: Vierbicher

Wall Sign: A sign or billboard affixed to the exterior wall of a building that extends ten (10) or less inches from the exterior wall of the building, including signs that are painted directly on the wall itself.



Source: Malaya Signs

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



Source: Vierbicher

DRAFT FOR REVIEW

Permanent Signs by Zoning District	Development Type	Allowable Sign Area	Allowable Sign Face Area	Minimum Setback	Location	Maximum Height	Maximum Number	Additional Requirements		
A-3/A-5/A-10	Wall	6	6				1			
	Ground	15	15	10		7	1 (on properties >= 20 acres)			
R-1/R-2/R-3/RD-5	Monument	Residential subdivisions	32 - 50			7	2 per entrance			
RM	Wall	MF Development w/4+ Unit Bldgs.	6	6			1			
	Ground	Single Parcel w/4+ Unit Bldg.	32	32	10	7	1			
		MF Development w/4+ Unit Bldgs.	32	32	10	7	1 (or 1 monument sign)			
	Monument	MF Development w/4+ Unit Bldgs.	32 - 50		10	7	1 (or 1 monument sign)			
B-2/B-3/B-4/M-1/Q-1	Wall	Single-Tenant Properties	50 (or 85% of façade frontage, whichever is less)		A wall sign may be located on the outermost wall of the principal building, but shall not project more than ten (10) inches from the wall to which the sign is to be affixed.	A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1			
		Multi-Tenant (Shopping Center/Business Park) Properties	50 (or 85% of tenant façade frontage, whichever is less)		A wall sign may be located on the outermost wall of the principal building, but shall not project more than ten (10) inches from the wall to which the sign is to be affixed.	A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1 per tenant plus 1 per building side facing traffic	The wall sign shall not be located any closer than 4 feet to the tenant's wall line. This 4 feet clear zone shall apply to each end of the wall sign. Therefore multi-tenant facades will have eight (8) feet of clear zone between tenant wall signs.		
	Projecting	Single-Tenant Properties	15	15		The minimum clearance to grade shall be eight (8) feet as measured from the lowest part of the sign. The maximum height shall not exceed fifteen (15) feet above the grade immediately below the projecting sign.	1			
		Multi-Tenant (Shopping Center/Business Park) Properties	15	15		The minimum clearance to grade shall be eight (8) feet as measured from the lowest part of the sign. The maximum height shall not exceed fifteen (15) feet above the grade immediately below the projecting sign.	1 per tenant			
	Ground	Single-Tenant Properties	32	32	10		20	1		
		Multi-Tenant (Shopping Center/Business Park) Properties	32	32	10		20	1 (or 1 monument sign) per entrance		
	Pedestal	Single-Tenant Properties	32	32	10		30	1		
		Multi-Tenant (Shopping Center/Business Park) Properties	32	32	10		30	1		
	Monument	Single-Tenant Properties	60		10		7	1 (or 1 ground sign)		
		Multi-Tenant (Shopping Center/Business Park) Properties	60		10		7	1 (or 1 ground sign) per entrance		
	P-1	Wall	Single-Tenant Properties	50 (or 85% of façade frontage, whichever is less)		A wall sign may be located on the outermost wall of the principal building, but shall not project more than ten (10) inches from the wall to which the sign is to be affixed.	A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1		
			Multi-Tenant (Institutional Complex) Properties	50 (or 85% of tenant façade frontage, whichever is less)		A wall sign may be located on the outermost wall of the principal building, but shall not project more than ten (10) inches from the wall to which the sign is to be affixed.	A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1 per tenant plus 1 per building side facing traffic	The wall sign shall not be located any closer than 4 feet to the tenant's wall line. This 4 feet clear zone shall apply to each end of the wall sign. Therefore multi-tenant facades will have eight (8) feet of clear zone between tenant wall signs.	
		Projecting	Single-Tenant Properties	15	15		The minimum clearance to grade shall be eight (8) feet as measured from the lowest part of the sign. The maximum height shall not exceed fifteen (15) feet above the grade immediately below the projecting sign.	1		
			Multi-Tenant (Institutional Complex) Properties	15	15		The minimum clearance to grade shall be eight (8) feet as measured from the lowest part of the sign. The maximum height shall not exceed fifteen (15) feet above the grade immediately below the projecting sign.	1 per tenant		
		Ground	Single-Tenant Properties	32	32	10		20	1	
			Multi-Tenant (Institutional Complex) Properties	32	32	10		20	1 (or 1 monument sign) per entrance	
Monument		Single-Tenant Properties	60		10		7	1 (or 1 ground sign)		
		Multi-Tenant (Shopping Center/Business Park) Properties	60		10		7	1 (or 1 ground sign) per entrance		

Table 13.1



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MEMORANDUM

To: Town Board of Town of Lisbon

From: Daniel J Lindstrom, AICP
Katherine A. Westaby, AICP

Subject: Park Impact Fee Analysis

Date: January 3, 2020

It is important to understand for this review Vierbicher only conducted a Park Impact Fee Analysis. Staff will be discussing the existing park and building impact fees at the meeting.

For the Park Impact Fee Analysis, we reviewed the existing facilities, reviewed the population projects and identified the desired level of service for the municipality. Currently, there are 161.58 total park acres for existing residents at 15.35 per 1,000 residents. Vierbicher used the 2040 population projections of 11,920, which is an additional 1,397 residents, which equates to 621 new household units by 2040. Through the Park Analysis, Vierbicher identified that Lisbon would need to develop an additional Neighborhood Park and at least one Tot lot for future development and future populations. These are in addition to the several small HOA/developer owned tot-lots recently approved in subdivisions in the Town. The addition of these two parks are necessary to ensure the Town maintains the same level of service that Lisbon currently provides to its residents. The Park Impact fee for each new unit is calculated to \$1,045.41 or rounded to \$1,045 per new unit.

2017 Wisconsin Act 243 modified the law relating to Impact Fees. Municipalities must now provide detailed reports to impact fee payers on how you will spend the fee. A municipality may fulfill this requirement by providing developers with a copy of your current impact-fee studies. This Act shortens the timeline for spending impact fee revenue to eight years. Municipalities are barred from using impact fees for operations or maintenance expenses of public facilities.

Wisconsin Statute section 66.0617, which has placed limitations on the imposition of impact fees for many years, states as follows:

(1) DEFINITIONS. IN THIS SECTION:

(a) "Capital costs" means the capital costs to construct, expand or improve public facilities, including the cost of land, and including legal, engineering and design costs to construct, expand or improve public facilities, except that not more than 10 percent of capital costs may consist of legal, engineering and design costs unless the municipality can demonstrate that its legal, engineering and design costs which relate directly to the public improvement for which the impact fees were imposed exceed 10 percent of capital costs. "Capital costs" does not include other noncapital costs to construct, expand or improve public facilities, vehicles; or the

costs of equipment to construct, expand or improve public facilities.

(b) "Developer" means a person that constructs or creates a land development.

(c) "Impact fees" means cash contributions, contributions of land or interests in land or any other items of value that are imposed on a developer by a municipality under this section.

(d) "Land development" means the construction or modification of improvements to real property that creates additional residential dwelling units within a municipality or that results in nonresidential uses that create a need for new, expanded or improved public facilities within a municipality.

(e) "Municipality" means a city, village, or town.

(f) "Public facilities" means all of the following:

1. Highways as defined in s. 340.01 (22), and other transportation facilities, traffic control devices, facilities for collecting and treating sewage, facilities for collecting and treating storm and surface waters, facilities for pumping, storing, and distributing water, parks, playgrounds, and land for athletic fields, solid waste and recycling facilities, fire protection facilities, law enforcement facilities, emergency medical facilities and libraries. "Public facilities" does not include facilities owned by a school district.

2. Notwithstanding subd. 1., with regard to impact fees that were first imposed before June 14, 2006, "public facilities" includes other recreational facilities that were substantially completed by June 14, 2006. This subdivision does not apply on or after January 1, 2018.

(g) "Service area" means a geographic area delineated by a municipality within which there are public facilities.

(h) "Service standard" means a certain quantity or quality of public facilities relative to a certain number of persons, parcels of land or other appropriate measure, as specified by the municipality.

(2) GENERAL

(a) A municipality may enact an ordinance under this section that imposes impact fees on developers to pay for the capital costs that are necessary to accommodate land development.

(3) PUBLIC HEARING; NOTICE. Before enacting an ordinance that imposes impact fees, or amending an existing ordinance that imposes impact fees, a municipality shall hold a public hearing on the proposed ordinance or amendment. Notice of the public hearing shall be published as a class 1 notice under ch. 985, and shall specify where a copy of the proposed ordinance or amendment and the public facilities needs assessment may be obtained.

(4) PUBLIC FACILITIES NEEDS ASSESSMENT

(a) Before enacting an ordinance that imposes impact fees or amending an ordinance that imposes impact fees by revising the amount of the fee or altering the public facilities for which impact fees may be imposed, a municipality shall prepare a needs assessment for the public facilities for which it is anticipated that impact fees may be imposed. The public facilities need assessment shall include, but not be limited to, the following:

1. An inventory of existing public facilities, including an identification of any existing deficiencies in the quantity or quality of those public facilities, for which it is anticipated that an impact fee may be imposed.
 2. An identification of the new public facilities, or improvements or expansions of existing public facilities, that will be required because of land development for which it is anticipated that impact fees may be imposed. This identification shall be based on explicitly identified service areas and service standards.
 3. A detailed estimate of the capital costs of providing the new public facilities or the improvements or expansions in existing public facilities identified in subd. 2., including an estimate of the cumulative effect of all proposed and existing impact fees on the availability of affordable housing within the municipality.
- (b) A public facilities needs assessment or revised public facilities needs assessment that is prepared under this subsection shall be available for public inspection and copying in the office of the clerk of the municipality at least 20 days before the hearing under sub. (3).

(6) STANDARDS FOR IMPACT FEES. Impact fees imposed by an ordinance enacted under this section:

- (a) Shall bear a rational relationship to the need for new, expanded or improved public facilities that are required to serve land development.
- (am) May not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed.
- (b) May not exceed the proportionate share of the capital costs that are required to serve land development, as compared to existing uses of land within the municipality.
- (c) Shall be based upon actual capital costs or reasonable estimates of capital costs for new, expanded or improved public facilities.
- (d) Shall be reduced to compensate for other capital costs imposed by the municipality with respect to land development to provide or pay for public facilities, including special assessments, special charges, land dedications or fees in lieu of land dedications under ch. 236 or any other items of value.
- (e) Shall be reduced to compensate for moneys received from the federal or state government specifically to provide or pay for the public facilities for which the impact fees are imposed.
- (f) May not include amounts necessary to address existing deficiencies in public facilities.
- (fm) May not include expenses for operation or maintenance of a public facility.
- (g) Except as provided under this paragraph, shall be payable by the developer or the property owner to the municipality in full upon the issuance of a building permit by the municipality. Except as provided in this paragraph, if the total amount of impact fees due for a development will be more than \$75,000, a developer may defer payment of the impact fees for a period of 4 years from the date of the issuance of the building permit or until 6 months before the municipality incurs the costs to construct, expand, or improve the public facilities related to the development for which the fee was imposed, whichever is earlier. If the developer elects to defer payment under this paragraph, the developer shall maintain in force a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality. A developer may not defer payment of impact fees for projects that have been previously approved.

(8) REQUIREMENTS FOR IMPACT FEE REVENUES. Revenues from each impact fee that is imposed shall be placed in a separate segregated interest-bearing account and shall be accounted for separately from the other funds of the municipality. Impact fee revenues and interest earned on impact fee revenues may be expended only for the particular capital costs for which the impact fee was imposed, unless the fee is refunded under sub. (9).

(9) REFUND OF IMPACT FEES. Except as provided in this subsection, impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). Impact fees that are collected for capital costs related to lift stations or collecting and treating sewage that are not used within 10 years after they are collected to pay the capital costs for which they were imposed, shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated, as described in sub. (8). The 10-year time limit for using impact fees that is specified under this subsection may be extended for 3 years if the municipality adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected. The resolution shall include detailed written findings that specify the extenuating circumstances or hardship that led to the need to adopt a resolution under this subsection. For purposes of the time limits in this subsection, an impact fee is paid on the date a developer obtains a bond or irrevocable letter of credit in the amount of the unpaid fees executed in the name of the municipality under sub. (6) (g).

Summarizing:

1. According to the Public Facility definitions, a building fee needs to be more specific and a Public Facility does not include Municipal Buildings (Town Hall).
2. Impact fees may not include amounts for an increase in service capacity greater than the capacity necessary to serve the development for which the fee is imposed. There must be an evidentiary basis to support the nexus between the amount of the fee and the benefit to the specific development subject to the fee.
3. A current needs assessment study must support impact fees.
4. The Town must have a current Impact Fee Ordinance.
5. Impact fees that are not used within 8 years after they are collected to pay the capital costs for which they were imposed shall be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

Park Impact Fee Study Lisbon, Wisconsin

DRAFT

Prepared For:



W234N8676 Woodside Road
Lisbon, WI 53089

Prepared By:

Vierbicher
999 Fourier Drive, Suite 201
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(608) 826-0532

*Town Plan Commission
Recommendation:*

*Town Park Committee
Recommendation:*

Town Board Approval

Introduction

Wisconsin municipalities have the power to impose fees for park and recreation capital costs needed to serve new development. Under Wisconsin Statutes 66.0617, municipalities may adopt impact fees to pay for the proportionate share of facilities needed to serve new development. Under Wisconsin Statutes, a municipality may establish a park impact fee in an amount to meet all or part of the requirements for the construction, expansion, or improvements of public facilities needed to serve the development.

Overview/Impetus for the Updated Study

The Town of Lisbon experienced steady and incremental growth since the last fee adoption in 2007. As a result, the Town was able to supply with Town with parks and facilities to meet the needs of the community. In 2019, the Town requested the Town Planner, Vierbicher, to update the needs assessment and establish a recommendation for future park impact fees. This report utilized existing municipal documents as baseline data and population projections to satisfy the requirements of Wisconsin State Statutes Chapter 66.0617 and properly allocates cost for park and recreation facilities between existing development and new developments and is to be used as the bases for adopting the revised fee ordinance.

Furthermore, this study is intended to update the Town of Lisbon Park and Recreational Facilities Needs Assessment. This updated study will allow the Town to implement new park and recreation impact fees to meet the needs of future residents and reflect the costs of those improvements. The timing of the study is appropriate to re-evaluate the Town's park and recreation impact fees since the Town's Park and Open Space Plan was updated in 2017. This document includes an analysis of demographic trends and an inventory of existing parks and future parks. This information, along with proposed impact fee calculations, will be used to determine the proposed impact fee per new dwelling unit.

Goals

- Properly sustain the Town's natural amenities and outdoor recreation areas for current and future residents.
- Maintain the current level of park services in the Town.
- Provide adequate numbers of parks, open spaces, and recreation facilities to meet the needs of the Town's future and growing population.

Objectives

- Provide new parkland close to new development and implement the Parks and Open Space Plan to ensure the provision of parks and recreational facilities for new residents of all ages and abilities.
- Evaluate the costs associated with acquiring new parkland and the costs associated with implementing new equipment into new and existing parklands.
- Ensure the proposed park impact fee will be attainable and affordable for people purchasing a low-income home.

Existing Conditions

Demographic Trends and Population Trends

According to the Wisconsin Department of Administration (DOA) estimates, the population of Lisbon in 2019 was 10,523 persons.

Population trends suggest that the Town of Lisbon is growing and will keep growing. The population table (Table 1) below shows past figures from 1990 to 2010, estimates for 2019, and the Department of Administration's future projections from 2013. According to the population projections, the Town is expected to grow 13% by 2040, which is similar to the percent change from 1990 to 2000 and 2000 to 2019.

Household size is decreasing since the 1990 census. The 2030 projection shows a zero percent change in household size.

Table 1: Population Trends and Projections

1990 Census	2000 Census	2010 Census	2019 Estimate	2020 Projection	2030 Projection	2040 Projection	% Change (1990 to 2000)	% Change (2000 to 2010)	% Change (2010 to 2019)	% Change (2019 - 2040)
8,277	9,359	10,157	10,523	10,820	11,790	11,920	13%	9%	11%	13%

Table 2: Household Units Trends and Projections

1990 Census	2000 Census	2010 Census	2017 ACS	2020 Projection	2030 Projection	2040 Projection	% Change (1990 to 2000)	% Change (2000 to 2010)	% Change (2010 to 2017)	% Change (2017 to 2040)
2,688	3,218	3,714	4,101	4,132	4,603	4,722	20%	15%	10%	15%

Table 3: Average Household Size Trends and Projections

1990 Census	2000 Census	2010 Census	2017 ACS	2020 Projection	2030 Projection	2040 Projection	% Change (1990 to 2000)	% Change (2000 to 2010)	% Change (2010 to 2017)	% Change (2017 to 2040)
3.08	2.9	2.73	2.57	2.62	2.56	2.52	-6%	-6%	-6%	-2%

Overview of Existing Parks

This analysis evaluates the existing parkland currently within the Town of Lisbon. For this analysis, private recreation property, school property, and parochial school parks were not included. School property is used for outdoor recreation as well, but the priority is given to the school if there are conflicts. Table 4 lists the existing acreage of parks within the Town of Lisbon per 1,000 people based on the 2019 Department of Administration estimated population (10,523). New development should not be required to pay for existing facilities or to correct deficiencies in existing facilities. Therefore, the needs assessment must provide an inventory of existing facilities and deficiencies in the quantity or quality of those facilities.

Parkland

The National Recreation and Park Association (NRPA) recommends approximately 10 acres of parkland per 1,000 residents. The Town of Lisbon is above the national standard. However, the analysis must look at the type of park and the service area for each park. The Town only has one Community Park and five Neighborhood Parks. The Town does not have any tot lots that would serve pre-school children.

Parks

The following pages provide an inventory of existing public facilities identifies deficiencies in quantity and describes facility standards. Park facilities are categorized according to the area served and function. The Town of Lisbon uses the following categories:

Community Park

A community park is a major park facility serving all Town residents and residents of adjacent townships. The service area is a 20-minute drive - at 25 mph, this translates into an 8.2-mile service radius. Lisbon has one community park - adequate to meet the growing needs of the Town for the next 20 years.

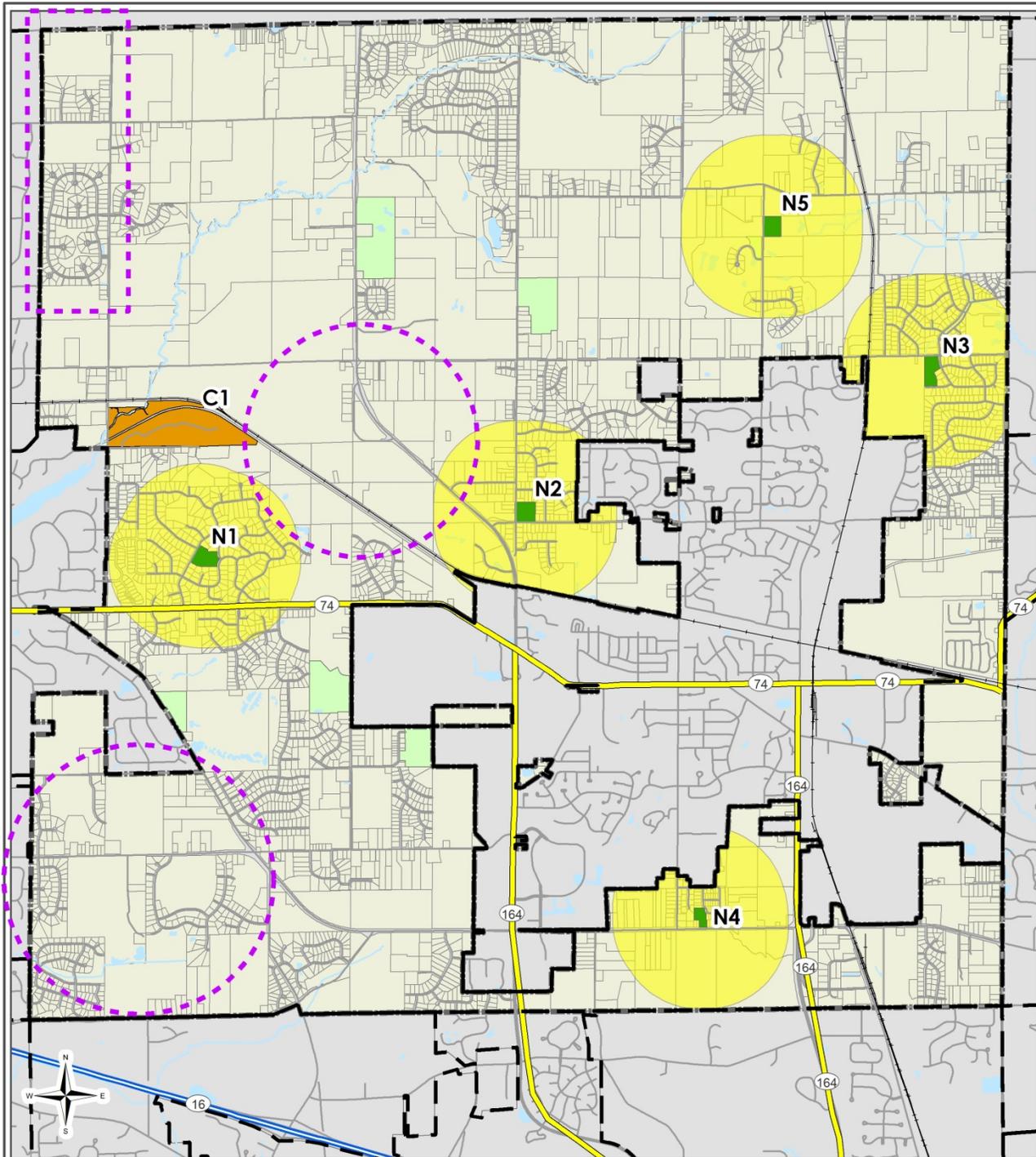
Neighborhood Park

A neighborhood park is a park facility that serves a sub-area of the Town. The service area is approximately 1/2 mile radius. Neighborhood parks typically have playground equipment and recreational activity areas such as basketball courts, softball fields, or walking trails. Lisbon's system of neighborhood parks serves only a small portion of the residents of the Town. Map 1: Parks and Neighborhood Parks Service Area Map illustrates the service gaps of the existing parks. Additionally, the growth areas are indicated on the map, indicating that future growth areas are deficient. This analysis must take into account the current level of service and ensure that the future population has the same level of service.

Table 4: Existing Parks

Community Parks (Map ID)	Total Acres	Acres Per 1,000 Persons
Community Park (C1)	95.95	9.12
Neighborhood Parks (Map ID)	Total Acres	Acres Per 1,000 Persons
Lisbon Oaks Shelter & Sports Fields (N1)	9.93	0.94
Fred Keller Field (N2)	10.00	0.95
Stone Family Park Open Lawn Area & Sports (N3)	33.21	3.16
Stoney Halquist Shelter & Sports Field (N4)	3.50	0.33
Town Hall Park, Shelter & Sports Field (N5)	8.99	0.85
Total Neighborhood Parks	65.63	6.24
Total Parks	161.58	15.35

Map 1: Parks & Neighborhood Park Service Areas



Parks & Neighborhood Park Service Areas

Town of Lisbon

- C1 - Community Park
- N1 - Oaks Park
- N2 - Fred Keller Park
- N3 - Stone Family Park
- N4 - Stoney Halquist Park
- N5 - Town Hall Park

- Community Park
- Neighborhood Parks
- Neighborhood Parks Service Area
- Private Recreation Facility
- Lisbon Parcels
- Municipal Boundaries

Growth Areas

vierbicher
planners | engineers | advisors



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File Path: M:\Lisbon, Town of, 190047 - 2019 Town Planning Services\General Tasks\2019.07 - Impact Fee Needs Assessment\Planning\Mapping\MXDs

Data Sources: Town of Lisbon, Waukesha County, Vierbicher



Demand Projections

An important element of determining appropriate impact fees is projecting the amount of future development that will occur in the service area during the selected planning period. These projections are important for planning the facilities needed to serve new development as well as calculating the proportionate cost of facilities per unit of development.

Assumptions

Planning Period: The Planning Period for this study is approximately 15 years, from 2020 to 2040.

Future Population: These calculations used the DOA 2040 Projections.

Deficiencies:

Deficiencies in quantity are determined by comparing the facilities available to serve the population base to the National Parks and Recreation Association (NRPA) standards. The Town of Lisbon has an adopted Comprehensive Outdoor Recreation Plan that identifies standards for the number of park facilities.

Table 5 illustrates the existing units in Lisbon, the quantity per 1,000 Lisbon population, the NRPA standard per 1,000 population, and the deficiency or surplus of the facility type along with the projected units needed and the projected units deficiency or surplus by 2040. According to the NRPA standards, Lisbon currently has deficiencies in Tennis Court and handball. By 2040 if Town keeps the same number of facility units, then Lisbon will have deficiencies in basketball courts, playgrounds, volleyball courts, tennis courts, handball courts, swimming pool capacity, and ice skating capacity.

Table 5: Facilities Deficiency and Surplus Inventory

Facility Type	Existing Units	Existing Units Per 1,000	NRPA Standard Per 1,000	Existing Units Deficiency/Surplus	Projected Units Per 1,000	2030 Projected Units Deficiency/Surplus
Baseball/Softball Diamonds	6	0.57	0.20	0.37	0.50	0.30
Basketball Courts	0	0.00	0.20	-0.20	0.00	-0.20
Playgrounds	5	0.48	0.50	-0.02	0.42	-0.08
Shelters	6	0.57	0.50	0.07	0.50	0.00
Soccer Fields	3	0.29	0.10	0.19	0.25	0.15
Volleyball Courts	2	0.19	0.20	-0.01	0.17	-0.15
Tennis Courts	0	0.00	0.50	-0.28	0.00	-0.50
Handball Courts	0	0.00	0.05	-0.05	0.00	-0.05
Swimming Pool	1	0.10	0.10	0.00	0.08	-0.02
Ice Skating Rinks	1	0.10	0.10	0.00	0.08	-0.02



Park Development Costs

Collecting land and funds for future parkland acquisition and construction is critical for the provision of outdoor recreation facilities for future residents.

Table 6 shows the planned activities for the next five years identified in the 2018-2023 Parks and Open Space Plan.

Table 6: Parks and Open Space Planned Activities

Activity	Cost
Install Playground Equipment in Parks	\$35,000
Add One Ball diamond	\$125,000
Install Restrooms	\$100,000
Add a Sport Field or Recreation Building	\$25,000
Add Soccer Field	\$5,000
Volleyball Courts in New Parks	\$8,000
Add Picnic Tables	\$8,000
Walking/Biking trails throughout town	\$10,000
Purchase land for future parks	\$35,000
Total	\$351,000

Analysis and Recommended Impact Fee

Projections for Future Parks and Recreation Facilities

This section contains detail capital costs associated with providing new parks and recreational facilities. This information is intended to help the Town of Lisbon with budgeting and planning future parks.

Table 7 illustrates the facility standards for the size of parks by type. The service area of a Community Park is 8.2 miles; the national planning standard is 6.5 acres/1,000 people. The size of the community park in Lisbon is 96 acres. The acres need to meet the national planning standard is 68 Lisbon has 96 acres. Therefore, Lisbon does not need additional acreage for community parks to meet the existing population.

Table 7: Facility Standards

	Community Parks	Neighborhood Parks	Totlots	Total
Service Area (miles)	8.2	0.5	0.25	-
National Planning Standard (acres/1000 population)	6.5	1.5	0.2	-
Average Size Standard for New Parks	68	2	0.5	-
Local Planning Standard (acres/1000 population)	96	6	-	-
Acres Needed to Meet Needs of Current Population	-	-	2.1	2.1
Existing Acres of Parklands	96	65.63	0	161.63
Parks Needed to Meet Current Population Distribution	0	0	2.1	2.1
Projected 2040 Need for Parks to Serve Projected Population (Acres)	77.48	71.52	2.38	151.38
Projected 2040 Need for Parks to Serve Projected Population	<1	1	1	2
Acres Needed to Meet New Development Need	-18.52	5.89	0.28	-12.35
% Utilization by New Development (2040)	30%	80%	100%	

However, as can be seen in the park service area map, the neighborhood park locations are not located in the southwest and northwest areas of the Town leaving a spatially underserved area for neighborhood parks. If the population grows to the 2040 projection of 11,920, then according to national standards, one tot lots at .5 acres will need to be added to accommodate the additional population, and one Neighborhood park will need to be added to accommodate the additional population. Currently, Lisbon does not have any tot lots and should consider developing tot lots in future developments. However, the impact fee can only take into consideration future growth and not the existing deficiency.

Every new park should be outfitted with new playground equipment/other recreation facilities. Additionally, as indicated in table 5, if the population grows, there are five deficient facilities that the Town will need to provide. Table 8 illustrates the estimated costs associated with purchasing and developing the land along with the facilities for those parks. Table 9 shows the estimated costs to meet development needs.

Table 8: Anticipated Park Development Costs

Activity	Standard Per Acre	Standard per 1,000 pop.	Unit Cost per Acre
Land Acquisition per Acre			\$35,000
Site Preparation per Acre			\$6,000
Landscaping per Acre			\$15,000
Shelters	0.5	1.5	\$25,000
Restroom Facilities	1		\$50,000
Picnic Facilities (tables, grills, etc.)	2		\$8,000
Park Furniture (lights, benches, etc.)	2		\$30,000
Playground	0.5		\$35,000
Trails per Acre (\$12/l.f., 250' per acre)	250		\$5,000
Parking per Acre \$7,500/stall, 4	4		\$35,000
Softball/Baseball Fields		0.2	\$125,000
Skating Rink		0.01	\$1,500
Soccer Fields		0.1	\$5,000
Tennis Courts		0.5	\$60,000
Basketball Courts		0.2	\$10,000
Volleyball Courts		0.2	\$8,000
Handball Courts		0.05	\$10,000

Total Impact Fee Calculation

Impact fees, in Lisbon, should be imposed on each new dwelling unit. According to the 2040 projections, there will be 621 additional units by 2040. The calculations include the estimated amount for each park type and its projected developments. As identified in the analysis, Lisbon does not need to build any additional community parks. Furthermore, the Town expects to receive only a small of grants from a community fund and corporations over the planning period.

Therefore the impact fee includes costs for one neighborhood park and one tot lot. Based on the calculations in this Park Impact Needs Assessment, Lisbon can consider a park impact fee of **\$1,045.00** on each new dwelling unit as shown in Table 10.

However, the Town will need also to keep pace with the regional market when it comes to growth and providing adequate facilities for new households. Additionally, the Park Committee should review the park impact fee annually and conduct a new study every five years to ensure the appropriate population and household unit calculations are used for the park impact fee. Population growth trends may be higher or lower than the projections used in this park impact fee.

Table 9: Park Improvement Costs

Estimated Costs to Meet Development Need	Community Park	Neighborhood Park	Tot lots	Total
Land Acquisition	-	\$70,000	\$35,000	\$105,000
Site Preparation	-	\$12,000	\$6,000	\$18,000
Landscaping	-	\$30,000	\$15,000	\$45,000
Shelters	-	\$50,000	-	-
Restroom Facilities	-	\$100,000	-	-
Picnic Facilities (tables, grills, etc.)	-	\$16,000	\$8,000	\$24,000
Park Furniture (lights, benches, etc.)	-	\$60,000	\$30,000	\$90,000
Playground	-	\$70,000	\$35,000	\$105,000
Trails	-	\$10,000	-	\$10,000
Parking per Acre	-	\$70,000	\$35,000	\$105,000
Softball/Baseball Fields	-	\$0	-	\$0
Skating Rink	-	\$0	-	-
Soccer Fields	-	\$10,000	-	-
Tennis Courts	-	\$0	-	\$0
Basketball Courts	-	\$0	-	-
Volleyball Courts	-	\$8,000	-	\$8,000
Handball Courts	-	8200	-	\$8,200
Estimated Future Inflation Costs (4-year)	-	\$8,000	\$3,000	\$11,000
Total Cost	-	\$522,200	\$167,000	\$689,200

Table 10: Park Impact Fee Calculation

	Community Park	Neighborhood Park	Tot lots	Total
Cost to Meet Development Needs	-	\$522,200	\$167,000	\$689,200
Credit for Grants/Corporation Funding	-	\$25,000	\$15,000	\$40,000
Cost assigned to New Development	-	\$497,200	\$152,000	\$649,200
Impact Fee per New Unit	-	\$800.64	\$244.77	\$1,045.41

Impact on Low Income Housing

Wisconsin state statutes require the estimation of the effect of imposing an impact fee on affordable housing within the community. It is important to consider current affordable housing options when assessing the ability to implement a park impact fee. In compliance with state law, Table 11 shows the estimated costs of the average mortgage in Lisbon with and without the proposed park impact fee applied. The increase in monthly mortgage payments due to the imposition of the park fee is \$34.85 per year. Therefore, using the assumptions for a home in Lisbon, this study finds that the park impact fee requirements will have minimal effect on the provision of affordable housing in Lisbon.

Table 11: Impact on Low Income Housing

Median Housing Value	\$286,400	2017 ACS
Annual Cost of Housing		
Annual Mortgage Payment	\$15,816	30 Years at 3.7%
Estimate of Property Taxes	\$4,296	2018 Tax Rate
Estimate of Insurance	\$789	
Total Principal, Interest, Taxes, and Insurance	\$20,901	
Median Household Income	\$89,635	2017 ACS
Mortgage Payment as Percent of Income	0.23	\$20,901/\$89,635
Added to Annual Mortgage for Impact Fees	\$34.85	\$1,045.41/30 years
Annual Housing Cost with Fees	\$20,936	\$20,901 + \$34.85
Percent increase in Annual Payment	0.21%	
Payment + Fees Percent in Income	23%	
Increase in Percent of Income for Housing	0.00%	

Implementation and Administration

This plan is subject to the rights of private property owners and will only be applied to individuals wishing to add or make changes to the property owner's dwelling units. The Town should amend its current ordinance to reflect the recommendations in this study and should continue to use the development review process to secure parklands as development continues.

Impact fees must be collected at the time building permits are issued. Collected fees are placed in a separate interest-bearing account and must be used within eight years for the capital improvement initially specified. The impact fees pay for capital costs of public facilities, but do not cover operation or maintenance costs. To accomplish the implementation, the Park Committee should work with the Town Administrator, Building Inspector, Town Clerk, and the Town Treasurer to make sure the park impact fee process is set up appropriately. When a new park facility is identified in the growth areas for new development (refer to the Service Area maps) or when a new facility is built to support the new development, then the park impact fee should be used to pay for the capital improvement (new park/facility).

Each year during the budget process, the Park Committee should review the 5-year capital improvement plan to identify if new parks or facilities will be built to serve the growth areas. When the parks/facilities are built, the collected impact fees should be used to pay for a portion of the new park/facility.