



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

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Agenda
Plan Commission Public Hearings
Town of Lisbon, Town Hall
Thursday, May 14, 2020
6:30 PM

1. Roll Call

- 2. **NOTICE IS HEREBY GIVEN** that a Public Hearing will be held by the Lisbon Plan Commission on Thursday, May 14, starting at 6:30pm at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on a Conditional Use Permit request for a Contractors Yard in the M-2 Zoning District, for owner/applicant John Smaglik, for the property located at W220N7071 Townline Road, Lisbon, WI 53089, LSBT 0237.981.002, PARCEL 2 CERT SURV 1840 VOL 12/314 PT NE1/4 SEC 24 T8N R19E DOC# 3574151.

3. Adjournment

Agenda
Plan Commission Meeting
Town of Lisbon, Town Hall
Thursday, May 14, 2020
Following Public Hearing beginning at 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 the following Plan Commission Public Hearing & Meeting minutes:**
 - a. Approve March 12, 2020
 - b. Postpone April 30, 2020

4. Unfinished Business

5. New Business

- a. Discussion and necessary action on the Conditional Use Permit request for a Contractors Yard in the M-2 Zoning District, for owner/applicant John Smaglik, for the property located at W220N7071 Townline Road, Lisbon, WI 53089, LSBT 0237.981.002, and recommendation to the Town Board of the same.
- b. Discussion and necessary action on the Site Plan and Plan of Operation request for a garage door business, for owner Tomasini Family Limited Partnership, applicant Roy Shelton, Anytime Garage Doors, for the property located at N70W25156 Indian Grass Lane, Suite B, Lisbon, WI 53089, LSBT 0225.999.004.
- c. Discussion and necessary action on the updated Chapter 13 Sign Code, and recommendation to Town Board of the same.
- d. Staff update on The Preserve at Harvest Ridge Phase 2, LLC for the property located on Autumn Run, LSBT 0264.030.

6. Town Planner Report.

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

8. Adjournment.

Joseph Osterman
 Chairman

Jane Stadler
 Secretary

Posted: 2020-05-08

Clerk: R.G.

Website

Town Hall Bulletin Boards (2)

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 Public Hearing
Town of Lisbon Town Hall
Thursday, March 12, 2020
6:30 PM

Roll Call: Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Mark Meyer, and Jane Stadler. Also present: Administrator Gina Gresch, Planners Josh Langen, Attorney Michael VanKluenen. Absent: Plan Commission Member Bryan Oelhafen and Chad Samanske.

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Lisbon Plan Commission on Thursday, March 12, 2020, at 6:30pm at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089, to solicit public comments on a Conditional Use Permit request for Gas Station / Convenience Store in the B-2 Local Business District, for Kwik Trip, for the property located at W260N9579 STH 164, Colgate, WI 53017, LSBT 0161.999.004.

Chairman Joseph Osterman opened the Public Hearing at 6:30 PM and read the published notice.

Public Hearing Comments: Chairman Osterman opened the hearing to comments from the public.

Teresa Nelson, N95W25850 Riverview Drive, read her statement into the record. "It's my understanding the final Conditional Use Permit (CUP) granted to Wexford in 2016 has expired and that this proceeding starts the process anew. I have read the Application materials for the proposed Kwik Trip gas station and store located on this same property, on the southwest "corner" of the STH 164 and CTH Q roundabout; where the former Associated Bank sits. The letter from your Planning Consultant, Vierbicher, indicates this is RE: Kwik Trip Wexford Heights. (Note: this letter is dated March 13, 2020, though today is only March 12, 2020). Yesterday (March 11, 2020) I spoke with Jeff Osgood at Kwik Trip and asked if it was partnering with, or planned to rent the property from Wexford. He told me no, that Wexford is only the seller of the property and that Kwik Trip will not purchase it, if it is not allowed to have the CUP it has requested.

During the Wexford process back in 2015, I was told that substantive evidence needs to be provided to the Plan Commission. I hope that as representatives of the Citizens of the Town of Lisbon, you will also consider the first-hand accounts and concerns of those who live in the area, even if those speaking are not an expert. For example, I am a Safety expert, but I do not know how to run a gas station. That should not diminish my comments. We have not been allowed to do any research, let alone hire our own experts to address the Kwik Trip proposed development, because key data has still not been provided by Kwik Trip. Most importantly, how many "trips" does Kwik Trip anticipate on and off this property; during a 24 hour period, and during peak morning and evening rush hours. (deliveries and customer traffic; and commercial vehicles vs passenger vehicles.) There has been no traffic study presented by Kwik Trip, as noted by Vierbicher.

Mr. Osgood told me he did not complete a traffic study, but Kwik Trip knows how much traffic (customers and deliveries) it anticipates. They may give you a number later in this proceeding, but this give the citizens of the Town no chance to analyze the data or substantively comment on it. Mr. Osgood told me that WisDOT told him that it wants the driveway on STH 164 to be located further south, away from the roundabout. But he has moved it, in his plan, as far as he can because Wexford does not own the property. The Plan Commission should not simply grant this CUP to Kwik Trip because Wexford was granted one by a special board. The two proposals are remarkably different. For example:

1. The store proposed by Kwik Trip is more than 3 times bigger at 7,350 sq feet, than the store (1,700 sq) and restaurant (500 sq ft) = 2,200 sq ft in the Wexford proposal.
2. Kwik Trip, per Vierbicher wants to have canopies over its fueling stations that exceed the limits allowed in two ways: excessive height, and comprising 4.4% of total lot size, when the limit is only 3%. Per Vierbicher, Kwik Trip has not provided a final height for its canopies, but they would apparently be in excess of 15 and 18 feet. Without that information, we cannot assess the degree of light pollution, or its impact on the residential neighbors.
3. The CUP granted to Wexford was for hours of operation from 5:00 am to 10:00 pm. Kwik Trip proposes to operate 24/7. (Though Vierbicher notes that would "only" be for 12 months, all they would have to do is reapply and be granted to continue the same hours, residential neighbors next door and across the street, be dammed.)

I talked to Mr. Osgood about Wexford's limited hours in its CUP, and that there is a subdivision located directly across the street. He reiterated that he needs it to be open 24/7. I point out that we were here first, and we need our sleep and the quiet use of our property. I add that per this news article, this Plan Commission did not grant Kwik Trip 24/7 hours for its location on VV and Lake Five Rd. There are MANY different types of businesses that can be placed on this property zoned B-2 Local Business that do not generate nearly the amount of short-term trips on and off the property as a gas station/convenience store, either Permitted or via CUP. For example, a Bank. A doctor's office, a fine dining restaurant, professional offices, etc. There are many permitted uses and I do not understand why some people are stuck on a gas station for this property. I would love to talk about traffic safety concerns in the roundabout and the impact on the Bark River Country Meadows subdivision. But without hard data from Kwik Trip, I am relegated to anecdotally noting that based on observations of the Kwik Trip in Pewaukee on CTH F, it's reasonable to suspect that Riverview Drive would become the "off ramp" for STH 164 when the roundabout comes to a screeching halt during rush hours, should this CUP be granted. As I told Mr. Osgood, I have no beef with Kwik Trip. But this is simply not the right location because the property is too close to the roundabout and across the street from a residential neighborhood. (whose property values would tank, without compensation.) I hope you tell Kwik Trip no, outright tonight. But I urge you at a minimum to table this proposal and require Kwik Trip to provide a traffic study with data on trips on and off this property; and allow the citizens time to analyze it and substantively respond."

Jeff Ertl, N93W24655 Bark Road, still has concerns are about traffic and safety because he owns the gas station across the street. He is concerned the STH 164 entrance isn't big enough for a 65' wheel base entrance. The Washington County Highway Department stated on December 16, 2014, their biggest concern is west bound vehicles going south backing up traffic into the roundabout. Per the October 8, 2015 traffic engineering services report, it states the roundabout may not work safety with a 65' wheel base. The traffic pattern map in the Plan Commission packet shows three different patterns, which is different from the last time this was proposed; which they would exit onto STH 164. These maps show the opposite. He's concerned about how the new traffic pattern will affect his business. There will be at least three times the volume as proposed before and now a designated area just for diesel. Kwik Trip designed it so all traffic exits onto CTH Q to make the site work. He contacted Scott Schmitt from Washington County and was told they haven't seen anything from Kwik Trip since last December. He was also told the DOT contacted Kwik Trip informing them they need to purchase the property south of them and to have the traffic flow go south and get away from the roundabout, which Washington County said they would prefer as well. Mr. Ertl stated with this new patter there will be a lot more accidents. Has anyone done an impact study on how much more semi-truck and dump truck traffic we will get to this area? When you have a business like this that is a destination, truckers will use this station because it's the easiest route. Has anyone talked to the quarries? How many trucks come in/out of there each day? He thinks there will be a problem.

Noel Geier, N95W25878 Riverview Drive, stated traffic will be crazy and safety is a concern as she has seen a number of people get rear-ended just trying to get into their subdivision. She truly likes Kwik Trip, her daughter worked for them in LaCrosse but begs the Town to not put this here. Everyone on that side of the subdivision has a well about 50 feet deep. All of the runoff will end up in the ditch on their side of the subdivision. The last time Kwik Trip was proposed they wanted a car wash which required a storm water runoff facility because the water would have to go back in the ground. While working with the DNR testing her water, she found out the DNR would require Kwik Trip to have a monitored well to test for contamination. The well water base is only six feet down so contamination will get into their well water because it won't have enough time to drain into the sand. Also, now that there's another subdivision attached to theirs, there's a lot more traffic and her mailbox has already been hit once. If the traffic exits onto STH 164, that exit point is very close to their subdivision entrance. It's going to be a mess because people will use her subdivision as a shortcut to get to Hillside Road. Please make sure to ask for a monitored well and extra provisions that anything that does go into the ground is being filtered, and the monitoring is placed where the runoff is.

Pat Ratkowski N95W25938 Rivers Hollow Court, reiterated what his neighbors stated. The Bark River is a protected area, one that will never receive water and sewer. We are constantly fighting challenges with our water no matter what. We need to protect what we have and not damage it any further. When he exits Riverview Drive, he has to go north through the roundabout to go south because the traffic backs up that much. If the traffic exists southbound, they will all end up in his subdivision. He owns the lot with the big pine tree on the corner and Kwik Trip will be in his backyard. He's made many repairs because cars veer off the road into his yard. He wants his well to keep giving him fresh water.

Chris Magnano, N95W25929 Rivers Hollow Court, much of what he wants to say has already been said. This was discussed many years ago and there many emotions. He moved here in December 2015 from Buffalo, New York so he wasn't here for the last proposal so he's not as emotionally attached to this. He has concerns about health and safety and wants to know if this will this impact his water and future children. He wants to see a DNR analysis about the impact to a water supply. He would also like to see a traffic study as he is curious how many accidents happen at STH 164 and CTH Q. Last October, his wife's car was totaled, hit at 55mph and pushed into oncoming traffic from someone coming out of the roundabout. What kind of traffic increase will this destination Kwik Trip bring? This intersection is already bad with this it will get worse, accidents will be more frequent. He can see property values going downhill. People will not want to see a gas station in their back yard. He understands why Kwik Trip wants to do build here, but there's an impact to him and his neighbors and there's no way to compensate for that. In closing, he requests certain studies be conducted and reviewed before any decision is made. If a Conditional Use were granted and studies were done on a contingent basis, he fears the results won't be discussed and reviewed by the general public. He asked that all of the data be brought to these residents' attention.

Ken Heun, N56W22164 Silver Spring Drive, emailed a statement which the Administrator read into the record. "I did not notice hours of operation, but I would be against any hours that are different from Casey's (5am to 11pm) only for fear that expanded hours at this Kwik Trip would be used by Casey's to get their hours expanded".

Michael Watson, 4900 S. Lake Road, Colgate. emailed a statement which the Administrator read into the record. "Why would our elected or assigned officials approve this project when the overwhelming opinion of the people living in the neighborhood do not want this?"

David Gay, 135 E. Lake Lane, Colgate, emailed a statement which Administrator Gresch read into the record. "I am opposed to the proposed Kwik trip development on Hwy Q and 164 and the related conditional use request for the following reasons:

1. The roundabout already has significant congestion at certain periods of the day. While I recognize the parcel is zoned for commercial/office park and thus will likely have some form of business development in the future, a gas station is a high velocity operation with significant inbound and outbound traffic which will further congest the roundabout at a level far in excess of other potential businesses.
2. There is already a gas station and convenience store directly to the North. The density of gas stations on this intersection would appear excessive. I also worry about the sustainability of the station to the North if a gas station of this size and direct access to 164 were to move in. The potential to have a different vacant parcel (with demo and environmental rehabilitation costs) in the future would appear very real.
3. I am concerned with the diesel truck stop component of the plan given the noise of semis/dump trucks starting/stopping in close proximity to residential areas, and the disproportionate impact these vehicles would have on traffic flow.
4. In an area that is generally still rural in nature (or at least low density), I see no reason for 24/7 hours of operation.

Per the Town Ordinance, the Plan Commission may deny conditional use request if it concludes, based upon the information submitted, that the proposed use and/or development would likely:

1. Materially endanger the public health, general welfare, and safety.
2. Be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factor.
3. For any other reason cause a substantially adverse effect on property values.

4. Be inharmonious with the area in which it is to be located.
5. Will not be in general conformity with the land use plan, comprehensive plan, transportation plan, environmental plan, park, and recreational plan, or other officially adopted plan.

I believe this proposed development meets the "likely" criteria of points 1-4 above and for this reason I ask the Planning Commission to deny the conditional use request, consistent with Town Ordinance."

Lisa Tomasini and Steve Zimmerman, 123 E. Lake Lane, Colgate, also submitted an email to the Administrator stating "they are in absolute agreement with my neighbor David and Jackie Gay."

Adjournment

The public hearing was adjourned at 7:13 P.M.

**Minutes of the Plan Commission Meeting
 Town of Lisbon, Town Hall
 Thursday, March 12, 2020
 Following Public Hearing(s) beginning at 6:30 PM**

Roll Call: Present: Chairman Joseph Osterman, Supervisor Plotecher, Plan Commission Members Ed Nelson, Mark Meyer, Chad Samanske and Jane Stadler. Also present: Administrator Gina Gresch, Planners Josh Langen, Rachel Holloway, Engineer Mitch Leisses, Attorney Michael VanKluenen. Absent: Plan Commission Member Bryan Oelhafen.

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

Teresa Nelson, N95W25850 Riverview Drive, stated a filling station should not deposit water into the water table. Because the waste water is hazardous it has to be trucked off. Thankfully the people at Kwik Trip are not talking about a car wash so that further negates the need to put that runoff into the water table. Petroleum runoff in water table is a serious concern. Traffic is a huge issue and asks the Plan Commission to require a traffic study and give the people time to analyze and comment on that.

Discussion and necessary action on February 13, 2020 Plan Commission Public Hearing & Meeting minutes.

Motion by Commissioner Nelson to approve the February 13, 2020 Plan Commission minutes. Seconded by Supervisor Plotecher. Motion carried, 5-0.

Unfinished Business.

New Business.

Discussion and necessary action on the requests for Stark Pavement Corporation, for the property located at N51W23995 Lisbon Road, LSBT 0280.992, to allow a Temporary Plan of Operation to allow night operations.

Planner Langen stated Stark is requesting expanding their hours through construction season. WISDOT is requiring work to be done during off-peak hours and Stark is contracted for the I-94 work. They received similar approval from the Plan Commission last year. Commissioner Meyer asked if the Plan Commission can amend their Plan of Operation since this is their fourth or fifth year doing this and we haven't received any complaints. Planner Langen stated circumstances can change every year. While the hours may be the same, conditions of projects may change from year to year, so this gives the Town the chance to review the conditions of each request. Carl Johnson, Stark VP stated he doesn't have any reservations about coming in yearly for this. He just wants to be a good neighbor. They are contracted for the STH 83 to the county line so it makes more sense to use this plant's location

Motion by Chairman Osterman to approve the request for Stark Pavement Corporation, for the property located at N51W23995 Lisbon Road, LSBT 0280.992, to allow a Temporary Plan of Operation to allow night operations, subject to the following conditions:

1. *Standard Hours of operation shall be from Monday-Friday 6:00 AM to 6:00 PM, Saturday 6:00 AM to 2:00 PM, and Sunday 7:00 AM to 5:00 PM.*
2. *Temporary 24-Hour continuous operation hours shall terminate on November 30, 2020, or at the completion of the scheduled US Interstate 94 work, whichever occurs first.*
3. *Trucks hauling into and out of the site will be routed forward as much as possible to eliminate potential noise from back up alarms.*

4. *The loaders feeding the plant will be equipped with low frequency back up alarms that utilize a "squawking" sound instead of emitting a high-frequency type sound that carries a further distance.*
5. *Trucks will not be allowed to bang their tailgates.*
6. *Nighttime truck routes will utilize state and county roads only. There will be no trucking on any Town roads at night.*
7. *All the truck drivers hauling from the facility will be instructed to follow all highway safety rules and regulations including the use of engine brakes (especially at night) as they travel to and from the plant.*
8. *Truck drivers will be reminded that the use of this facility at night is a privilege and not a right, and they need to respect our neighbors and follow all traffic regulations as they travel through Lisbon.*
9. *Maintain radio contact with the trucks hauling from our facility and address any complaints immediately.*
10. *Any truckers that do not abide by the rules will be removed from the job.*
11. *There shall not be any processing (crushing or washing) of aggregates at night.*
12. *No jake-brake usage.*
13. *Non-objection from any Waukesha County reviewing agencies, including, but not limited to Waukesha County EHD.*

Seconded by Commissioner Nelson. Motion carried, 5-0.

Discussion and necessary action on the request from Kwik Trip, for the property owned by Wexford Heights, LLC, property located at W260N9579 STH 164, Colgate, WI 53017, LSBT 0161.999.004, for a Conditional Use Permit for a Gas Station / Convenience Store in the B-2 Local Business District and recommendation to the Town Board of the same.

Planner Langen stated Kwik Trip, Inc., on behalf of Wexford Heights LP, is proposing to construct a new 7,350 square foot convenience store and gas station with gasoline and diesel canopies at the southwest corner of County Line Road (CTH Q) and State Highway 164. The site is approximately 3.1 acres in size and is zoned B-2 Local Business. The site plan includes: 7,350 square foot, single-story building with a 4,800 square foot gasoline canopy and a 1,200 square foot diesel canopy; 31 standard parking stalls (including two (2) ADA accessible stalls with loading zone); one (1) loading area for large trucks; outdoor storage of two (2) ice merchandisers for inside overstock, firewood at front of store, and softeners at the gas canopy; the business will be served by septic system and private well; outdoor seating for eight (8) spots at picnic tables. Kwik Trip anticipates 28 to 35 full/part-time employees at the site, with operations running seven (7) days a week, 24 hours per day. The Plan of Operation notes the desire to sell liquor, beer, wine, and food, but closed container with no open service.

There are a few details that need to be worked out. The Town's Zoning Code has high and unreasonable parking stall requirements which would require 221. The parking they proposed is adequate. The site is a little constrained due to a 100' right-of-way. They are required to install three storm water detention ponds. Between those, the driveway and septic tank location, their landscape buffers are going to be a little thin. Per the lighting plan, lighting appears to be hooded and there will not be any light spill beyond the boundaries. Pole heights need to be indicated yet and their sign approvals will be forthcoming. The canopies over the pumps also exceed what is allowed. The heights aren't indicated but it appears to exceed 15' when measuring by scale. There are 27 conditions to meet, including concerns by the Fire Chief, Building Inspector and Waukesha County Parks and Land Use. He also suggested allowing 24/7 operating hours to allow the town to study police reports on these operating times at other Kwik Trips.

Troy Mleziva, 1626 Oak Street, Kwik Trip Real Estate Manager, responded to comments made at public hearing. Kwik Trip has many of those same concerns and they want to run a quality operation. They are working on a DOT and Washington County review process for driveways as well as a DOT traffic study.

Regarding the traffic flow, they are trying to keep the truck traffic separate from regular customers. There will be dump trucks using the site but it is not a full service truck facility. Kwik Trip also agrees this isn't the proper site for a car wash. All of their food preparation and coffee brewed will use well water, so the water quality is very important to them too. The whole site will have curb and gutter and a storm water system. Catch basins will be installed and separate storm water from debris before it gets into the storm water. Engineers design best practices into the site so they make sure water isn't running through the parking lot. Kwik Trip has many of the same concerns as the neighbors. They want to see a well-run, clean, safe business, which they have a reputation for. They want to be a part of the community. Regarding the canopies, the minimum height is 15 feet; maximum 19 feet. There is substantial room for greenspace and right-of-way, so they will install trees and landscaping where they can survive. Most of Kwik Trip's stores are open 24/7, however they want to be a good neighbor and will keep the same hours as the other store on Silver Spring; 5am to 11pm. As for the pole heights, they are 18 feet and will have cutoff fixtures designed to cast light. The light measures at a half candle foot so the light doesn't leave the property.

Plan Commission members asked questions about bioretention plantings, hours, lighting, traffic flow inside the site and conducting a DOT traffic study. Mr. Mleziva responded the water is separated before anything goes into the ground; it's treated more efficiently with bioretention plantings. Those plantings break up the materials they don't want going into the ground water. This method was created and is regulated by the DNR. Regarding the store itself, he would prefer being open 24 hours but is comfortable with the same hours as the Silver Spring store; 5am to 11pm for customers and 4am to midnight for employees. The picnic table outside is for a couple of customers to sit down and have coffee, or eat, or to get some fresh air while traveling. It will mainly be out in the summer. The table is right by the door so if there are any issues they are addressed quickly.

Commissioner Stadler stated she has concerns about the number of large trucks coming in, especially dump trucks and the size of the entrances. The property doesn't seem big enough to handle the tight entrances. She too would like to see a DOT traffic study conducted and reviewed before deciding on this. Traffic in that area is horrendous and is concerned about the entering/exiting into the roundabout. Chairman Osterman questioned the buffer area, which is about 20 to 30 feet from the right-of-way and that is 100 feet. What happens to the buffer if STH 164 and the roundabout is expanded? Planner Langen stated the buffer would not work at 30 feet from the right-of-way because they would lose pumps and parking spaces.

Mr. Mleziva stated the biggest concern is the storm water and Waukesha County handles that so we know it will be done properly. If Kwik Trip contaminates their own well, they will be out of business, so it's most advantageous to keep the water clean. There will be more traffic than what was proposed the last time. It is on the intersection of a state and county road so it really is the best place to put something like this, especially since two banks, a doctor and dentist office have failed there. Chairman Osterman agreed he would like to see a DOT traffic study. Regarding the hours, he is agreeable to the same hours. As far as 24 hours goes, the Sheriff's Department has been any to present any evidence that there would be more issues/crime being open that long. Also, the Conditional Use laws have changed since the last presentation, and if they really wanted 24 hours, there isn't any substantial evidence that would allow the Plan Commission deny the 24 hours request. Attorney Van Klunen stated that is correct; if there isn't substantial evidence to deny then the request has to be approved. Chairman Osterman stated simply stating this will lower your property value isn't substantial enough. You have to actually show how that would change values, go through water studies, etc.

Mr. Mleziva stated the DOT traffic study is being conducted and should be done in a month. They do not have official dates to break ground yet, but it will be sometime in 2021. Other than the traffic study and buffer area, there aren't any other issues to address. Plan Commission members again discussed the buffer area and how to possibly block noise from the neighbors. Chairman Osterman stated they will see what they can do with the east side's plantings.

Motion by Chairman Osterman to postpone the request from Kwik Trip, for the property owned by Wexford Heights, LLC, property located at W260N9579 STH 164, Colgate, WI 53017, LSBT 0161.999.004, for a Conditional Use Permit for a Gas Station / Convenience Store in the B-2 Local Business District to the April 9, 2020 Plan Commission meeting to allow time for a traffic study to be submitted and reviewed by the next meeting. Seconded by Commissioner Stadler. Motion carried, 5-0.

Discussion and necessary action on the Annual Mobile Home Park License Renewal for American Mobile Home Communities and recommendation to the Town Board of the same.

Administrator Gresch stated the American Mobile Home Communities has paid their annual license fee in full, \$662 (331 lots @ \$2/lot) received on Wednesday, February 12, 2020, and recommends approval.

Motion by Chairman Osterman to approve the Annual Mobile Home Park License Renewal for American Mobile Home Communities and recommendation to the Town Board of the same. Seconded by Commissioner Nelson. Motion carried, 5-0.

Assign Quarry Inspections.

Commissioner Nelson - Payne & Dolan & Genesee Aggregate
Commissioner Stadler – LaFarge
Commissioner Meyer – Stark
Commissioner Samanske – Lannon Stone

Packets and inspection sheets will be ready sometime next week. We will email you when they are ready.

Town Planner Report.

Planner Langen stated Hillside Ridge will be before the Plan Commission in April or May. Stark will be coming back with a site plan amendment and Conditional Use for a grading permit.

Request from members to request items on future agendas.

Adjournment.

Motion by Commissioner Meyer to adjourn the Thursday, March 12, 2020 Plan Commission Meeting at 8:26 P.M. Seconded by Supervisor Nelson. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town of Lisbon Administrator

Item 5A – Attachments



600 W. Virginia Street, Suite 601
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www.vierbicher.com

May 7, 2020

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

Re: John Smaglik and Associated Landscape Services Landscape Contractor's Yard - Conditional Use Permit (CUP) and Site Plan/Plan of Operations (SPPOO) Review

Dear Plan Commission Members:

The above-referenced Conditional Use Permit (CUP) application and associated Site Plan/Plan of Operations (SPPOO) was received in our office for review on behalf of the Town of Lisbon. We have reviewed the following application materials:

- Conditional Use Permit (CUP) Application
- Memo addressing Conditional Use requirements
- Town Site Plan and Plan of Operation Application
- Site Plan, building elevations, and floor plan
- Grading, erosion control, and landscape plans

Summary

John Smaglik is proposing to replace an existing building and operate a contractor's yard for a landscaping business. The site will be used to house landscaping equipment, vehicles, and trailers. There will be no manufacturing or retail/wholesale on site. The applicant will only be required to obtain a minor grading permit, in addition to any other related information requirements. The property is located at the County Highway V, south of the intersection with Good Hope Road. The property is approximately .9923 acres in size and is zoned M-2 General Industrial. The site plan includes:

- A proposed site to house landscaping equipment, vehicles, trailers, and a garage/indoor storage building and bathroom,
- Erosion control plan and notes,
- Grading plan,
- Landscape plan,
- Lighting plan.

The applicant anticipates one full-time employee and one part-time employee at the site, with operations running 6am to 6pm Monday through Friday, and 7am to 1pm on Saturday.

In addition, the applicant has received the following approvals regarding the proposed use on the subject property;

- Plan of Operation for Associated Landscape Services. Plan Commission approval with conditions on March 6, 2008. Minutes are attached.
- Variance from setback standards. Board of Appeals approved on December 9, 2019. Minutes are attached.

Application Review

The parcel is subject to compliance with the Town Code Chapters 11, 12, and other applicable Chapters.

Background Information

Property owner: John Smaglik

Location: County Highway V, south of the intersection with Good Hope Road.

Tax Keys: LSBT 0237981002

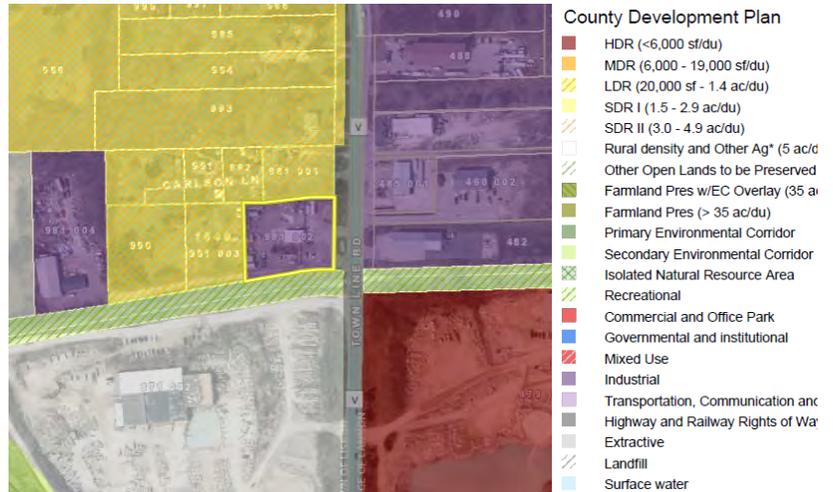
Adjacent land uses and zoning:

North: Residential (zoned R-2 Single-Residential)

South: Greenway/Trail/Halquist Stone Co. M-2 General Industrial)

Motorsports/General Industrial (Village of zoning)

Vacant/Rural (zoned R-2 Single-Family Residential)



Existing land use: Equipment, Vehicle, Trailer Storage

Future Land Use: "Industrial" (see inset map image)

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.

Conditional Use Permit (CUP) Review

Chapter 11 of the Town Ordinances (Zoning Code) lays out the requirements for application and approval of Conditional Use Permits in the Town. Certain uses of a special nature require the approval of a Conditional Use Permit by the Town. The basis for approval of the CUP is based on the following five standards. Per Sec. 4(d) of the Zoning Code, the Plan Commission may deny the conditional use request if it concludes, based upon the information submitted, that the proposed use and/or development would likely:

1. Materially endanger the public health, general welfare, and safety

The proposed landscape contractor's yard does not appear to endanger the public health, general welfare, and safety. The proposed use and site plan will allow for orderly operation of a landscape contractors yard, with an improved driveway, associate parking, and gate access.

2. Be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other similar factor.

The proposed use does not appear to be hazardous, harmful, noxious, offensive, or a nuisance by reason of noise, dust, smoke, odor, or other factor. No manufacturing will be done on site.

3. For any other reason cause a substantially adverse effect on property values.

The proposed use is not expected to have a substantially adverse effect on property values. The parcel to the north is residential; however, the properties to the south and east are commercial/industrial and the lot to the west is vacant/rural use. The subject property has been historically used for storage of vehicles and equipment. The surrounding neighborhood was originally zoned manufacturing. Slatted chain-link fencing and landscaping has been installed on the property to shield the property from view from neighboring properties. Gated entrances/exits are proposed.

4. Be inharmonious with the area in which it is to be located.

The proposed use is not expected to be inharmonious with the area in which it is to be located. Commercial/industrial uses are located to the south and east.

5. Will not be in general conformity with the land use plan, comprehensive plan, transportation plan, environmental plan, park, and recreational plan, or other officially adopted plan.

The proposed use is in general conformity with land use plan and other associated plans. The proposed land use for the subject property and property to the east is designated "Industrial". The property is located along an arterial road, Townline Road, or County Highway V.

Landscape Contractor's Yard and Associated Site Plan Review Standards

The Grading, Erosion Control, and associated Site Plan and Plan of Operation package that we received for review addresses most of the items required by ordinance. However, some items are not included or addressed at the date of this report. Please see the comments below, Consistency with Zoning, on the additional information needed.

Consistency with Zoning

The SPPOO amendment proposes a landscape contractor's yard and associated building on the property. The M-2 General Manufacturing zoning district allows for a contractor's yard as a conditional use. The site plan complies with most site requirements of the M-2 General Industrial zoning district and Conditional Use provisions for a contractor's yard. Where requirements are not met, comments are provided below to address those requirements and provisions are made for allowances.

Conditional Use Requirements

The applicant has addressed the requirements for a contractor's yard conditional use as provided below;

11. Contractor's Yard: In A-10, A-5, B-3, Q-1, or Industrial Districts, and in all cases, the following requirements shall be met in order to grant a conditional use:

A. The minimum lot area shall be at least five (5) acres.

- The existing lot is zoned M-2, General Industrial, but is 0.9929 acres which makes it an existing substandard lot. However, with the Bugline Trail to the South, CTH V to the east and residential zoning to the north and west, expansion is not possible. The new building, existing landscaping and fencing, new fencing, and new parking and circular internal drive make efficient use of the site and offer buffering and separation of operations from neighboring properties.
- Permission to operation the landscape contractor's yard and existing building was granted by the Plan Commission in 2008.
- **The Plan Commission would need to allow for a replacement building on the existing lot. This would be consistent with the 2008 Site Plan Approval.**

B. All buildings used in the conduct of the business shall be located at least one hundred (100) feet from the lot line of an adjoining lot permitting a residential use or at least fifty (50) feet from a lot line of an adjoining lot in any other district.

- The adjacent lots to the north are residential. With the required 100' north setback from the residential district there is no place for the building, yard or otherwise to be built.
- The existing building is currently 14' into the north setback. The proposed building would be sited no closer than what is existing.
- A special exception from Section 32(f)(2) in M-2 Zoning, which requires a minimum of 200 feet from a residential or agricultural zoning district where a lot abuts on a zoning district boundary line and where buildings or uses are not permitted in the more restrict zoning district, was granted in 2019.

- **The Plan Commission would need to allow for the location of the replacement building to be as shown on the site plan. Such an allowance would be consistent with the 2019 variance.**
- C. *No such use shall be allowed on any parcel, unless the parcel fronts directly upon and has access to an arterial or major collector street, as defined in this Ordinance, or within an established industrial park, where the roads can accommodate the heavy equipment.*
- The property directly fronts and has access to Townline Road (CTH V) which is an arterial road according to the Established Street and Highway Width Map of Waukesha County.
- D. *A planting screen at least ten (10) feet high in initial height shall be provided between any abutting property line and the proposed use. The plan commission may increase or decrease the planting screen requirements as may be deemed appropriate.*
- There is an existing screen on the east and north property lines. The rest of the area behind the existing building is screened with slatted chain link fence.
 - Existing trees border the property further providing screening. Screening cannot be provided to the south due to an existing 30' access easement for the lots to the west.
 - Current screening was installed in a manner specified by the 2008 Site Plan Approval.
 - **The Plan Commission would need to allow for the screening to be as shown on the site plan. The allowance would be consistent with the 2008 Site Plan Approval.**
- E. *In determining whether or not the proposed conditional use should be approved, the plan commission shall make a determination that the proposed conditional use is compatible with adjacent land uses. If it is determined that the proposed conditional use would in any way be incompatible with the adjacent land uses or represent an adverse effect or nuisance to adjacent land uses, the proposed conditional use shall not be approved.*
- The lot to the south is zoned General Industrial and has a contractor's yard. The property to the east is industrial and commercial, as regulated by the Village of Lannon. The property to the north is a large lot rural residential property adequately screened. The property to the west is a large vacant/rural lot adequately screened.
 - The property would be compatible with these land uses.
- F. The Site Plan and Plan of Operation submitted for review and approval must include the type and quantity of equipment and vehicles owned or leased by the property owner, the storage of materials, and hours of operation. This list shall be provided by the owner in the Plan of Operations.
- See the information provided in the Site Plan and Plan of Operations

General Zoning Code Requirements

- Setbacks and offsets are provided in the M-2 zoning district regulations.
 - There is a 50' setback for buildings, as measured from the "base setback line", which is half the proposed highway width, 50', added to the centerline of the highway. The replacement building meets this standard.
 - The setback for parking is 10' from the "base setback line". The proposed parking does not meet this standard due to the constrained size of the site, the location of the existing building and approved operation, and the required parking and driveway improvements and associate parking lot landscaping. **The Plan Commission would need to allow for the parking area configuration as shown on the site plan.**
 - The building offsets are measured from existing property lines and are required to be 200' from a residential district. The proposed replacement building does not meet this standard. However, the 2019 Variance allows for the proposed location of the replacement building and deviation from this standard.

- Addendum A from Chapter 12 requires perimeter landscaping buffers measured from the property lines.
 - A LUI Diff. 8 buffer north and west and a LUI Diff. 1 buffer south and east is required. Due to the constrained lot size and existing building and approved operations the perimeter buffer would not be able to be met without significant removal of vehicles, equipment, other operations, and existing fencing. **The Plan Commission would need to allow for the landscaping and fencing as shown on the site plan.**
 - A 30' "green space" area is required from the property line along the arterial as well. Also, side and rear parking is required. The proposed site plan does not meet this standard due to the constrained size of the site, the location of the existing building and approved operation, and the required parking and driveway improvements and associated parking lot landscaping. **The Plan Commission would need to allow for the parking area configuration as shown on the site plan.**
- The Town Zoning ordinance requires 12 parking stalls based on 911 square feet of building floor area. The applicant has shown an alternate parking plan for the establishment which is proposed as being adequate. **The Plan Commission would need to allow for the parking area configuration as shown on the site plan.**

Staff Note: this ordinance standard is archaic and does not separate high-traffic and long-stay retail, such as restaurants, from short-stay users. The Town may want to consider amending this ordinance provision in the future.

- The site plan does not clearly delineate the minimum one (1) loading space that is required by ordinance based on floor area. The applicant will need to delineate the loading space.
- At least 15% of the site shall be set aside as open space. The site plan does not meet the standard with 92% impervious surface coverage. There is inadequate area on the site to meet the 15% standard and maintain the parking and circulation shown on the site plan. There is considerable open space to the south along the trail. **The Plan Commission would need to allow for the lesser amount of open space, as shown on the site plan.**

Recommendation

If the Plan Commission would require additional materials they have the ability to table the CUP application. If the Plan Commission is generally comfortable with the CUP request, they may conditionally approve it. Recommended conditions may include:

1. The Town of Lisbon retains the right to review the grading for compliance and maintenance of associated stormwater with approved plans.
2. 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.
3. 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.
4. 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 SPPOO approval.
5. Outdoor storage of materials will be screened by a combination of existing landscaping and slatted chain-link fence.
6. There shall be no additional trash or commercial/office recycling stored outside of the building, exclusive of raw materials, beyond the designated dumpster.

7. Provide plans for ongoing maintenance of landscaping, including mowing and weed management.
8. Soil tests shall be done, and provided to the Town, to confirm the soils are buildable.
9. The hours and days of operation shall be 6am to 6pm Monday through Friday, and 7am to 1pm on Saturday, as proposed.
10. The applicant will need to delineate the loading space.
11. All erosion control devices be installed and maintained throughout the duration of the construction project. It is imperative that erosion control be established prior to the onset any excavating or grading activities.
12. The Waukesha County Environmental Health Division may review and approve of the uses on the subject property, prior to the issuance of any permits.
13. Waukesha County review and approval of stormwater plans.
14. Waukesha County approval of any final Stormwater Management Practice and Maintenance Agreement.
15. Once the Storm Water Management Practice and Maintenance Agreement and any addendums of the same have been executed, a record copy shall be sent to the Town of Lisbon and the Town's Engineer for their records.
16. Provide details regarding the existing building foundation and/or pad. Indicate if any is to be removed. Provide details regarding the proposed building foundation and/or pad. Indicated limits and detail drawings for construction.
17. Provide details regarding any proposed floor drains. Indicate location and detail drawings for construction. Indicate where the floor drains ultimately discharge.
18. Indicate location of sanitary and water building connections. All connections shall conform to State, County and/or local permit requirements.
19. Include erosion control measures along the east side of the property to ensure any potential runoff is contained onsite. Specifically, north of the driveway entrance.
20. Include erosion control measures along the south side of the property to ensure any potential runoff is contained onsite. Specifically, the southeast corner of the site.
21. Indicate the location for a construction entrance. Provide detail drawing.
22. Once the erosion control measures are in place and prior to commencing construction the applicant shall contact the Town Engineer, for an initial inspection.
23. The applicant should obtain all necessary State and County permits and provide a copy of permit approvals to the Town for their records.
24. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.

May 7, 2020
Page 7 of 7

25. 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 Conditional Use Permit and/or Site Plan/Plan of Operation permit, as applicable, with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted for this M-2 General Manufacturing zoning district, shall be considered to be prohibited, except as otherwise specified herein.
26. The Town reserves the right to review any condition imposed as part of this Conditional Use Permit and 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 CUP and/or SPPOO Permits or termination of the use.

The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. We will be in attendance at the May Plan Commission meeting to answer any questions.

Sincerely,

Joshua Langen, AICP
Community Development Planner

Rachel Holloway, AICP
Town Planner

cc: Gina Gresch, Town Administrator, Town of Lisbon

M:\Lisbon, Town of\200200 - 2020 Town Planning Services\2020 Tasks\2020.04 Smaglik Landscape Business SPPOO & CUP\Reviews\2020-04-14 - Smaglik Landscape Yard Staff Review\2020_04_14_Smaglik Landscape Yard Staff Review_043020.docx



Exhibit A Parcel 0237.981.002 Site Map
 Town of Lisbon - May 6, 2020

0 165 330 Feet

Site

vierbicher
 planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
 Phone: (262) 875-5000 Fax: (408) 826-0530

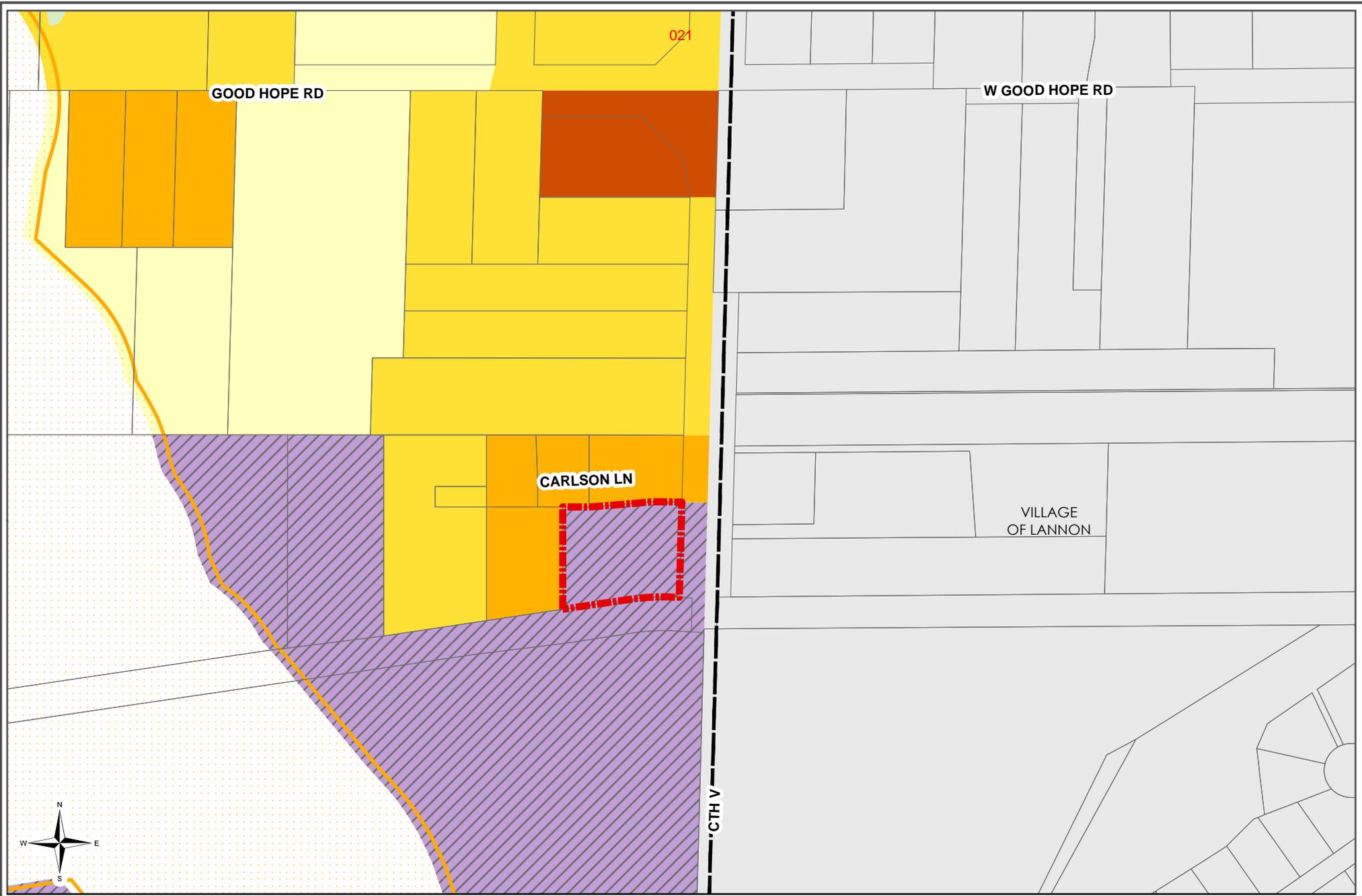


Exhibit B Parcel 0237.981.002 Zoning

Town of Lisbon - May 6, 2020



vierbicher
planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 826-0530



April 10, 2020

Town of Lisbon

Attn: Joshua Langen
W234 N8676 Woodside Road
Lisbon, WI 53089-1545

Re: Associated Landscape Services
W220 N7071 Townline Road

Mr. Langen,

The following is a petition on behalf of Associated Landscape Services to obtain a conditional use permit to construct and new building and storage yard. As part of the conditional use permit, several conditions need to be met. Below are the conditions and how they would be met, or if not, the reasoning why the condition cannot be met:

11. Contractor's Yard: In A-10, A-5, B-3, Q-1, or Industrial Districts, and in all cases, the following requirements shall be met in order to grant a conditional use:

A. The minimum lot area shall be at least five (5) acres.

The existing lot is zoned M-2, General Industrial, but is 0.9929 acres which makes it an existing substandard lot. With the Bugline Trail to the South, CTH V to the east and residential zoning to the north and west, expansion is not possible.

B. All buildings used in the conduct of the business shall be located at least one hundred (100) feet from the lot line of an adjoining lot permitting a residential use or at least fifty (50) feet from a lot line of an adjoining lot in any other district.

The adjacent lots to the north are residential. With the required 200' north setback from residential there is no place for the building, yard or otherwise to be built. The existing building is currently 20' into the north setback. The proposed building would be sited no closer than what is existing.

C. No such use shall be allowed on any parcel, unless the parcel fronts directly upon and has access to an arterial or major collector street, as defined in this Ordinance, or within an established industrial park, where the roads can accommodate the heavy equipment.

The property directly fronts and has access to Townline Road (CTH V) which is an arterial road according to the Established Street and Highway Width Map of Waukesha County.

D. A planting screen at least ten (10) feet high in initial height shall be provided between any abutting property line and the proposed use. The plan commission may increase or decrease the planting screen requirements as may be deemed appropriate.

There is an existing screen on the east and north property lines. The rest of the area behind the existing building is screened with slatted chain link fence. Existing trees border the property further providing screening. Screening cannot be provided to the south due to an existing 30' access easement for the lots to the west.

- E. In determining whether or not the proposed conditional use should be approved, the plan commission shall make a determination that the proposed conditional use is compatible with adjacent land uses. If it is determined that the proposed conditional use would in any way be incompatible with the adjacent land uses or represent an adverse effect or nuisance to adjacent land uses, the proposed conditional use shall not be approved.*

The lot to the south is zoned General Industrial and has a contractor's yard. The property would be compatible with these land uses.

- F. The Site Plan and Plan of Operation submitted for review and approval must include the type and quantity of equipment and vehicles owned or leased by the property owner, the storage of materials, and hours of operation.*

This list shall be provided by the owner in the Plan of Operations.

Please review this petition and provide your approval. If you have any questions or comments, feel free to contact us.

Sincerely,



Jacob Rosbeck, P.E.

Cc: John Smaglik

FN: WA-16-20



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

Property Information

W220 N7071 TOWNLINE ROAD, LISBON, 53089
 Property Address City Zip

LSBT0237981002 0.9929 Commercial/Mercantile
 Tax Key/Parcel ID # Lot Size Current Zoning

Property Owner

John Smaglik
 Name / Company Name

John Smaglik
 Signature

4582 W22350 SANDRA DR
 Address

Lisbon WI 53089
 City State Zip

262-825-7927 ASSOCIATED LANDSCAPE @ W3.PR.COM
 Phone E-mail Address

Applicant

 Name

SAME
 Company

 Address

 City State Zip

 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



025

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

PETITION FOR A CONDITIONAL USE PERMIT

Property Owner

Applicant

John Smaglik
Name / Company Name

John Smaglik
Name

John Smaglik
Signature

Associated Landscape Services
Company

N82W22390 Sandra dr
Address

N82W22390 Sandra dr
Address

Lisbon WI 53089
City State Zip

Lisbon WI 53089
City State Zip

Phone E-mail Address

262 825 7927 Associated Landscape
Phone E-Mail Address
@WI.RR.COM

Property Information

W220 N7071 TOWNLINE Rd Lisbon 53089
Property Address City Zip

LSBT 0237981002 0.9929 Commercial/Mercantile
Tax Key/Parcel ID # Lot Size Current Zoning

Conditional Use Information

In the space below, please describe the purpose of the Conditional Use being applied for. Please attach or email a separate sheet if necessary.

Please ATTACHED Separate Sheet.

INTERNAL USE ONLY

Amount Due: \$ _____ Check # _____ Date Paid: _____



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME John Smaglik
 ADDRESS N82 W22390 Sandra Drive, Lisbon, WI 53089
 DATE 4-10-20 SIGNATURE *John Smaglik*
 PHONE 262-825-7927 EMAIL associatedlandscape@wi.rr.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Same
 ADDRESS _____
 DATE _____ SIGNATURE _____
 PHONE _____ EMAIL _____

PROJECT NAME N220 W7071 Townline Road, Town of Lisbon



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME John Smaglik
ADDRESS N82 W22390 Sandra Drive, Lisbon, WI 53089
DATE 4-10-20 SIGNATURE *John Smaglik*
PHONE 262-825-7927 EMAIL associatedlandscape@wi.rr.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Same
ADDRESS _____
DATE _____ SIGNATURE _____
PHONE _____ EMAIL _____

COMMENTS:

Town Official Accepting Form

Date

March 6, 2020

Plan of operation for Associated Landscape Services LLC

Our company, Associated Landscape Services, was started in 1993 and successfully running our business since April of 2008 at this location of W220 N7071 Town Line Road.

During that twelve-year stint, at this location we have been comfortable with the limitations of time of operation and facility operations instilled upon us by the Town of Lisbon. We do not see a need to change hours of operation or noise restrictions.

We are a service company that performs our work off site. We do not sell product or materials to the general public. We are not in the retail end of this industry. Any materials brought onto this site are for the use of our customers at their site. Flammables and hazardous material are only kept in approved containers or original packaging.

Our future plan of operation does not see a change in plans.

The larger and improved modern facility will allow greater ease of operation and protection of equipment from the elements of weather and dust created by local quarries.



April 14, 2020

Town of Lisbon

Attn: Joshua Langen
W234 N8676 Woodside Road
Lisbon, WI 53089-1545

Re: Associated Landscape Services
W220 N7071 Townline Road

Mr. Langen,

The following is a petition on behalf of Associated Landscape Services to obtain a conditional use permit to construct and new building and storage yard. As part of the conditional use permit, several conditions need to be met. Below are the conditions and how they would be met, or if not, the reasoning why the condition cannot be met:

Chapter 11 Section 3(j) - Off-Street Parking:

7. *Setback: In any off-street parking area, other than that provided for a residence, no vehicle shall be parked closer than ten (10) feet to the base setback line, except where more restrictive requirements apply.*

The existing parking area is closer than 10 feet. Due to the size of the lot and to accommodate the existing screened fence, parking requirements, and area for vehicles to turn around, the parking spots in the northeast will remain at the existing edge of gravel, behind a vegetated screen.

Chapter 11 Section 4(h) - Conditional Uses Permitted:

11. *Contractor's Yard: In A-10, A-5, B-3, Q-1, or Industrial Districts, and in all cases, the following requirements shall be met in order to grant a conditional use:*

- A. *The minimum lot area shall be at least five (5) acres.*

The existing lot is zoned M-2, General Industrial, but is 0.9929 acres which makes it an existing substandard lot. With the Bugline Trail to the South, CTH V to the east and residential zoning to the north and west, expansion is not possible.

- B. *All buildings used in the conduct of the business shall be located at least one hundred (100) feet from the lot line of an adjoining lot permitting a residential use or at least fifty (50) feet from a lot line of an adjoining lot in any other district.*

The adjacent lots to the north are residential. With the required 200' north setback from residential there is no place for the building, yard or otherwise to be built. The existing building is currently 20' into the north setback.

No such use shall be allowed on any parcel, unless the parcel fronts directly upon and has access to an arterial or major collector street, as defined in this

Ordinance, or within an established industrial park, where the roads can accommodate the heavy equipment.

The property directly fronts and has access to Townline Road (CTH V) which is an arterial road according to the Established Street and Highway Width Map of Waukesha County.

- C. *A planting screen at least ten (10) feet high in initial height shall be provided between any abutting property line and the proposed use. The plan commission may increase or decrease the planting screen requirements as may be deemed appropriate.*

There is an existing screen on the east and north property lines. The rest of the area behind the existing building is screened with slatted chain link fence. Existing trees border the property further providing screening. Screening cannot be provided to the south due to an existing 30' access easement for the lots to the west.

- D. *In determining whether or not the proposed conditional use should be approved, the plan commission shall make a determination that the proposed conditional use is compatible with adjacent land uses. If it is determined that the proposed conditional use would in any way be incompatible with the adjacent land uses or represent an adverse effect or nuisance to adjacent land uses, the proposed conditional use shall not be approved.*

The lot to the south is zoned General Industrial and has a contractor's yard. The property would be compatible with these land uses.

- E. *The Site Plan and Plan of Operation submitted for review and approval must include the type and quantity of equipment and vehicles owned or leased by the property owner, the storage of materials, and hours of operation.*

This list shall be provided by the owner in the Plan of Operations.

Chapter 11 Section 32(f) - Building Location

2. *Offset:*

- B. *Buildings or uses not permitted in the more restrictive zoning district shall provide a one hundred (100) foot minimum offset from a restricted or local business zoning district, and a two hundred (200) foot minimum offset from a residential or agricultural zoning district, and shall be screened from the more restrictive zoning district by a planting screen at least six (6) feet high and fifteen (15) feet in width.*

The lot is 185.6 feet wide. A 200-foot offset from the adjacent residential lots to the north is impossible. From the rear, a 200-foot offset falls within the 50' building setback, leaving no buildable area.

Chapter 12 Addendum A Section 2 - Landscaping



2.1 Landscaping and Buffering Standards

Using the calculations to determine the land use buffers, there would need to be 50' buffers to the residential lots to the north and west, and 20' buffers to the south and east. The south buffer cannot be met due to a 33' access easement to the adjacent lots to the west. Due to the size of the lot, the north and west buffers create an area that would not allow for vehicle movement and outdoor storage of landscaping materials.

2.2 Other General Landscaping Guidelines

a) Ample green space at least 30 feet in width along arterial roadways

The 30' buffer would not allow for enough pavement to construct customer parking or space for vehicles to navigate or for a loading/unloading area.

The site does have some existing landscape screening as well as a 6' tall slatted chain link fence encompassing the storage lot.

Chapter 12 Addendum A Section 3 - Parking

(g) Commercial parking lots shall not be located in the street yard

Due to the size of the lot, restricting parking to the side or rear yard would not allow for material and vehicle storage on the property. No parking can be on the south side due to the 33' access easement.

Please review this petition and provide your approval. If you have any questions or comments, feel free to contact us.

Sincerely,

A handwritten signature in black ink that reads "Jacob Rosbeck".

Jacob Rosbeck, P.E.

Cc: John Smaglik

FN: WA-16-20



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.

- ^{NA} New business in existing building or on existing site New Owner Temporary Use
- Change in Operations (summarize below what is changing; days/hours, etc)
^{NA}

- Change in Use (summarize below prior and new use below)
^{NA}

BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number LSBT 0237981002 Acres 0.9929 Zoning Commercial
mercantile

Business Name & Contact Person: ASSOCIATED LANDSCAPE SERVICES John Smaglik

Full Address (include City & Zip): N82W22390 Sandra dr Lisbon 53089

Phone Number & Email: 262 825 7927 ASSOCIATEDLANDSCAPE@WI.PR.COM

Signature & Date: John Smaglik March 10-2020

Property Owner Name: John Smaglik

Full Address (include City & Zip): N82W22390 Sandra dr Lisbon 53089

Phone Number & Email: 262 825 7927 ASSOCIATEDLANDSCAPE@WI.PR.COM

Signature & Date: John Smaglik March 10-2020

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: LARGER Facility

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.

This site / facility will be used To house our Landscape equipment and vehicles, this site will also be used for STORAGE of Trailers and Vehicles.

* There are to be NO items sold or manufactured ON Site.

4. Days & Times of Operation:

a. Days & Times: M-F 6A-6PM Sat 7A-1PM SUN-NA

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

a. Full-Time 1

b. Part-Time 1

FOOD / BEVERAGE / LIQUOR

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

a. If yes, please explain: _____

7. Table Seating Capacity

NA

a. Outside: _____

b. Inside: _____

c. Bar: _____

8. Food / Soda Vending Machines Yes No

NA

a. If yes, quantity of each: _____

OUTDOOR USES

9. Is there any outdoor storage? Yes No

a. If yes, please explain: Vehicles and TRAILERS

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.

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 50x80

b. Total number of spaces 4

c. Number of spaces allotted for employees 3

MUSIC / ENTERTAINMENT

13. Are any problems such as odor, smoke or noise resulting from this operation? Yes No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

14. Game Machines Yes No

a. Quantity: _____

b. Location: _____

BUILDINGS

15. Building A

a. Dimensions & Levels: 60x80 - 1 Level

b. Use: STORAGE of equipment and vehicles

16. Building B

\ a. Dimensions & Levels: _____

b. Use: _____

17. Building C

\ a. Dimensions & Levels: _____

b. Use: _____

LIGHTING (Submit Cut-Sheets)

18. Outdoor Lighting

a. Type(s): _____

b. Locations(s): _____

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.

NO SIGNAGE TO BE PROPOSED.

CHEMICALS/HAZARDOUS MATERIALS

20. Are there any Chemicals, Hazardous Waste or 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.

THERE ARE NO MATERIALS SUBJECT TO RCRA SUBTITLE C REGULATION ON THIS SITE.

bry

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.

STORAGE OF GASOLINE TO BE IN TYPE II METAL CANS HOUSED IN SEPERATE AREA, AWAY FROM STRUCTURE. NO INSIDE STORAGE OF FUEL!

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:

REFUSE DISPOSAL

23. Are there dumpsters/waste containers on the site? Yes No

a. If yes, show on the Site Plan submitted the location of dumpsters and any screening.

PERMIT APPROVAL / ISSUANCE DATES

24. Is Highway Access Permit Needed? Yes No

a. Date Issued: _____

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: NA _____

26. Septic System Approval (For New Constructions Only)

a. Date Approved: NA _____

27. Fire Department Inspection Yes No

a. Date Inspected: UNKNOWN _____

? 28. Did the Wisconsin Department of Safety & Professional Services approve building plans? Yes No

a. Date Approved: UNKNOWN _____

29. Is security fencing necessary? Yes No

HORSE BOARDING

30. Does this Operation involve the Boarding of Horses? Yes No

a. Maximum number of horses boarded: _____

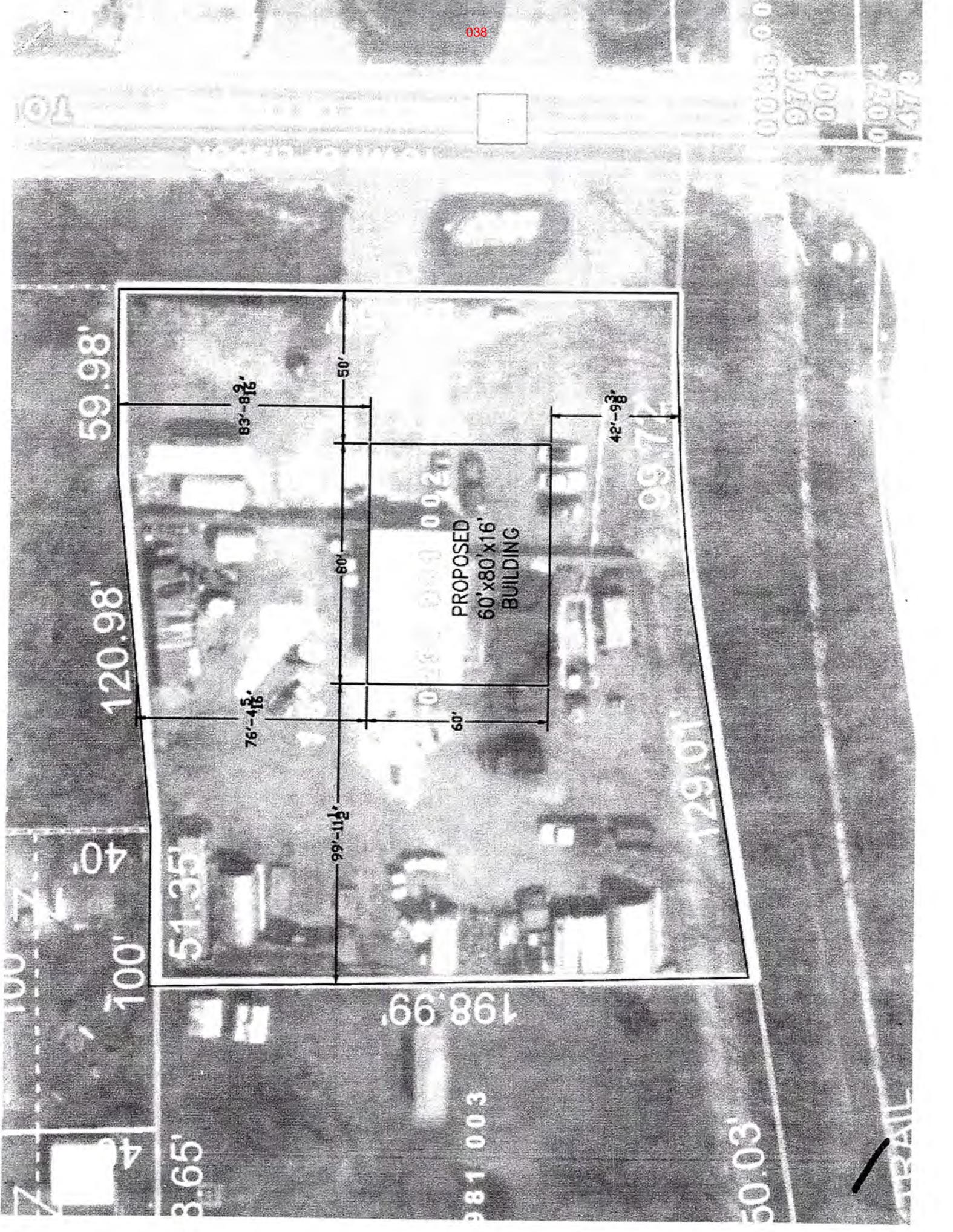
b. Maximum number of horses owned: _____

31. Has a Conservation Plan been prepared by the Land Conservation Committee? Yes No

a. Date Prepared: _____

.....
Town Approval Date(s): _____

County Approval Date(s): _____



59.98'

120.98'

40'

100'

51.35'

3.65'

76'-4⁵/₁₆'

83'-8²/₁₆'

99'-0¹/₂'

60'

50'

60'

PROPOSED
60'x80'x16'
BUILDING

42'-9³/₈'

99.72'

129.01'

198.99'

981 003

50.03'

0038 00

979

001

0074

473

TRAIL

W220 N7071 TOWNLINE ROAD, TOWN OF LISBON

BUILDING, PARKING LOT CONSTRUCTION

TOWN OF LISBON, WISCONSIN

LOCATION MAP:



QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants



122 Wisconsin Street, West Bend, Wisconsin 53095
Phone (262) 346-7800; www.quamengineering.com

CIVIL SHEET INDEX:	
SHEET	SHEET TITLE
C-100	COVER
C-101	CONSTRUCTION NOTES
C-102	EXISTING SITE & DEMOLITION PLAN
C-103	PROPOSED SITE PLAN
C-104	EROSION CONTROL PLAN
C-105	EROSION CONTROL DETAILS
C-106	GRADING PLAN
C-107	LANDSCAPE PLAN
C-108	LIGHTING PLAN

PROJECT CONTACTS:	BENCHMARK:
<p>OWNER: ASSOCIATED LANDSCAPE SERVICES ATTN: JOHN SMAGLIK N82 W22390 SANDRAS DRIVE LISBON, WI 53089-1736</p> <p>CIVIL: QUAM ENGINEERING, LLC ATTN: KEVIN PARISH 122 WISCONSIN STREET WEST BEND, WI 53095</p>	<p>SITE BENCHMARK: SOUTHEAST PROPERTY IRON (PARTIALLY BURIED) ELEV=904.80</p>
<p>DIGGERS HOTLINE Dial 811 or (800)242-8511 www.DiggersHotline.com</p>	<p>NOTES: THE CONTRACTOR SHALL REFER TO THE MUNICIPAL STANDARD SPECIFICATIONS, WATER SPECIFICATIONS, WSDOT, AND STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN.</p>

GENERAL SPECIFICATIONS FOR CONSTRUCTION ACTIVITIES:

1. THE PROPOSED IMPROVEMENTS SHALL BE CONSTRUCTED ACCORDING TO THE WISCONSIN D.O.T. STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, THE STANDARD SPECIFICATIONS FOR SEWER & WATER IN WISCONSIN, AND WISCONSIN ADMINISTRATIVE CODE, SPS 360 382-383, AND THE LOCAL ORDINANCES AND SPECIFICATIONS.
2. THE CONTRACTOR SHALL OBTAIN ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.
3. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY-EIGHT (48) HOURS PRIOR TO THE START OF CONSTRUCTION.
4. THE MUNICIPALITY SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF THE PUBLIC PORTIONS OF THE WORK. THE OWNER SHALL HAVE THE RIGHT TO INSPECT, APPROVE, AND REJECT THE CONSTRUCTION OF ALL PRIVATE PORTIONS OF THE WORK.
5. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC. FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.
6. SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
7. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGERS HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS INTENTIONS, AND TO REQUEST FIELD STAKING OF EXISTING UTILITIES.
8. SILT FENCE AND OTHER EROSION CONTROL FACILITIES MUST BE INSTALLED PRIOR TO CONSTRUCTION OR ANY OTHER LAND DISTURBING ACTIVITY. FOLLOW THE SEQUENCE OF CONSTRUCTION ON THE EROSION CONTROL PLAN FOR MORE DETAILS. INSPECTIONS SHALL BE MADE WEEKLY OR AFTER EVERY RAINFALL OF 0.5" OR MORE. REPAIRS SHALL BE MADE IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING ALL EROSION CONTROL FACILITIES ONCE THE THREAT OF EROSION HAS PASSED WITH THE APPROVAL OF THE GOVERNING AGENCY.
9. ANY ADJACENT PROPERTIES OR ROAD RIGHT-OF-WAYS WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR.
10. TRASH AND DEBRIS SHALL BE NOT ALLOWED TO ACCUMULATE ON THIS SITE AND THE SITE SHALL BE CLEAN UPON COMPLETION OF WORK.
11. THE OWNER SHALL HAVE THE RIGHT TO HAVE ALL MATERIALS USED IN CONSTRUCTION TESTED FOR COMPLIANCE WITH THESE SPECIFICATIONS.

SPECIFICATIONS FOR GRADING & EROSION CONTROL:

1. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR THE COMPUTATIONS OF ALL GRADING AND FOR ACTUAL LAND BALANCE, INCLUDING UTILITY TRENCH SPOIL. THE CONTRACTOR SHALL IMPORT OR EXPORT MATERIAL AS NECESSARY TO COMPLETE THE PROJECT. CONTRACTOR SHALL NOTIFY OWNER OF THE NEED TO IMPORT OR HAUL OFF SOIL. ON-SITE LOCATIONS SUITABLE FOR BORROW OR FILL MAY BE PRESENT. COORDINATE WITH OWNER.
2. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER.
3. SITE SHALL BE CLEARED TO THE LIMITS SHOWN ON THE PLANS. REMOVE VEGETATION FROM THE SITE BURNING IS NOT PERMITTED. PROTECT TREES AND OTHER FEATURES FROM DAMAGE WITH FENCING.
4. THE GEOTECHNICAL ENGINEER IS RESPONSIBLE FOR VERIFYING COMPACTION AND FILL PLACEMENT IN THE FIELD. THE GEOTECHNICAL ENGINEER MAY SUPERCEDE THESE SPECIFICATIONS IF THERE IS GOOD CAUSE TO DO SO. AN EXPLANATION MUST BE SUBMITTED TO THE ENGINEER IN WRITING BEFORE ANY DEVIATIONS ARE MADE.
5. IF NO GEOTECHNICAL RECOMMENDATION IS AVAILABLE, THEN THE FOLLOWING SPECIFICATIONS SHALL APPLY. ALL FILL SHALL BE CONSIDERED STRUCTURAL FILL AND SHALL BE PLACED IN ACCORDANCE WITH THE FOLLOWING: THE COMPACTED FILL SUBGRADE SHALL CONSIST OF AND SHALL BE UNDERLAIN BY SUITABLE BEARING MATERIALS, FREE OF ALL ORGANIC, FROZEN OR OTHER DELETERIOUS MATERIAL AND INSPECTED AND APPROVED BY THE RESIDENT GEOTECHNICAL ENGINEER. PREPARATION OF THE SUBGRADE, AFTER STRIPPING, SHALL CONSIST OF PROF-ROLLING TO DETECT UNSTABLE AREAS THAT MIGHT BE UNDERCUT, AND COMPACTING THE SCARIFIED SURFACE TO THE SAME MINIMUM DENSITY INDICATED BELOW. THE COMPACTED FILL MATERIALS SHALL BE FREE OF ANY DELETERIOUS, ORGANIC OR FROZEN MATTER AND SHALL HAVE A MAXIMUM LIQUID LIMIT (ASTM-D-423) AND PLASTICITY INDEX (ASTM D-424) IF 30 AND 10 RESPECTIVELY, UNLESS SPECIFICALLY TESTED AND FOUND TO HAVE LOW EXPANSIVE PROPERTIES AND APPROVED BY AN EXPERIENCED SOILS ENGINEER. THE TOP TWELVE (12") INCHES OF COMPACTED FILL SHOULD HAVE A MAXIMUM THREE (3") INCH PARTICLE DIAMETER AND ALL UNDERLYING COMPACTED FILL A MAXIMUM SIX (6") INCH PARTICLE DIAMETER UNLESS SPECIFICALLY APPROVED BY AN EXPERIENCED SOILS ENGINEER. ALL FILL MATERIAL MUST BE TESTED AND APPROVED UNDER THE DIRECTION AND SUPERVISION OF AN EXPERIENCED SOILS ENGINEER PRIOR TO PLACEMENT. IF THE FILL IS TO PROVIDE NON-FROST SUSCEPTIBLE CHARACTERISTICS, IT MUST BE CLASSIFIED AS A CLEAN GW, GP, SW, OR SP PER UNITED SOIL CLASSIFICATION SYSTEM (ASTM D-2487). FOR STRUCTURAL FILL THE DENSITY OF THE STRUCTURAL COMPACTED FILL AND SCARIFIED SUBGRADE AND GRADES SHALL NOT BE LESS THAN 95 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D-698) WITH THE EXCEPTION TO THE TOP 12 INCHES OF PAVEMENT SUBGRADE WHICH SHALL A MINIMUM IN-SITU DENSITY OF 100 PERCENT OF THE MAXIMUM DRY DENSITY, OR 5 PERCENT HIGHER THAN UNDERLYING FILL MATERIALS. THE MOISTURE CONTENT OF COHESIVE SOIL SHALL NOT VARY BY MORE THAN -1 TO +3 PERCENT AND GRANULAR SOIL ±3 PERCENT OF OPTIMUM WHEN PLACED AND COMPACTED OR RECOMPACTED, UNLESS SPECIFICALLY APPROVED BY THE SOILS ENGINEER TAKING INTO CONSIDERATION THE TYPE OF MATERIALS AND COMPACTION EQUIPMENT BEING USED. THE COMPACTION EQUIPMENT SHOULD CONSIST OF SUITABLE MECHANICAL EQUIPMENT SPECIFICALLY DESIGNED FOR SOIL COMPACTION. BULLDOZERS OR SIMILAR TRACKED VEHICLES ARE TYPICALLY NOT SUITABLE FOR COMPACTION. MATERIAL THAT IS TOO WET TO PERMIT PROPER COMPACTION MAY BE SPREAD ON THE FILL AND PERMITTED TO DRY. DISCING, HARROWING OR PULVERIZING MAY BE NECESSARY TO REDUCE THE MOISTURE CONTENT TO A SATISFACTORY VALUE, AFTER WHICH IT SHALL BE COMPACTED. THE FINISHED SUBGRADE AREAS OF THE SITE SHALL BE COMPACTED TO 100 PERCENT OF THE STANDARD PROCTOR (ASTM D-398) MAXIMUM DENSITY.
6. NO FILL SHALL BE PLACED ON A WET OR SOFT SUBGRADE. THE SUBGRADE SHALL BE PROF-ROLLED AND INSPECTED BY THE GEOTECHNICAL ENGINEER BEFORE ANY MATERIAL IS PLACED.
7. SUBGRADE TOLERANCES ARE +/- 1" FOR LANDSCAPE AREAS AND +/- 1/2" FOR ALL PAVEMENT AND BUILDING AREAS.
8. TOPSOIL SHALL BE FREE OF DELETERIOUS MATERIALS, ROOTS, OLD VEGETATION, ROCKS OVER 2" DIAMETER AND SHALL NOT BE EXCESSIVELY CLAYEY IN NATURE. NO CLUMPS LARGER THAN 4" ARE ACCEPTABLE. TOPSOIL MAY BE AMENDED AS NEEDED WITH SAND OR COMPOST TO BE LOOSE WHEN SPREAD.
9. THE CONTRACTOR SHALL MAINTAIN SITE DRAINAGE THROUGHOUT CONSTRUCTION. THIS MAY INCLUDE THE EXCAVATION OF TEMPORARY DITCHED OR PUMPING TO ALLEVIATE WATER PONDING. ANY DEWATERING SHALL NOT GO DIRECTLY TO STREAMS, CREEKS, WETLANDS OR OTHER ENVIRONMENTALLY SENSITIVE AREAS WITHOUT BEING TREATED FIRST. A DIRT BAG OR OTHER DEWATERING TREATMENT DEVICE MAY BE USED TO CAPTURE SEDIMENT FROM THE PUMPED WATER.
10. THE STONE TRACKING PAD SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE EXISTING GRAVEL PARKING IS TO BE USED AS STONE TRACKING PAD. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACK OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.
11. SOIL STOCKPILES SHALL BE LOCATED A MINIMUM OF 75 FEET FROM LAKES, STREAMS, WETLANDS, DITCHES, DRAINAGE WAYS, CURBS AND GUTTERS OR OTHER STORMWATER CONVEYANCE SYSTEM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. MEASURES SHALL BE TAKEN TO MINIMIZE EROSION AND RUNOFF FROM ANY SOIL STOCKPILES THAT WILL LIKELY REMAIN FOR MORE THAN FIVE WORKING DAYS. ANY STOCKPILE THAT REMAINS FOR MORE THAN 30 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING.
12. EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.
13. CUT AND FILL SLOPES SHALL BE NO GREATER THAN 4:1.
14. EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECOGNIZING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.
15. ALL DISTURBED SLOPES OF 4:1 OR GREATER AND DRAINAGE SWALES SHALL BE STABILIZED WITH CURLEX EROSION CONTROL FABRIC (INSTALL PER MANUFACTURER'S SPECIFICATIONS).

SPECIFICATIONS FOR PRIVATE UTILITIES:

1. EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY AND ARE NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES. IF ANY EXISTING UTILITIES ARE NOT AS SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY FOR POSSIBLE REDESIGN. CONTRACTOR SHALL CALL "DIGGERS HOTLINE" PRIOR TO ANY CONSTRUCTION.
2. ALL CONNECTIONS TO EXISTING PIPES AND MANHOLES SHALL BE CORED CONNECTIONS. CONNECTIONS TO WATER MAIN SHALL BE WET TAPED WITH A STAINLESS STEEL TAPPING SLEEVE.
3. BUILDING LATERALS SHALL BE CONSTRUCTED IN ACCORDANCE WITH LOCAL AND STATE PLUMBING CODES AND IN ACCORDANCE WITH STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION WISCONSIN, LATEST EDITION. PROPOSED SANITARY SEWER AND INTERNALLY CONNECTED STORM SEWER SHOWN IN THIS PLAN SHALL TERMINATE AT A POINT FIVE (5) FEET FROM THE EXTERIOR BUILDING WALL. THE EXACT LOCATION OF ALL DOWN SPOUT CONNECTIONS SHALL BE PER THE ARCHITECTURAL PLANS.
4. CONTRACTOR SHALL NOT SHUT OFF WATER OR PLUG SANITARY SEWER IN MUNICIPAL LINES WITHOUT PRIOR APPROVAL.
5. MATERIALS FOR STORM SEWER SHALL BE AS FOLLOWS: STORM SEWER PIPE 48" OR LESS SHALL BE HIGH DENSITY POLYETHYLENE (HDPE) CORRUGATED PIPE WITH AN INTEGRALLY FORMED SMOOTH WATERWAY SUCH AS ADS N-12. FOR PIPE 10" OR LESS IN DIAMETER, PVC, ASTM D-3034, SDR-26, MAY ALSO BE USED. WHERE SPECIFICALLY REQUIRED, REINFORCED CONCRETE PIPE (RCP), ASTM C-76, CLASS III OR HIGHER, MAY BE USED. TRENCH SECTION SHALL BE CLASS "B" FOR PVC AND HDPE AND CLASS "C" FOR CONCRETE (PER STANDARD SPECIFICATIONS). MANHOLES, INLETS AND CATCH BASINS SHALL BE PRE CAST REINFORCED CONCRETE, ASTM C-478. CASTINGS SHALL BE HEAVY DUTY CAST IRON. AREA DRAINS SHALL BE ADSNYLOPLAST OR EQUIVALENT AND SHALL BE A MINIMUM OF 24" IN DIAMETER. CONNECTIONS TO EXISTING PIPES SHALL BE MADE WITH INSERT A WYE OR EQUIVALENT. LAST (3) THREE JOINTS SHALL BE RESTRAINED WITH RODS. PIPE SHALL MEET THE REQUIREMENTS OF AASHTO M-294, TYPE S.
6. MATERIALS FOR SANITARY SEWER SHALL BE AS FOLLOWS: SANITARY SEWER SHALL BE PVC, ASTM D-3034, SDR-35 WITH RUBBER GASKETED JOINTS, CONFORMING TO ASTM D-3212. TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTIONS SHALL BE MAD WITH A INSERT A WYE OR EQUIVALENT. A MINIMUM OF 6" OF COVER IS REQUIRED FOR ALL SANITARY SEWER.
7. MATERIALS FOR WATER SERVICES AND PRIVATE HYDRANTS SHALL BE AS FOLLOWS: WATER SERVICES SHALL BE PVC, HDPE, OR DI AS ALLOWED BY MUNICIPAL CODE, PVC SHALL BE AWWA C-900, DI SHALL BE AWWA C151, CLASS 52 (OR AS REQUIRED BY LOCAL CODE). TRENCH SECTIONS SHALL BE CLASS "B" BEDDING (PER STANDARD SPECIFICATIONS). CRUSHED STONE CHIPS SHALL BE USED FOR BEDDING MATERIAL. CONNECTION SHALL BE MADE WITH A WET TAP, CORPORATE STOP AND VALVE BOX PER MUNICIPAL STANDARDS. A MINIMUM OF 6" COVER IS REQUIRED FOR ALL WATER MAIN. VALVES SHALL BE NON RISING STEM, RESILIENT SEATED GATE VALVES COMPLYING WITH AWWA C509 WITH A THREE PIECE CAST IRON VALVE BOX. INSTALL THRUST BLOCKS AT ALL BENDS AND TEES. DISINFECT ALL NEW LINES AND OBTAIN SAFE WATER SAMPLE PRIOR TO USE.
8. EXTREME CAUTION MUST BE FOLLOWED REGARDING THE COMPACTION OF ALL UTILITY TRENCHES. MECHANICALLY COMPACTED GRANULAR BACKFILL IS REQUIRED UNDER & WITHIN 5 FEET OF ALL PAVEMENT INCLUDING SIDEWALKS. FLOODING OF BACKFILL MATERIAL IS NOT ALLOWED.
9. TRACER WIRE (NO.8 SINGLE STRAND COPPER) AND WARNING TAPE SHALL BE INSTALLED ON ALL UTILITIES IN ACCORDANCE WITH THE LOCAL AND STATE CODES. TRACER WIRE SHALL TERMINATE IN A VALVECO TERMINAL BOX AT EACH END IN ACCORDANCE WITH 182.0715(2R) OF STATE STATUTES.
10. MANDREL TESTING ON SANITARY LINES AND PRESSURE TESTING ON WATER MAIN MAY BE REQUIRED BY THE OWNER OR MUNICIPALITY.
11. UPON COMPLETION OF FINAL PAVING OPERATIONS, THE UTILITY CONTRACTOR SHALL ADJUST ALL MANHOLE AND INLET RIMS AND VALVE BOXES TO FINISHED GRADE.
12. ALL UTILITY CONSTRUCTION SHALL BE DONE IN COMPLIANCE WITH THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN (LATEST EDITION AND ADDENDUM) AND ALL STATE AND LOCAL CODES. IT IS THE CONTRACTORS RESPONSIBILITY TO DETERMINE WHICH SPECIFICATIONS APPLY, AND TO COORDINATE ALL CONSTRUCTION ACTIVITIES WITH THE APPROPRIATE LOCAL AND STATE AUTHORITIES.
13. GENERAL CONTRACTOR SHALL COORDINATE WITH LOCAL GAS TELEPHONE, AND ELECTRICAL UTILITIES FOR EXACT LOCATION SIZE AND DEPTH OF NEW SERVICE.

SPECIFICATIONS FOR PAVING:

1. AGGREGATES USED IN THE CRUSHED STONE BASE SHALL CONFORM TO THE GRADATION REQUIREMENTS SECTIONS 301.2 AND 305.2.2 OF THE STANDARD SPECIFICATIONS. THICKNESS SHALL BE PER THE DETAIL ON THE PLANS. BASE SHALL BE 1-1/2" INCH DIAMETER LESTONE TRAFFIC BOND AGGREGATE BASE COURSE UNLESS NOTED OTHERWISE. SUBSTITUTION AND/OR RECYCLED MATERIALS MAY BE ALLOWED WITH APPROVAL FROM THE OWNER.
2. SUBGRADE SHALL BE PROOFROLLED AND APPROVED BY A GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT OF STONE BASE. EXCAVATE UNSUITABLE AREAS AND REPLACE WITH BREAKER RUN STONE AND RECOMPACT. REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL SPECIFICATIONS.
3. EXISTING PAVEMENT SHALL BE SAWCUT IN NEAT STRAIGHT LINES TO FULL DEPTH AT ANY POINT WHERE EXISTING PAVEMENT IS REMOVED. CURB AND WALK SHALL BE REMOVED TO THE NEAREST JOINT. REMOVED PAVEMENT SHALL BE REPLACED WITH THE SAME SECTION AS EXISTING. MUNICIPAL STANDARDS MAY REQUIRE ADDITIONAL WORK.
4. ASPHALT FOR PARKING AREAS AND THE PRIVATE ROAD SHALL BE PER THE DETAILS MATERIALS AND PLACEMENT SHALL CONFORM TO THE DOT STANDARD SPECIFICATIONS, SECTION 450 AND 460 LT 58-28 S IS REQUIRED UNLESS NOTED OTHERWISE A COMMERCIAL GRADE MIX MAY BE SUBSTITUTED ONLY WITH APPROVAL FROM THE OWNER.
5. TACK COAT SHALL BE IN ACCORDANCE WITH THE SUBSECTION 455.2.5 OF THE STANDARD SPECIFICATIONS. THE RATE OF APPLICATION SHALL BE 0.025 GAL/SY.
6. CONCRETE FOR CURB, DRIVEWAYS, WALKS, AND NON-FLOOR SLABS SHALL CONFORM TO SECTION 415 OF THE STANDARD SPECIFICATIONS, GRADE A, ASTM C-94, 6 BAG MIX WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3,500 PSI. JOINTING SHALL BE PER SECTION 415.3.7 OF THE STANDARD SPECIFICATIONS WITH CONSTRUCTION JOINTS HAVING A MAXIMUM SPACING OF 10'. EXPANSION JOINTS SHALL BE PROVIDED EVERY 50'. CONCRETE SHALL BE FINISHED PER SECTION 415.3.8 WITH A MEDIUM BROOM TEXTURE. A CURING MEMBRANE IN CONFORMANCE WITH SECTION 415.3.12 IS REQUIRED.
7. PAVEMENT MARKINGS SHALL BE PAINT IN ACCORDANCE WITH WISCONSIN DOT SECTION 646 OF THE STANDARD SPECIFICATIONS AND WITH LOCAL CODES. THE FOLLOWING ITEMS SHALL BE PAINTED WITH COLORS NOTED BELOW:
 PARKING STALLS; WHITE
 PEDESTRIAN CROSSWALKS; WHITE
 LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN OPPOSITE DIRECTIONS; YELLOW
 LANE STRIPING WHERE SEPARATING TRAFFIC IS MOVING IN SAME DIRECTIONS; WHITE
 ADA SYMBOLS; WHITE

RESTORATION NOTES:

1. ALL DISTURBED AREAS, EXCEPT STREET PAVEMENT AND SIDEWALK AREAS, SHALL RECEIVE A MINIMUM OF FOUR (4) INCHES OF TOPSOIL, FERTILIZER, SEED AND MULCH. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. LAWN AREAS WITH SLOPES GREATER THAN 4:1 SHALL BE SEEDED WITH OLDS "NOMOW" MIX OR EQUAL. ALL OTHER DISTURBED AREAS SHALL BE SEEDED WITH MADISON PARKS MIX OR EQUAL. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS.
2. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX. SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 16% PHOSPHORIC ACID, NOT LESS THAN 6%; POTASH, NOT LESS THAN 6%.
3. ALL FINISH GRADED AREAS SHALL BE SEEDED AND MULCHED BY SEPTEMBER 15TH. IF THE SITE DOES NOT HAVE FINISH GRADED AREAS COMPLETED BY OCTOBER 15TH, ALL DISTURBED AREAS SHALL BE RESTORED WITH TEMPORARY SEEDING (COVER CROP). AREAS NEEDING PROTECTION DURING PERIODS WHEN PERMANENT SEEDING IS NOT APPLIED SHALL BE SEEDED WITH ANNUAL SPECIES FOR TEMPORARY PROTECTION. SEE TABLE 1 OF THE WISCONSIN DNR CONSERVATION PRACTICE STANDARD 1059, FOR SEEDING RATES OF COMMONLY USED SPECIES. THE RESIDUE FROM THIS CROP MAY EITHER BE INCORPORATED INTO THE SOIL DURING SEEDBED PREPARATION AT THE NEXT PERMANENT SEEDING PERIOD OR LEFT ON THE SOIL SURFACE AND THE PLANTING MADE AS A NO-TILL SEEDING.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR A SATISFACTORY STAND OF GRASS ON ALL SEEDED AREAS FOR ONE YEAR AFTER THE PROJECT'S FINAL ACCEPTANCE.

W220 N7071 TOWNLINE ROAD, TOWN OF LISBON
 CONSTRUCTION NOTES
 DATED: APRIL 14, 2020

C-101

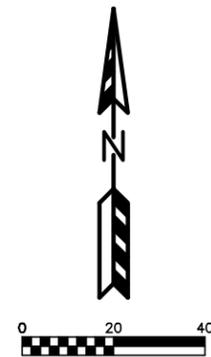
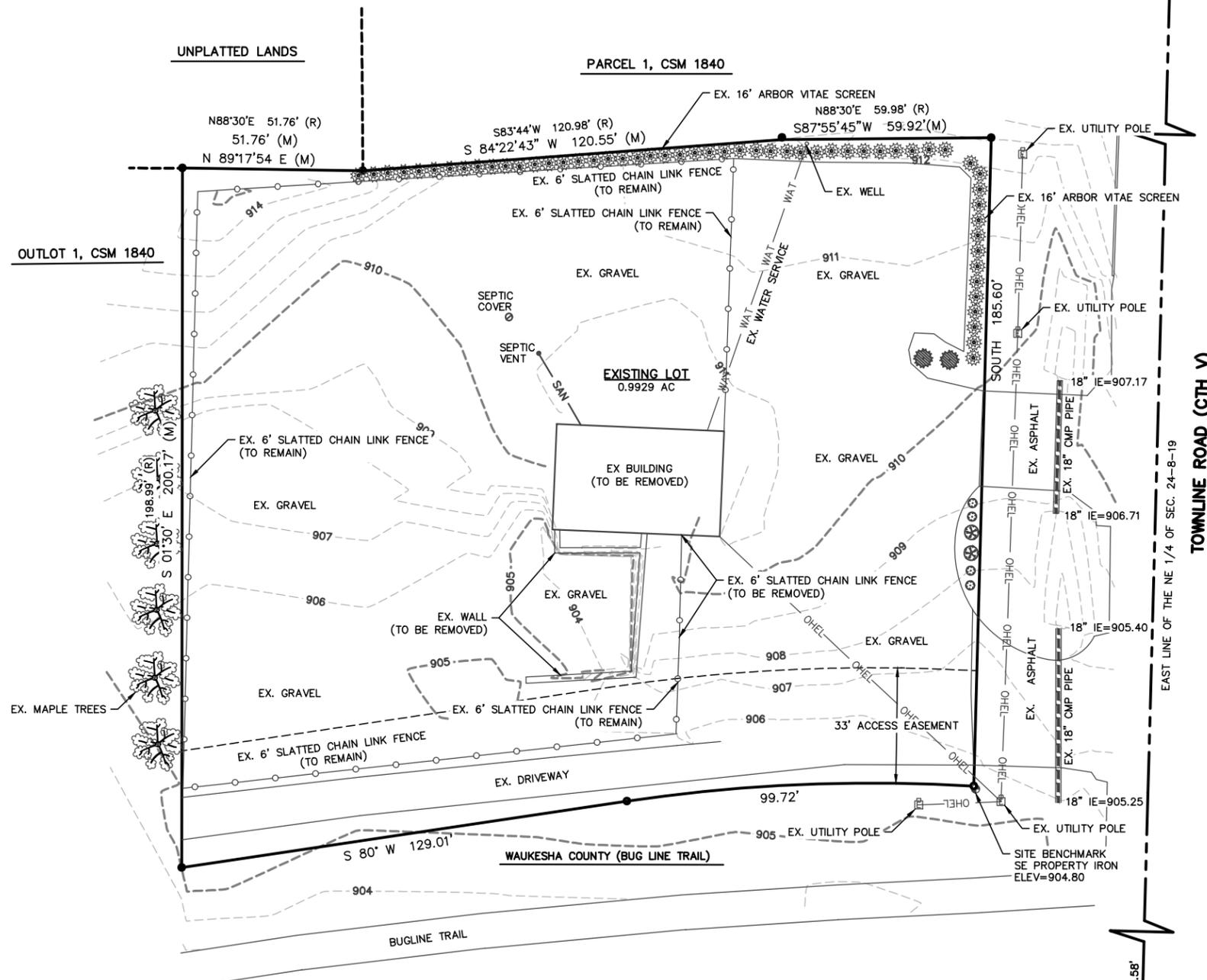
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 Phone (262) 346-7800; www.quamengineering.com

041

THE NORTHEAST 1/4 COR. OF SEC. 24-8-19



LEGEND:

- 896 --- EXISTING MINOR CONTOUR.
- 895 --- EXISTING MAJOR CONTOUR.
- OHEL — OVERHEAD ELECTRIC LINE.
- BuEl — BURIED ELECTRIC LINE.
- BuTel — BURIED TELEPHONE LINE.
- FO — FIBER OPTIC LINE.
- GAS — GAS LINE.
- SAN — SANITARY SEWER MAIN OR LATERAL.
- WAT — WATER MAIN OR SERVICE.
- ===== STORM SEWER LINE.
- ELECTRIC METER.
- GAS METER.
- GAS VALVE.
- FIRE HYDRANT.
- POWER POLE.
- SANITARY SEWER MANHOLE.
- STORM SEWER MANHOLE.
- STORM SEWER INLET.
- TELEPHONE PEDESTAL.
- TRANSFORMER.
- WATER VALVE.

TOWNLIN ROAD (CTH V)

EAST LINE OF THE NE 1/4 OF SEC. 24-8-19

THE EAST 1/4 COR. OF SEC. 24-8-19

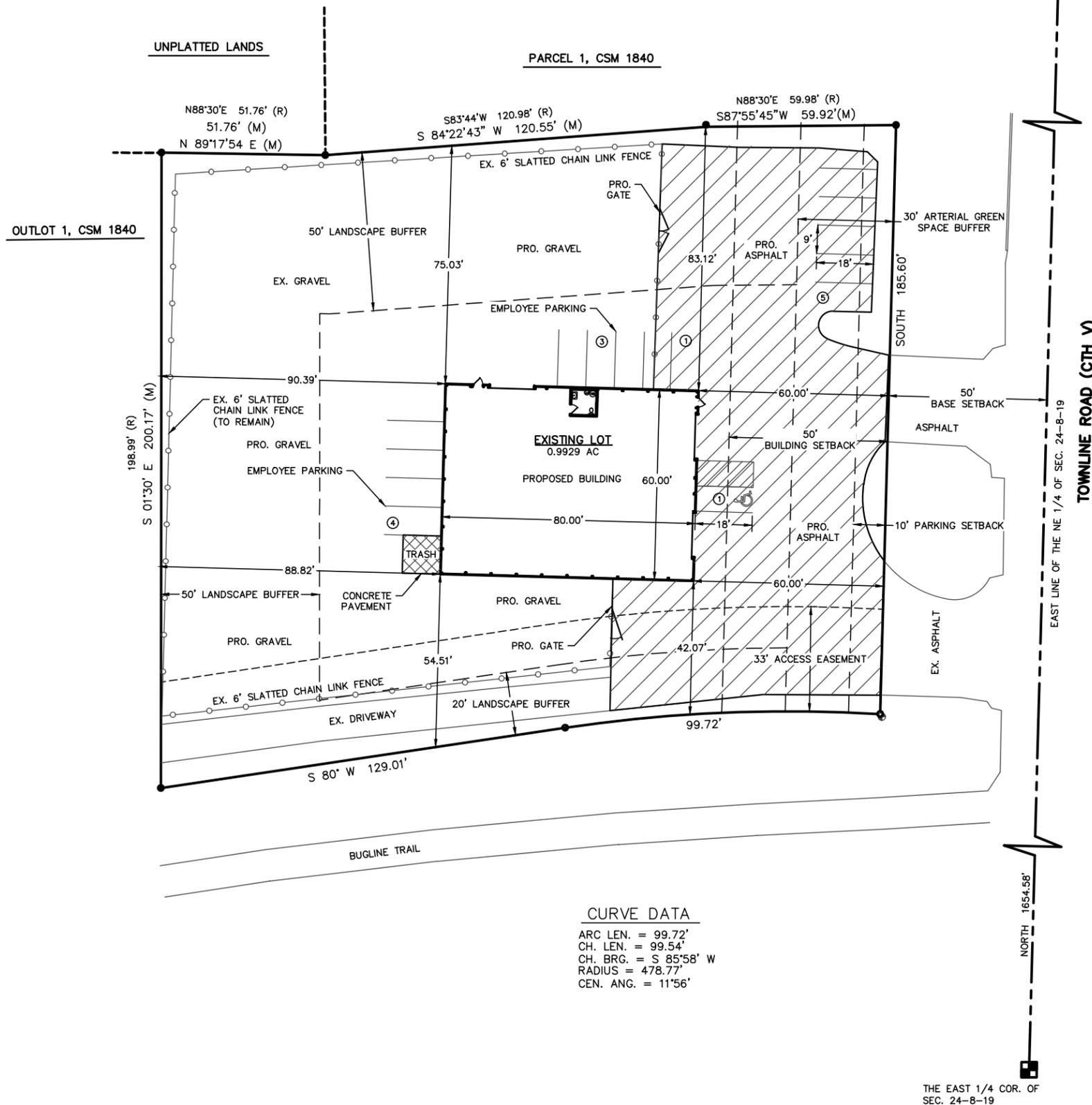
W220 N7071 TOWNLIN ROAD, TOWN OF LISBON
EXISTING CONDITIONS PLAN
DATED: APRIL 14, 2020

C-102

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042



LEGEND:
 (P) - PARKING STALLS IN A ROW

SITE INFORMATION BLOCK

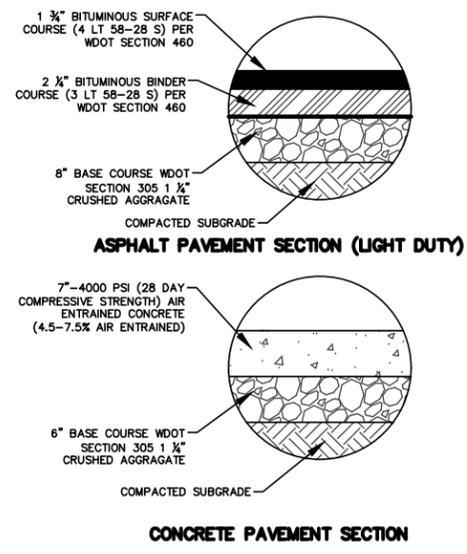
Site Address W220 N7071 Townline Road
 Site acreage (total) 0.9929 Acres
 Existing Impervious Area 0.914 Acres
 Area of Disturbance 0.876 Acres

Current Zoning M-2
 Setbacks Building/Pavement
 Front 50'
 Side 200'/50'
 Rear 50'
 Number of Parking stalls required: 12
 Number of Parking stalls provided: 14

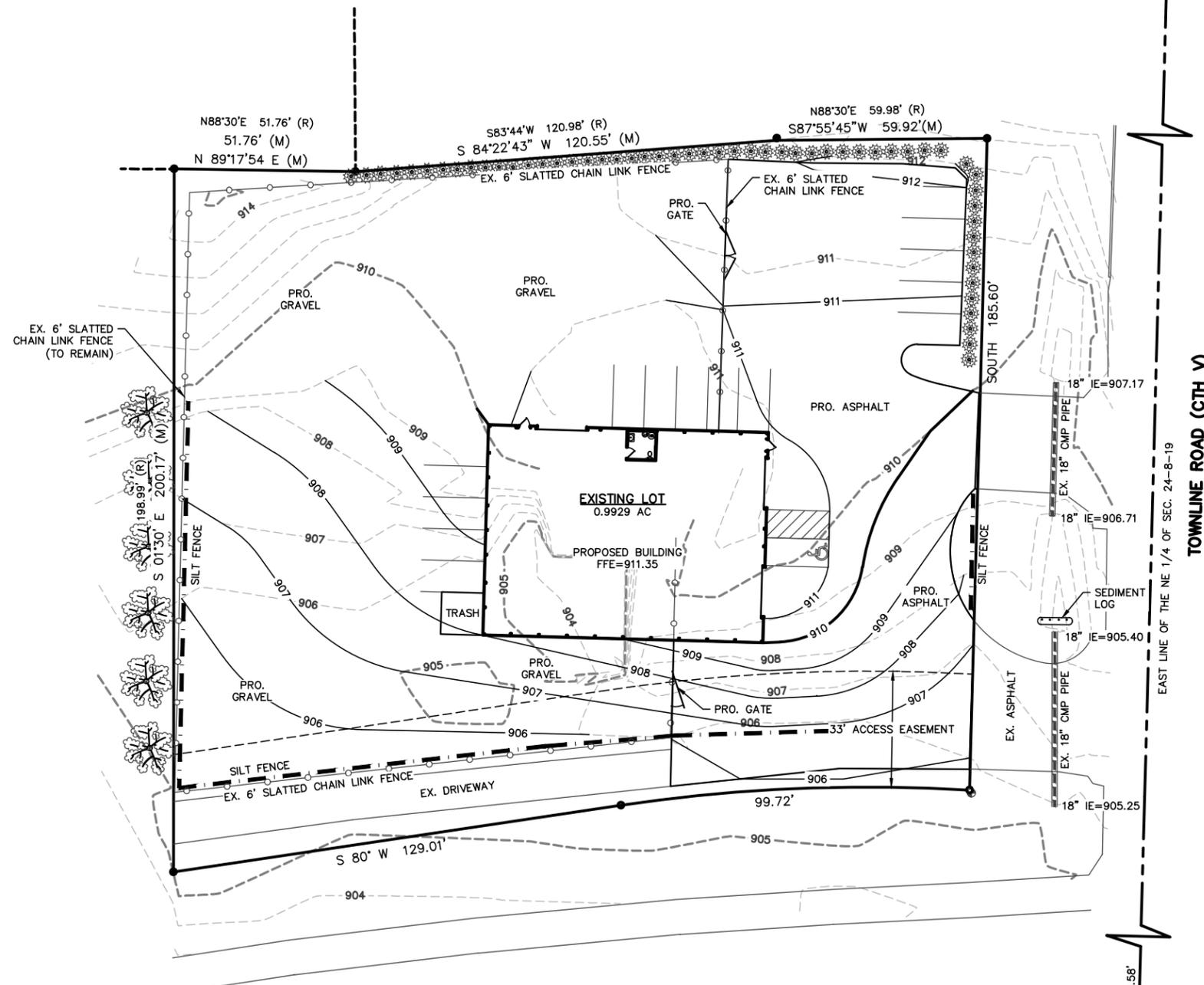
Surface Coverage Total:

Impervious	39,811 SQ FT (0.91 Acres)
Pervious	3,439 SQ FT (0.08 Acres)
Total	43,250 SQ FT (0.99 Acres)
Impervious Percentage	92.0%

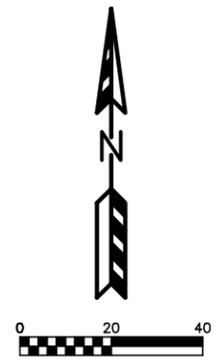
- SITE PLAN NOTES:**
- DIMENSIONS ARE TO FACE OF BUILDING UNLESS OTHERWISE NOTED.
 - ALL STRIPING AND SIGNAGE SHALL COMPLY WITH THE WISCONSIN MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.



W220 N7071 TOWNLIN ROAD, TOWN OF LISBON
 PROPOSED SITE PLAN
 DATED: APRIL 10, 2020
C-103



CURVE DATA
 ARC LEN. = 99.72'
 CH. LEN. = 99.54'
 CH. BRG. = S 85°58' W
 RADIUS = 478.77'
 CEN. ANG. = 11°56'



TOWNLIN ROAD (CTH V)

EAST LINE OF THE NE 1/4 OF SEC. 24-8-19

THE EAST 1/4 COR. OF SEC. 24-8-19

TIME SCHEDULE:

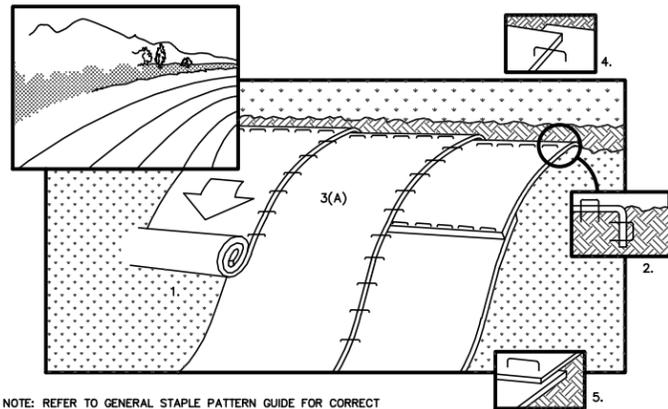
- JUNE 15, 2020.**
INSTALL SITE SILT FENCE, INLET PROTECTION AND TEMPORARY CONSTRUCTION ENTRANCES AS SHOWN ON PLANS. ANY ADDITIONAL CONSTRUCTION ENTRANCES IF APPROVED BY THE TOWN OF LISBON SHALL HAVE A TRACKING PAD.
- JUNE 16, 2020 - APRIL 1, 2021.**
STRIP TOPSOIL AND CONSTRUCT TEMPORARY TOPSOIL STOCKPILE LOCATION ACCORDING TO "SPECIFICATIONS FOR GRADING & EROSION CONTROL" ON "CONSTRUCTION NOTES PAGE".
BEGIN PROPOSED SITE GRADING INCLUDING BUILDING PAD PREPARATION.
START CONSTRUCTION OF UTILITIES: CONNECT TO EXISTING WATER SERVICE AND SANITARY SEWER LINES.
CONTINUE SITE GRADING.
INSTALL BASE COURSES AND PROPOSED PAVEMENTS.
- APRIL 2 - 15, 2021.**
ALL PERMANENT SEEDING SHALL BE COMPLETED BY SEPTEMBER 15. ALL TEMPORARY SEEDING SHALL BE COMPLETED BY OCTOBER 15 (REFER TO DNR STANDARD 1059.)
STABILIZATION FOR ALL EXPOSED SOIL AFTER OCTOBER 15 SHALL CONSIST OF ANIONIC POLYACRYLAMIDE (PAM) IN ADDITION TO TEMPORARY SEEDING IN AREAS WITHOUT EROSION CONTROL MAT. PLACE PAM IN ACCORDANCE WITH MNR TECHNICAL STANDARD 1050. AFTER OCTOBER 15 ALL SLOPES 4:1 OR STEEPER THAT ARE NOT PERMANENTLY VEGETATED SHALL HAVE EROSION MAT INSTALLED IN PREPARATION OF WINTER CONDITIONS.
SPREAD SALVAGED OR IMPORTED TOPSOIL IN PROPOSED LANDSCAPE AREAS AND RESTORE.
CONTRACTOR MAY MODIFY SEQUENCING AS NEEDED TO COMPLETE CONSTRUCTION IF EROSION CONTROLS ARE MAINTAINED IN ACCORDANCE WITH THE CONSTRUCTION SITE EROSION CONTROL REQUIREMENTS SET FORTH IN FEDERAL, STATE & LOCAL PERMITS. NOTIFY TOWN OF LISBON PRIOR TO CHANGE.
AS CONDITIONS WARRANT DURING CONSTRUCTION ADDITIONAL BMPs SHALL BE INSTALLED TO REDUCE THE MIGRATION OF SEDIMENT THE THE MAXIMUM EXTENT PRACTICABLE
REMOVE ALL TEMPORARY EROSION CONTROL MEASURES AFTER SITE IS STABILIZED AND STABILIZE AND AREAS DISTURBED BY REMOVAL OF BMPs.

W220 N7071 TOWNLIN ROAD, TOWN OF LISBON
 EROSION CONTROL PLAN
 DATED: APRIL 14, 2020

C-104



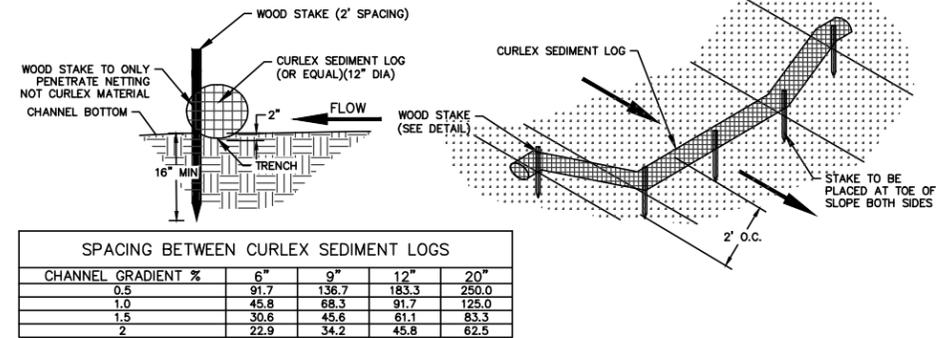
SLOPE AREA DRAINS TO SEDIMENT BASIN OR SEDIMENT TRAP?	MAXIMUM PERIOD OF BARE SOIL EXPOSURE (CALENDAR DAYS)	
	LAND DISTURBANCE BETWEEN SEPTEMBER 16TH AND MAY 1ST	LAND DISTURBANCE BETWEEN MAY 2ND AND SEPTEMBER 15TH
YES	90	90
NO	60	30



NOTE: REFER TO GENERAL STAPLE PATTERN GUIDE FOR CORRECT STAPLE PATTERN RECOMMENDATIONS FOR SLOPE INSTALLATIONS.

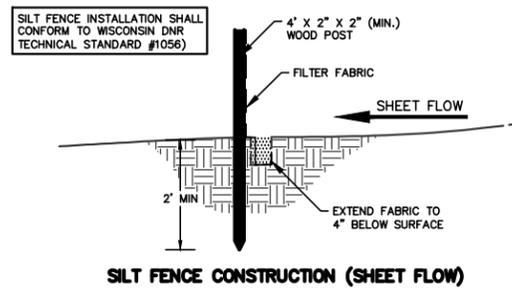
1. PREPARE SOIL BEFORE INSTALLING BLANKETS, INCLUDING APPLICATION OF FERTILIZER AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET IN 6" DEEP X 6" WIDE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING.
3. ROLL THE BLANKETS (A.) DOWN OR (B.) HORIZONTALLY ACROSS THE SLOPE.
4. THE EDGES OF PARALLEL BLANKETS MUST BE STAPLED WITH APPROXIMATELY 2" OVERLAP.
5. WHEN BLANKETS MUST BE SPLICED DOWN THE SLOPE, PLACE BLANKETS END OVER END (SHINGLE STYLE) WITH APPROXIMATELY 4" OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY
6. ALL BLANKETS MUST BE SECURELY FASTENED TO THE SLOPE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS RECOMMENDED BY THE MANUFACTURER.

EROSION CONTROL MAT - SLOPE INSTALLATION



SPACING BETWEEN CURLEX SEDIMENT LOGS				
CHANNEL GRADIENT %	6"	9"	12"	20"
0.5	91.7	136.7	183.3	250.0
1.0	45.8	68.3	91.7	125.0
1.5	30.6	45.6	61.1	83.3
2	22.9	34.2	45.8	62.5

SEDIMENT LOG DETAIL



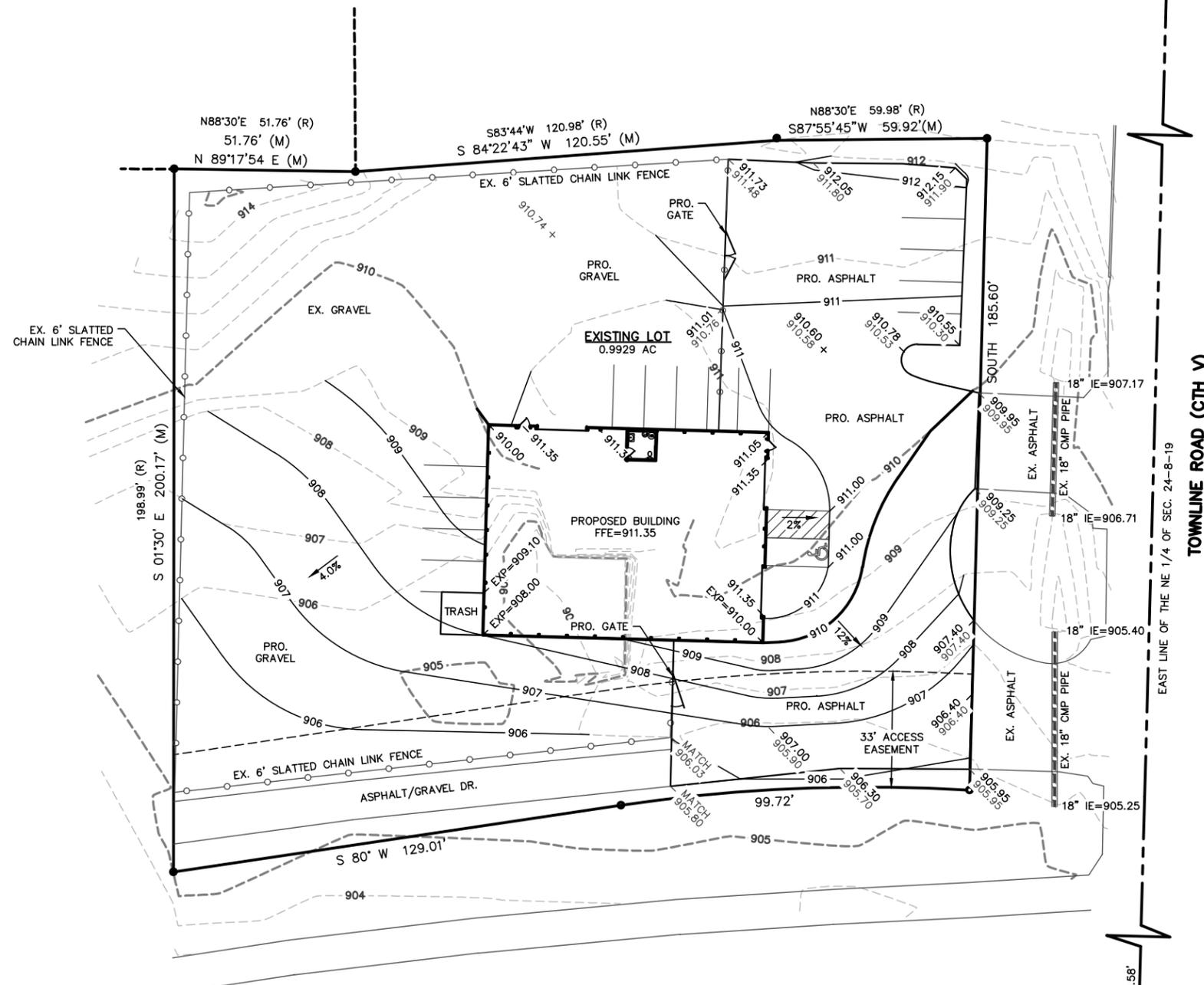
SILT FENCE CONSTRUCTION (SHEET FLOW)

W220 N7071 TOWNLIN ROAD, TOWN OF LISBON
EROSION CONTROL DETAILS
DATED: APRIL 14, 2020

C-105

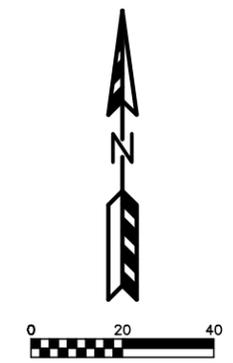
045

THE NORTHEAST 1/4 COR. OF SEC. 24-8-19



CURVE DATA

ARC LEN. = 99.72'
 CH. LEN. = 99.54'
 CH. BRG. = S 85°58' W
 RADIUS = 478.77'
 CEN. ANG. = 11°56'



LEGEND:

- - - 936 - - - EXISTING MINOR CONTOUR.
- - - 935 - - - EXISTING MAJOR CONTOUR.
- 936 — — PROPOSED MINOR CONTOUR.
- 935 — — PROPOSED MAJOR CONTOUR.
- 934.23 - EXISTING SPOT ELEVATION.
- 934.23 - PROPOSED SPOT ELEVATION.
- ===== EXISTING STORM SEWER.

TOWNLINER ROAD (CTH V)

EAST LINE OF THE NE 1/4 OF SEC. 24-8-19

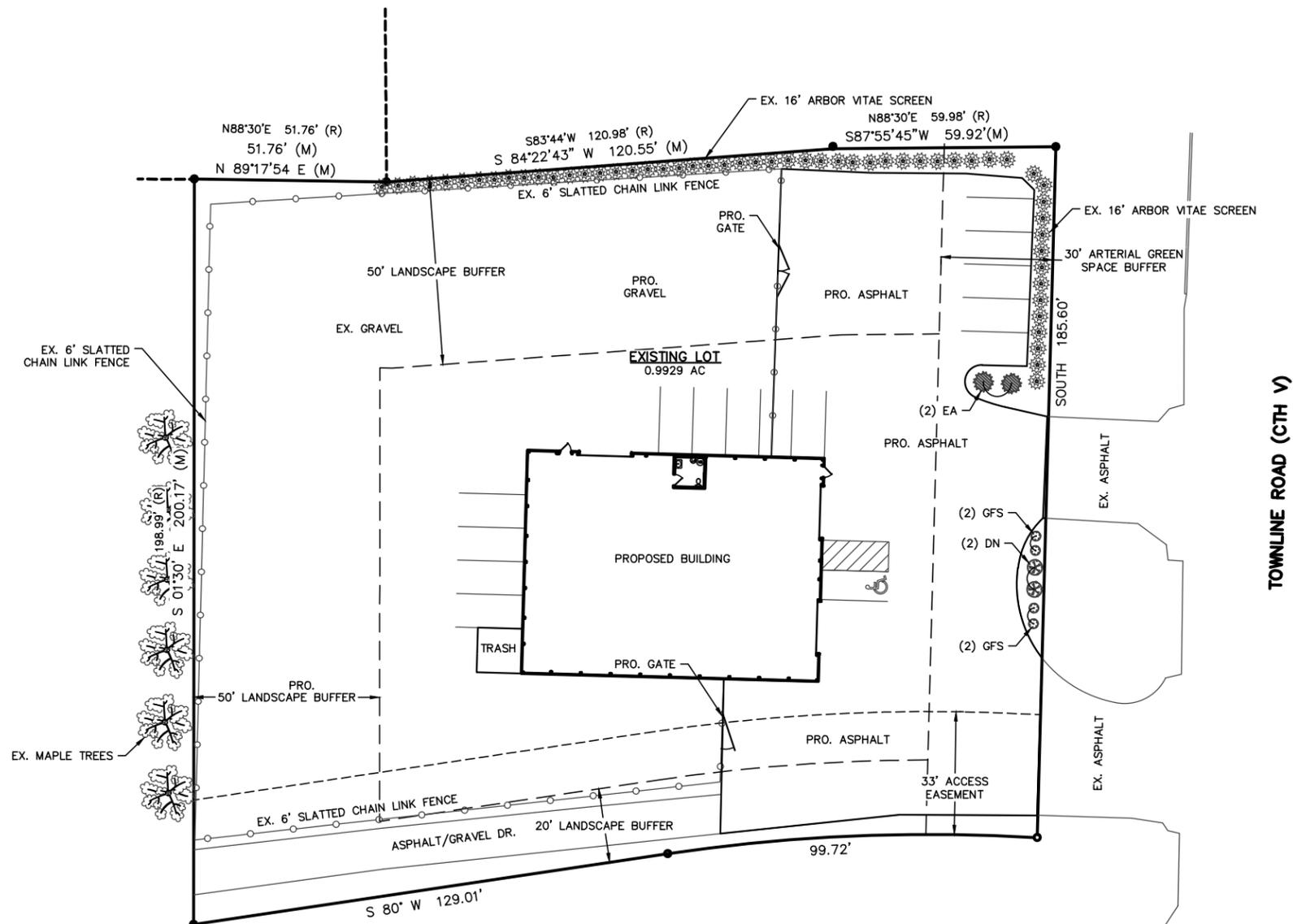
THE EAST 1/4 COR. OF SEC. 24-8-19

W220 N7071 TOWNLINER ROAD, TOWN OF LISBON
 GRADING PLAN
 DATED: APRIL 14, 2020

C-106

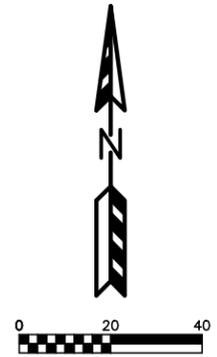


122 Wisconsin Street; West Bend, Wisconsin 53095
 Phone (262) 346-7800; www.quamengineering.com



CURVE DATA

ARC LEN. = 99.72'
 CH. LEN. = 99.54'
 CH. BRG. = S 85°58' W
 RADIUS = 478.77'
 CEN. ANG. = 11°56'



PLANT LIST

KEY	QUAN	SIZE	COMMON NAME	ROOT
	8		DECIDUOUS SHRUBS	
DN	3	24"	DIABLO NINEBARK	POT
GFS	3	24"	GOLD FLAME SPIREA	POT
	17		UPRIGHT EVERGREEN SHRUBS	
EA	17	4'	EMERALD ARBORVITAE	BB

NOTES:

- Designated lawn areas to receive a minimum of 6" of topsoil, premium bluegrass seed mix, starter fertilizer, and straw or straw mat mulch.
- Foundation planting beds and designated planting beds to be mulched with shredded hardwood bark mulch spread to a depth of 3".
- Individual trees and shrub groupings in lawn areas to receive shredded hardwood bark mulch plant rings (4' diameter) spread to a depth of 3".
- Designated planting beds to be separated from lawn areas with 5" black vinyl edging.
- Owner will be responsible for landscape maintenance after completion and acceptance of the project.

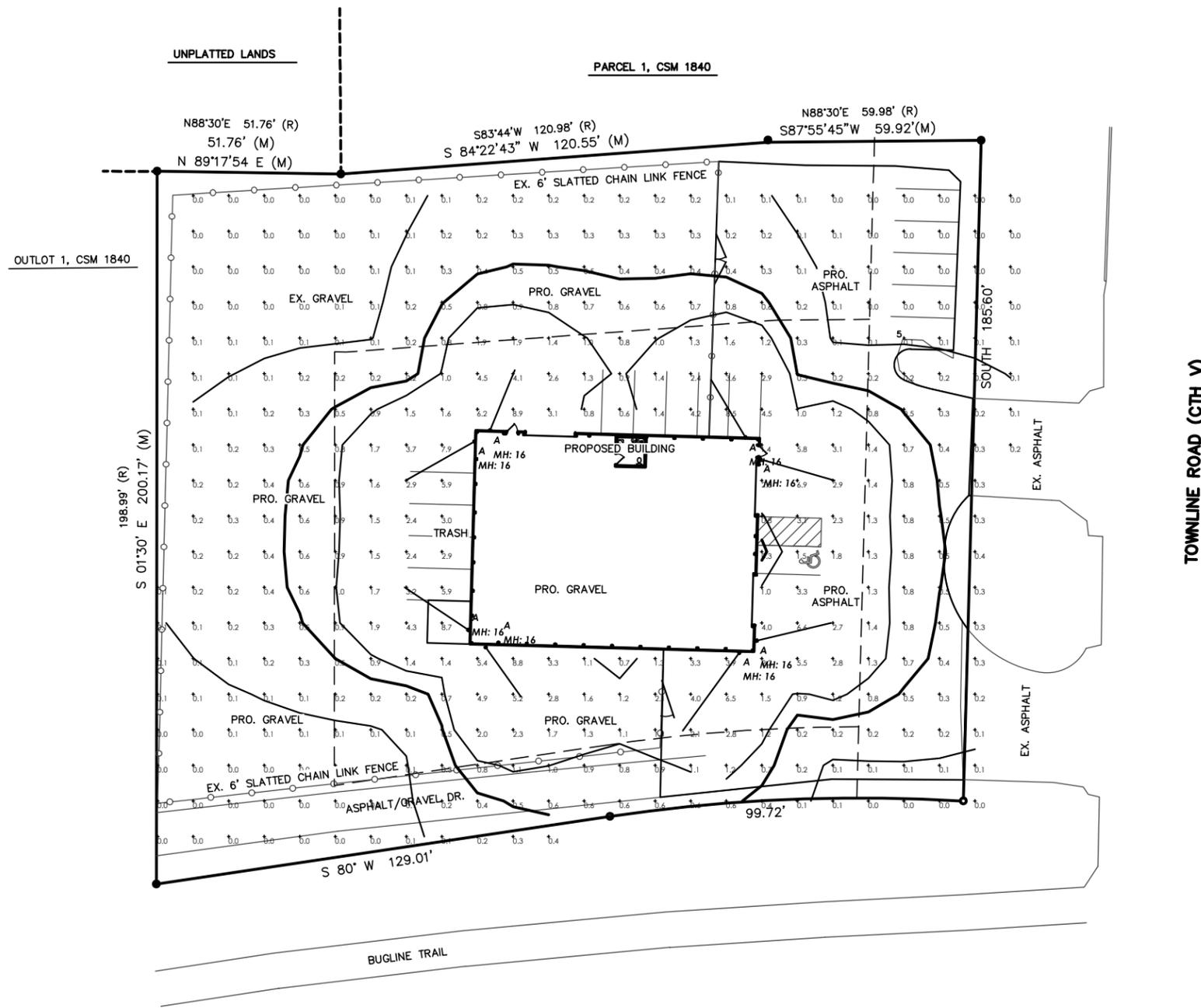
W220 N7071 TOWNLINE ROAD, TOWN OF LISBON
 LANDSCAPE PLAN
 DATED: APRIL 14, 2020

C-107

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CALCULATION SUMMARY							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
EXTERIOR	Illuminance	Fc	0.94	8.9	0.0	N.A.	N.A.

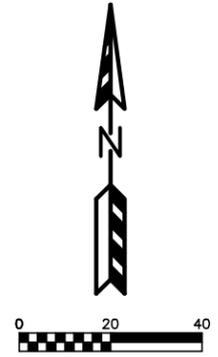


CURVE DATA

ARC LEN. = 99.72'
 CH. LEN. = 99.54'
 CH. BRG. = S 85°58' W
 RADIUS = 478.77'
 CEN. ANG. = 11°56'

LUMINAIRE SCHEDULE							
Symbol	Qty	Label	Description	Arrangement	Lum. Lumens	Lum. Watts	LLF
	8	A	RFL3-90L-50-4K7-W	SINGLE	6,792	51.7	0.900

MOTION SENSORS PROVIDED BY OTHERS



NOTES:

- 1) STANDARD REFLECTANCE OF 80/50/20 UNLESS NOTED OTHERWISE
- 2) NOT A CONSTRUCTION DOCUMENT, FOR DESIGN PURPOSES ONLY
- 3) STANDARD INDOOR CALC POINTS @ 30 A.F.F. UNLESS NOTED OTHERWISE
- 4) STANDARD OUTDOOR CALC POINTS @ GRADE UNLESS NOTED OTHERWISE
- 5) MLAZGAR ASSOCIATES ASSUMES NO RESPONSIBILITY FOR INSTALLED LIGHT LEVELS DUE TO FIELD CONDITIONS, ETC.

W220 N7071 TOWNLINER ROAD, TOWN OF LISBON

LIGHTING PLAN
 DATED:

C-108

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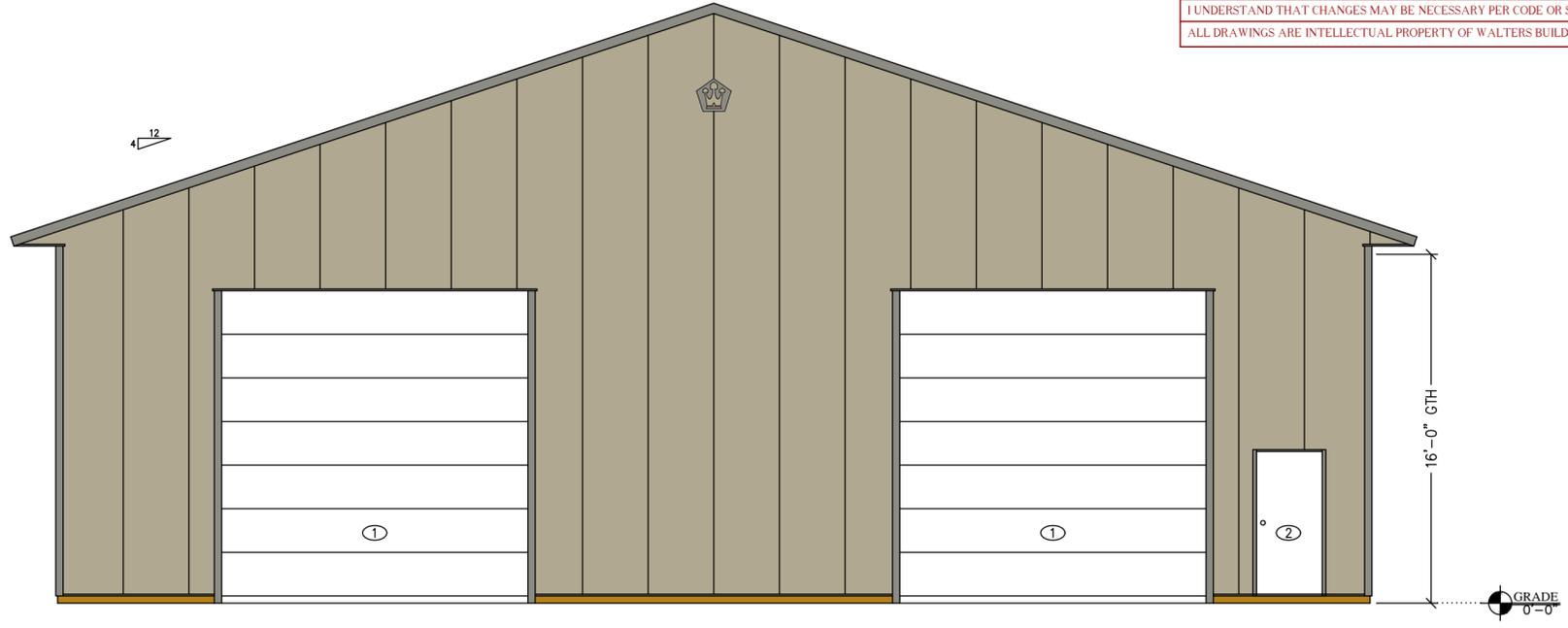
122 Wisconsin Street; West Bend, Wisconsin 53095
 Phone (262) 346-7800; www.quamengineering.com

DOOR & WINDOW SCHEDULE		
TAG	TYPE	QUANTITY
①	14'X14' OHD	3
②	3'x6'-8" WALKDOOR	2

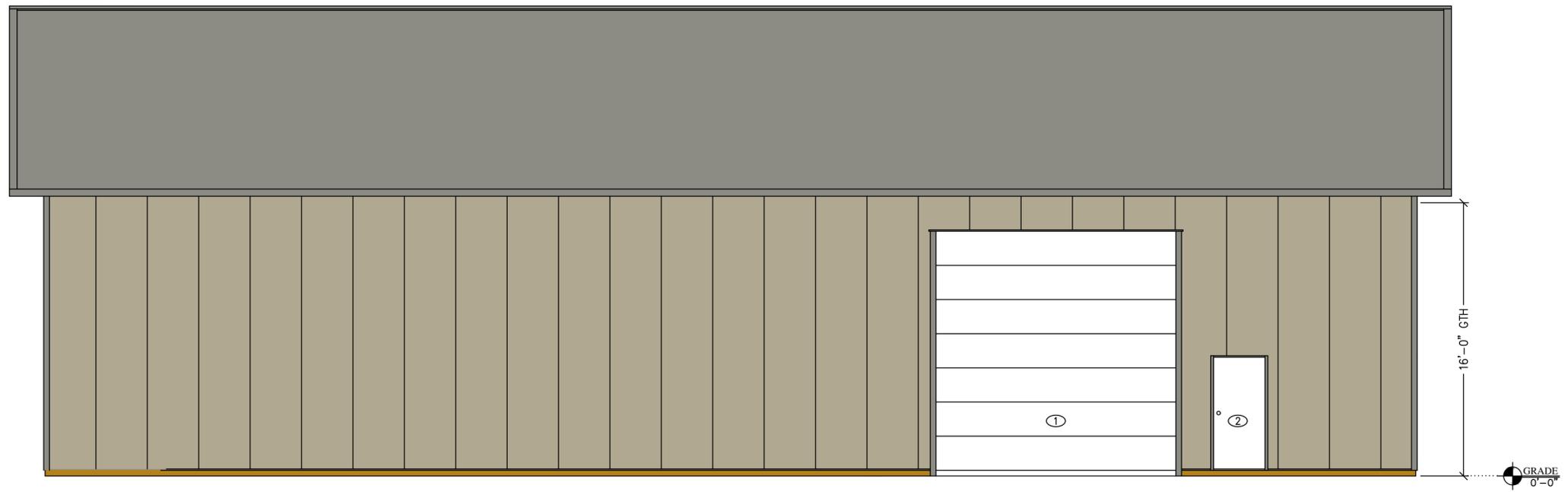


Walters Buildings
 Jack Walters & Sons, Corp.
 P.O. Box 388
 6600 Midland Ct.
 Allenton, WI 53002
 1-800-558-7800
 www.waltersbuildings.com

I HAVE REVIEWED THE PRELIMINARY DRAWINGS.
 CUSTOMER SIGNATURE: _____ DATE: _____
 I UNDERSTAND THAT CHANGES MAY BE NECESSARY PER CODE OR STRUCTURAL REQUIREMENTS
 ALL DRAWINGS ARE INTELLECTUAL PROPERTY OF WALTERS BUILDINGS UNTIL SOLD



① LEFT END ELEVATION
 A2 SCALE: 3/16" = 1'-0"



② FRONT SIDE ELEVATION
 A2 SCALE: 3/16" = 1'-0"

REVISIONS:

OWNER:
JOHN SMAGLIK

PROJECT:
60'x80' BUILDING

LOCATION:
ADDRESS
LOCATION

SALES REP / DEALER:
MARSHAL WISTH

DRAWN BY:
STEVEN H.

ESTIMATED BY:

LAST SAVED BY:
ASTEINMAN ON: 4/14/2020

SCALE:
 3/16" = 1'-0"


JOB NUMBER:
P95-1524

SHEET NUMBER:

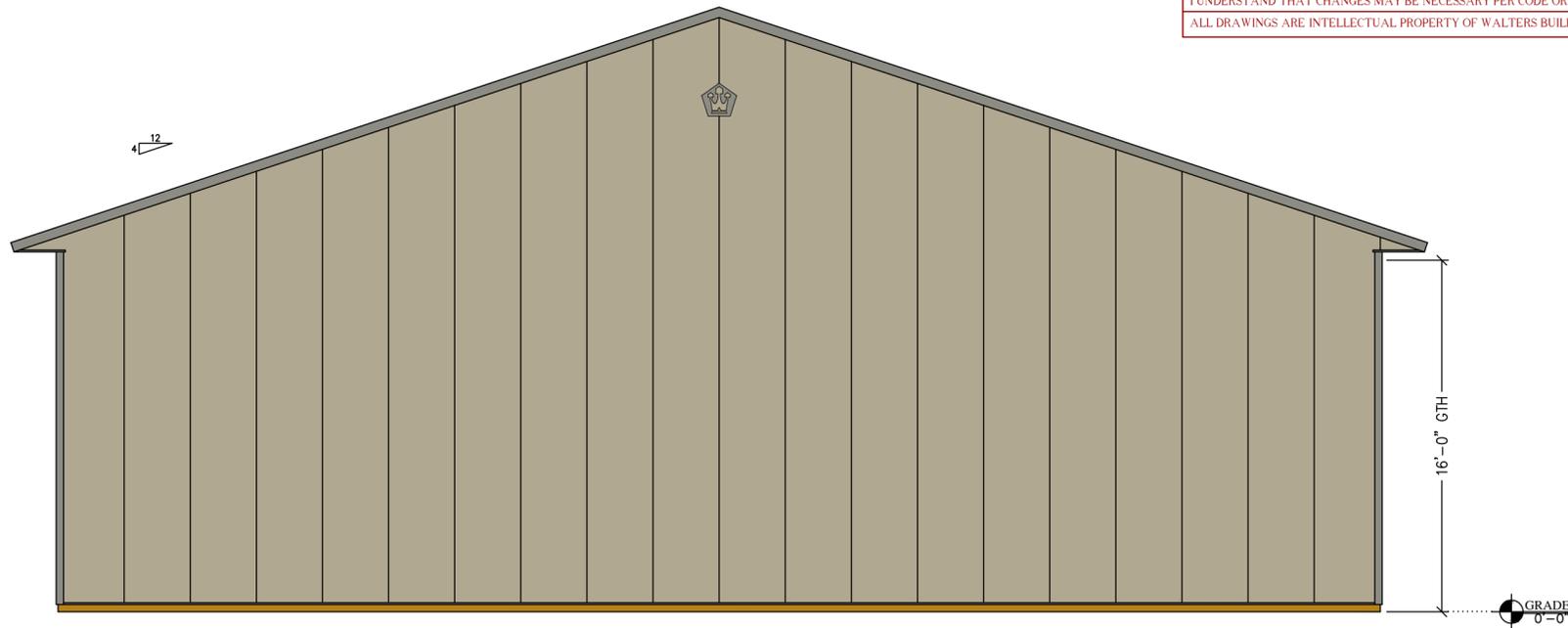
A2

I HAVE REVIEWED THE PRELIMINARY DRAWINGS.
 CUSTOMER SIGNATURE: _____ DATE: _____
 I UNDERSTAND THAT CHANGES MAY BE NECESSARY PER CODE OR STRUCTURAL REQUIREMENTS.
 ALL DRAWINGS ARE INTELLECTUAL PROPERTY OF WALTERS BUILDINGS UNTIL SOLD.

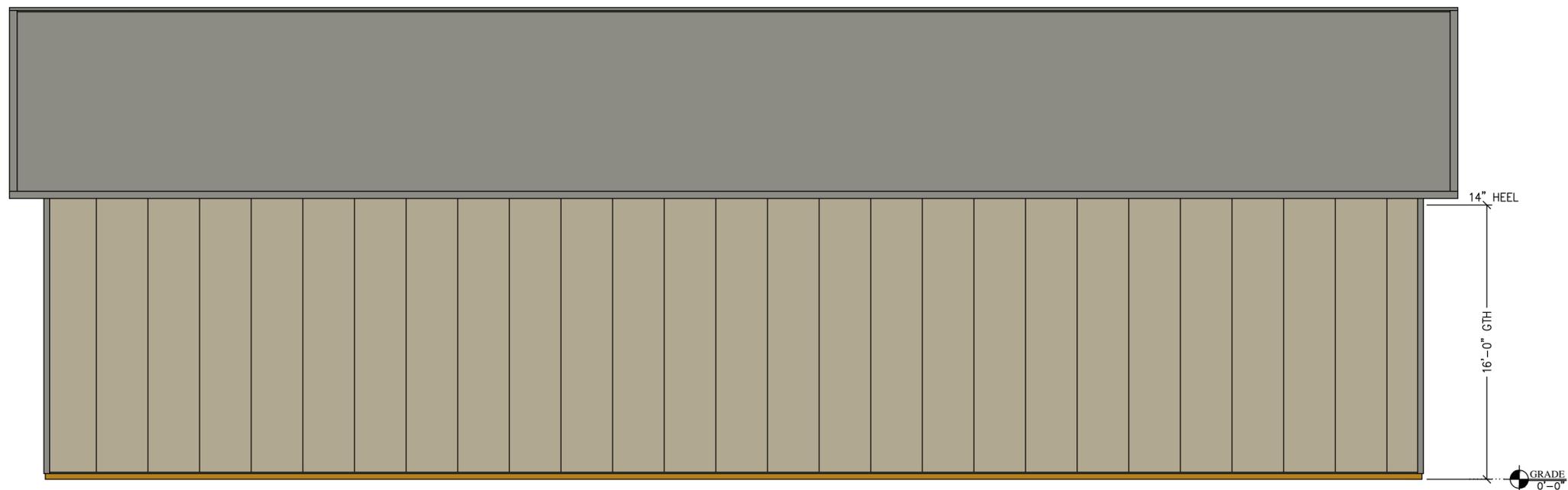
DOOR & WINDOW SCHEDULE		
TAG	TYPE	QUANTITY
①	14'X14' OHD	3
②	3'x6'-8" WALKDOOR	2



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① **RIGHT END ELEVATION**
 A2.1 SCALE: 3/16" = 1'-0"



② **BACK SIDE ELEVATION**
 A2.1 SCALE: 3/16" = 1'-0"

REVISIONS

OWNER:
JOHN SMAGLIK

PROJECT:
 60'x80' BUILDING

LOCATION:
 ADDRESS
 LOCATION

SALES REP / DEALER:
 MARSHAL WISTH

DRAWN BY:
 STEVEN H.

ESTIMATED BY:

LAST SAVED BY:
 ASTEINMAN ON: 4/14/2020

SCALE:
 3/16" = 1'-0"


JOB NUMBER:
P95-1524

SHEET NUMBER:

A2.1

DOOR & WINDOW SCHEDULE

TAG	TYPE	QUANTITY
①	14'X14' OHD	3
②	3'x6'-8" WALKDOOR	2



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Allenton, WI 53002
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www.waltersbuildings.com

I HAVE REVIEWED THE PRELIMINARY DRAWINGS.

CUSTOMER SIGNATURE: _____ DATE: _____

I UNDERSTAND THAT CHANGES MAY BE NECESSARY PER CODE OR STRUCTURAL REQUIREMENTS

ALL DRAWINGS ARE INTELLECTUAL PROPERTY OF WALTERS BUILDINGS UNTIL SOLD

REVISIONS

OWNER:

JOHN SMAGLIK

PROJECT:

60'x80' BUILDING

LOCATION:

ADDRESS
LOCATION

SALES REP / DEALER:

MARSHAL WISTH

DRAWN BY:

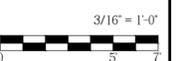
STEVEN H.

ESTIMATED BY:

LAST SAVED BY:

ASTEINMAN ON: 4/14/2020

SCALE:

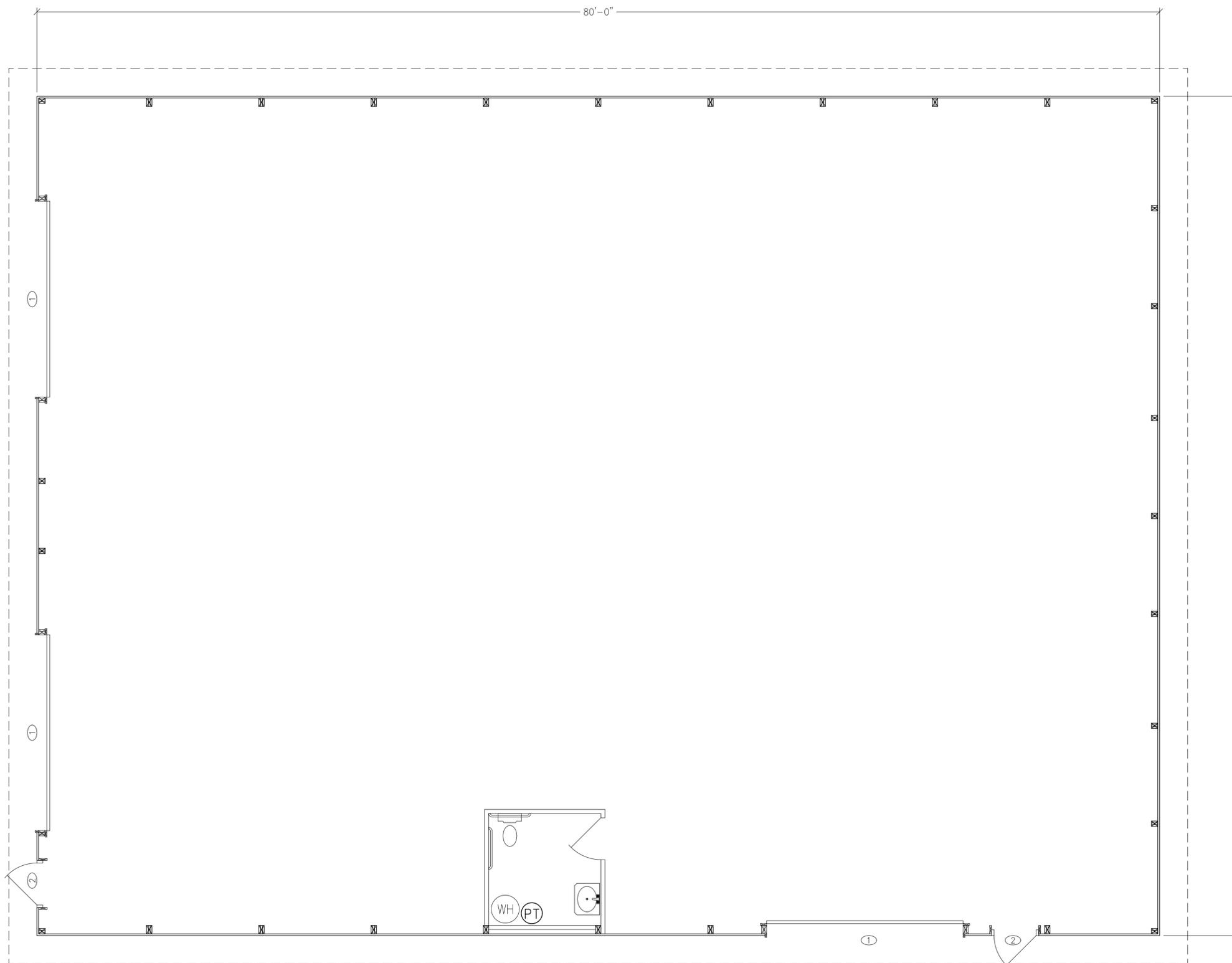


JOB NUMBER:

P95-1524

SHEET NUMBER:

A3



① **FRAMING PLAN**
A3 SCALE: 3/16" = 1'-0"

2' PERIMETER OVERHANG

Item 5B – Attachments



600 W. Virginia Street, Suite 601
Milwaukee, WI 53204
(262) 875-5000 phone
(608) 826-0530 FAX
www.vierbicher.com

May 8, 2020

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

Re: Anytime Garage Doors – Site Plan/Plan of Operation

Dear Plan Commission Members:

The above-referenced Site Plan/Plan of Operation (SPPOO) was received by our office for review on behalf of the Town of Lisbon. Certain permitted uses require a Site Plan and Plan of Operation, which provides a detailed description of the proposed use and serves as a basis for consideration prior to approval by the Plan Commission. The purpose of such a review is to document the permit file, determine the adequacy of the data submitted to describe the uses and buildings proposed, and document the plan and method of operation so that the Town may determine compatibility with the Ordinance.

Summary

The applicant, Roy Shelton, with Anytime Garage Doors, has submitted a Site Plan/Plan of Operation (SPPOO) to operate as a new tenant in an existing business park at N70W25156 Indian Grass Lane. The applicant has submitted the following information;

- A Plan of Operation for an overhead garage door installation business;
- An existing site plan showing the building, associated parking, road access, and tenant stalls;

Anytime Garage Doors anticipates five full-time employees and one part-time employee at the site, with operations running Monday through Friday 8am to 4pm. The business will offer the installation and servicing of overhead garage doors off-site. The business will have a showroom where customers can buy replacement parts and place deposits on a new door install. Door signage is replacement of existing signage. As this is a tenant stall in an existing building, site engineering, landscaping, and lighting details are not required for this application. The property is zoned Town M-2 General Industrial, County Shoreland M-2 General Industrial and County Shoreland HG High Groundwater. The applicant will need to gain approval of the SPPOO from Waukesha County.

Application Review

The parcel is subject to compliance with the Town Code Chapters 11, 12, and other applicable Chapters.

Background Information

Property owner: Tomasini Family Limited Partnership c/o J&A Management Services LLC.

Location: Indian Grass Lane, west of the intersection with State Highway 164.

May 8, 2020

Page 2 of 3

Tax Key: LSBT0225999004

Adjacent land uses and zoning:

North: Industrial (zoned M-2 General Industrial)

South: Industrial (zoned M-2 General Industrial)

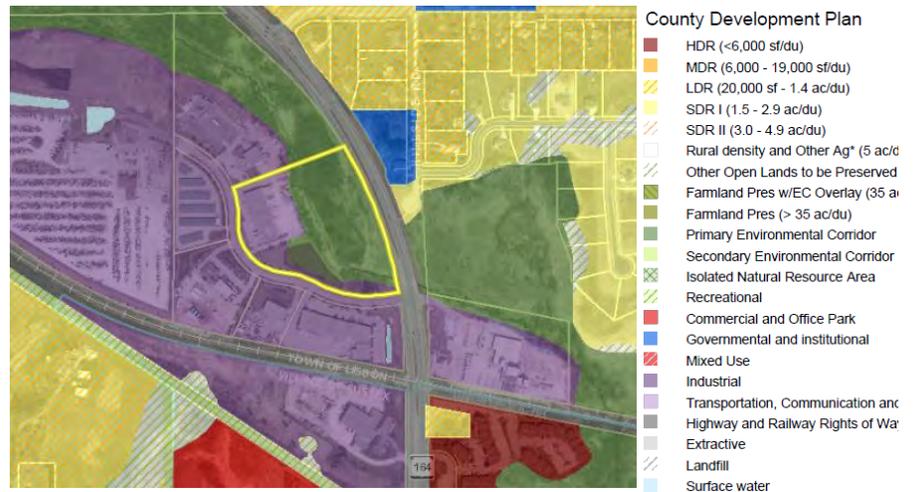
East:

Highway/Institutional/Conservation (zoned Shoreland Zoning, Environmental Corridor, P-I, C-1)

West: Industrial (zoned M-2 General Industrial)

Existing: M-2 General Industrial

Future Land Use: "Industrial" and "Primary Environmental Corridor" (see inset map image)



Site Plan and Plan of Operation Review Standards

The Site Plan and Plan of Operation package that we received for review contains the relevant items required by ordinance.

Recommendation

If the Plan Commission would require additional materials they have the ability to table the SPPOO amendment application. If the Plan Commission is generally comfortable with the SPPOO amendment request, they may conditionally approve it. Recommended conditions may include:

1. 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.
2. 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.
3. There shall be no permanent outdoor storage of materials.
4. Commercial trash and recycling shall use business center facilities.
5. The hours and days of operation shall be 8am to 4pm Monday through Friday, as proposed.
6. The Waukesha County Environmental Health Division may review and approve of the uses on the subject property, prior to the issuance of any permits.
7. The applicant should obtain all necessary State and County permits and provide a copy of permit approvals to the Town for their records.
8. An up-to-date Site Plan and Plan of Operation must be on file at all times with the Town of Lisbon.
9. 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, as applicable, with all the zoning procedures at the time of being followed. Any use not specifically listed as permitted for this M-2 General Commercial zoning district, shall be considered to be prohibited, except as otherwise

May 8, 2020
Page 3 of 3

specified herein.

10. 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 SPPOO Permit or termination of the use.

The issues outlined above are meant to act as a guideline to assist you in discussions as to what issues you feel need to be addressed in order for you to review this proposal. We will be in attendance at the May Plan Commission meeting to answer any questions.

Sincerely,

Joshua Langen, AICP
Community Development Planner

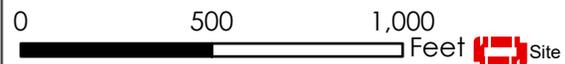
Rachel Holloway, AICP
Town Planner

cc: Gina Gresch, Town Administrator, Town of Lisbon

M:\Lisbon, Town of\200200 - 2020 Town Planning Services\2020 Tasks\2020.14 Anytime Garage Door\Reviews\2020-03-18 Anytime Garage SPPOO\2020-03-18 Anytime Garage SPPOO_Review.docx



Exhibit A Parcel 0225.999.004 Site Map
 Town of Lisbon - May 6, 2020



vierbicher
 planners | engineers | advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
 Phone: (262) 875-5000 Fax: (408) 826-0530

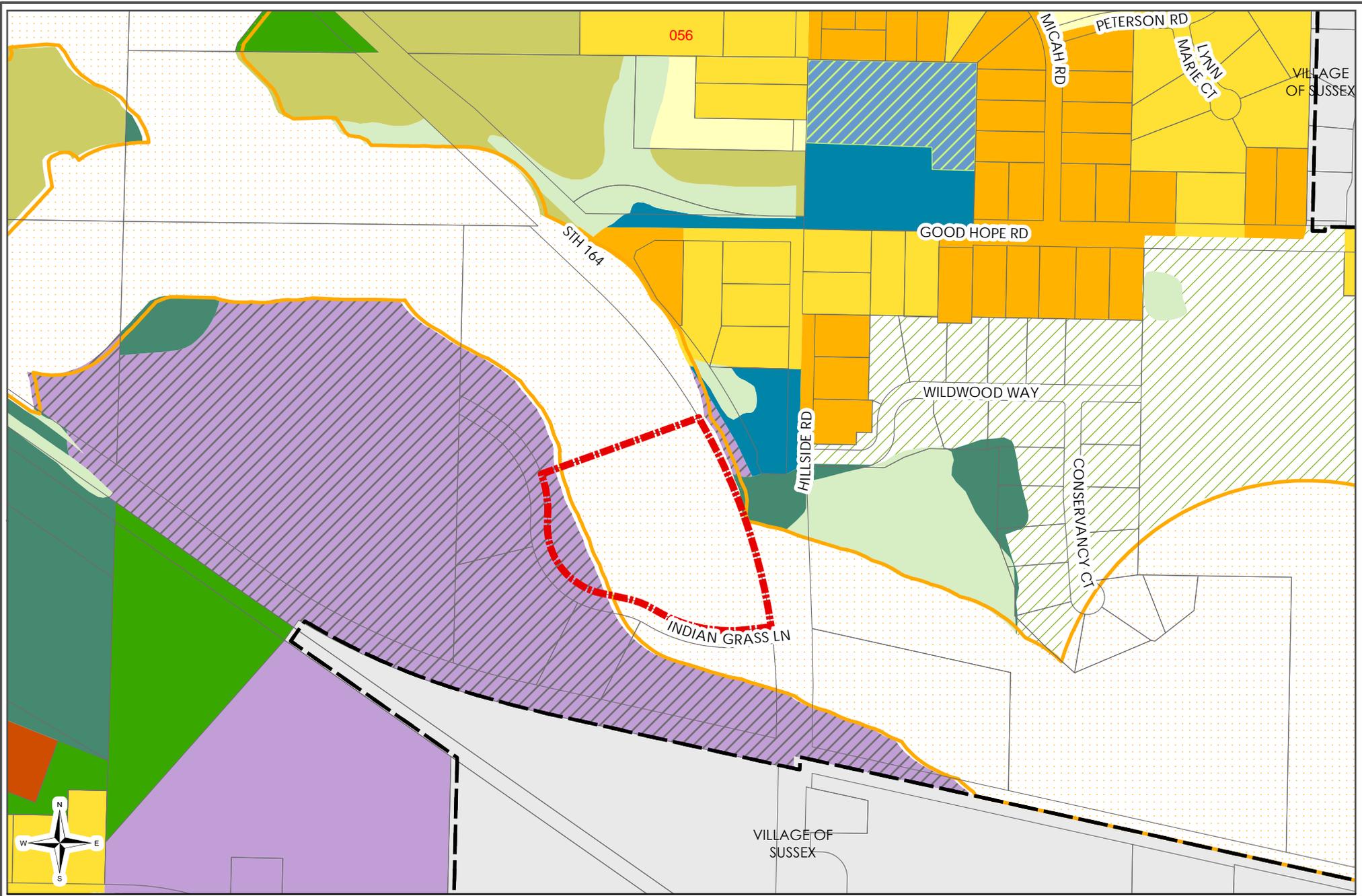


Exhibit B Parcel 0225.999.004 Zoning
Town of Lisbon - May 6, 2020



vierbicher
 planners | engineers | advisors

REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
 N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
 Phone: (262) 875-5000 Fax: (608) 826-0530



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

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

Property Information

N70 W25156 Indian Grass Ln, Ste B, Sussex 53089
Property Address City Zip

LSBT 0225999004 M2
Tax Key/Parcel ID # Lot Size Current Zoning

Property Owner

Tomasini Family Limited Partnership
Name / Company Name c/o J&A Management Services LLC

Melani Thoe - as property manager for
Signature Tomasini Family Limited Partnership

2831 N Grandview Blvd, Ste 222
Address

Pewaukee WI 53072
City State Zip

262-695-8800 mthorne@judsonrealestate.com
Phone E-mail Address

Applicant

Roy Shelton
Name

Anytime Garage Doors
Company

N70W25156 Indian Grass Ln, Ste B
Address

Sussex WI 53089
City State Zip

414-916-3680 info@anytimedoor.com
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.



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

Project Review Checklist

Prior to the Plan Commission submittal deadline the property owner or applicant presents a site plan prepared with the information below to the Deputy Clerk at the Town Hall. The submittal material is reviewed and if appropriate, discussed at the next regularly scheduled Plan Commission meeting.

The information below is a required minimum and the other materials may be requested of the applicant during the review process.

- 1) A statement describing the general character of the intended development and including the property address, tax key number and correct legal description. General items to include in the statement are: hours of operation, number of employees, traffic patterns, parking requirements, trash removal, etc.
- 2) An accurate map (site plan) of the project area. The site plan should be professionally prepared by a licensed architect, surveyor and/or engineer, with accurate dimensions indicating the property size, its relationship to surrounding properties, existing topography, key natural features and show the location of all existing and proposed:

<ol style="list-style-type: none"> A. Structures, showing all entrances B. Driveways & street access C. Parking areas D. Walkways E. Existing landscaping F. Abutting public and private streets G. Public easements H. Surrounding land uses and zoning I. Retaining walls J. Decorative accessories 	<ol style="list-style-type: none"> K. Dumpster location and screening L. Location, color, message, dimensions and materials of all signs M. Location, size and character of dedicated or private open space N. Location of sanitary sewer, storm sewer, water mains and services and stormwater detention facilities O. Floor plan of building or addition
---	---
- 3) ~~Stormwater management plan.~~
- 4) ~~Grading plan showing existing and finished grades to Town datum.~~
- 5) ~~Professionally prepared landscape plan.~~
- 6) ~~Lighting plan; photometric plan, type of fixtures, wattage and location and height of lighting structures.~~
- 7) ~~Topographic data or pertinent grade elevations, if necessary, for proper remodeling of existing buildings showing finished exterior treatment.~~
- 8) ~~Colored elevations of proposed buildings, structures and fencing, or of proposed remodeling of existing buildings, showing finished exterior treatment and a listing of building materials.~~
- 9) Names, address, telephone number, fax number and email address of the owner(s) and/or agent to be contacted with regard to the application.
- 10) Proof of ownership or agent status.



PROFESSIONAL SERVICE REIMBURSEMENT FEES:

Pursuant to the Town of Lisbon Municipal Code Section 1.14, the Town of Lisbon Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such service is not a service supplied to the Town as a whole, the Town Treasurer shall charge one hundred and five percent of the cost of that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. The additional five percent cost above the cost of the service is levied to cover Town administrative charges. Also, pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved. Imposition of any fees, costs, or charges, however, is subject to the property owner's appeal rights as described in the Town of Lisbon Municipal Code Section 1.14

The undersigned, have been advised that, pursuant to the Town of Lisbon Municipal Code Section 1.14, if the Town Planner, Town Engineer, Town Attorney, or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town. In addition, I/we have been advised that pursuant to the Town of Lisbon Municipal Code Section 1.14, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved. By signing this document, I am not waiving my/our appeal rights that are described in the Town of Lisbon Municipal Code Section 1.14.

Statements will be sent monthly so you are kept up to date regarding your current charges.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Roy Shelton
 ADDRESS N70W25156 Indian Grass Ln, Ste B, Sussex, WI 53089
 DATE 03/07/20 SIGNATURE Roy L. Shelton
 PHONE 414-916-3680 EMAIL info@anytime door.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Tomasini Family Limited Partnership c/o JFA Management Services LLC
 ADDRESS 2831 N Grandview Blvd, Ste 222 Pewaukee, WI 53072
 DATE 3-9-2020 SIGNATURE Melani Thorne - as property manager for
 PHONE 262-695-8800 EMAIL Tomasini Family Limited Partnership
Mthorne@judsonrealestate.com

PROJECT NAME _____



SITE INSPECTION NOTIFICATION:

The Town of Lisbon Town Plan Commission and Town Board request permission of the property owner or responsible party to enter the subject property, between the hours of 9am to 5pm or upon prior 24 hour notice, for a site inspection prior to any scheduled Plan Commission or Board meeting. The site inspection will allow the Town Plan Commission and Town Board to make more informed decisions with respect to the requested application.

I, the undersigned, have been advised that my signature grants permission to members of the Town Plan Commission and Town Board to conduct site inspections of the subject property. Failure to authorize said site inspection will not be held against the property owner or responsible party in the decision of the requested application; however, the site inspection does allow the Town Plan Commission and Town Board to make more informed decisions.

RESPONSIBLE PARTY, NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Roy Shelton
ADDRESS N70W25156 Indian Grass Ln, Ste B, Sussex, WI 53089
DATE 03/07/20 SIGNATURE Roy L. Shelton
PHONE 414-916-3680 EMAIL info@anytimedoor.com

PROPERTY OWNER NAME, MAILING ADDRESS, SIGNATURE & DATE:

NAME Tomasini Family Limited Partnership of J+A Management Services LLC
ADDRESS 2831 N Grandview Blvd, Ste 222 Pewaukee, WI 53072
DATE 3-9-2020 SIGNATURE Melanie Thorne - as property manager for Tomasini Family
PHONE 262-695-8800 EMAIL mthorne@judsonrealestate.com Limited Partnership

COMMENTS:

Town Official Accepting Form

Date



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)

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

BUSINESS / PROPERTY OWNER & PROPERTY INFORMATION

Tax Key Number _____ Acres _____ Zoning _____

Business Name & Contact Person: Anytime Garage Doors, Ashley Shelton

Full Address (include City & Zip): N70W25156 Indian Grass Ln, Ste B, Sussex, WI 53089

Phone Number & Email: 414-916-3680 info@anytimedoor.com

Signature & Date:  03/07/2020

Property Owner Name: _____

Full Address (include City & Zip): _____

Phone Number & Email: _____

Signature & Date: _____

1. Is this business replacing another business? Yes No

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

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

a. If yes, please explain: _____

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.

Installation and servicing of overhead garage doors and garage door operators. Our service is provided off site, at the customer's Location. Customers can come to the showroom to buy replacement parts, or place a deposit on a new door install.

4. Days & Times of Operation:

a. Days & Times: Monday-Friday 8am - 4pm

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

a. Full-Time 5

b. Part-Time 1

FOOD / BEVERAGE / LIQUOR

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

a. If yes, please explain: _____

7. Table Seating Capacity

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

8. Food / Soda Vending Machines Yes No

- a. If yes, quantity of each: _____

OUTDOOR USES

9. Is there any outdoor storage? Yes No

- a. If yes, please explain: Event trailer, Trucks + Vans, Equipment trailers

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.

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 _____
- b. Total number of spaces _____
- c. Number of spaces allotted for employees 8

MUSIC / ENTERTAINMENT

13. Are any problems such as odor, smoke or noise resulting from this operation? Yes No

a. If yes, describe what types (live, amplified, recorded, jukebox, etc), indoors and/or outdoors, and the days and hours music will be provided? Attach a separate sheet if necessary.

14. Game Machines Yes No

a. Quantity: _____

b. Location: _____

BUILDINGS

15. Building A

a. Dimensions & Levels: _____

b. Use: _____

16. Building B

a. Dimensions & Levels: _____

b. Use: _____

17. Building C

a. Dimensions & Levels: _____

b. Use: _____

LIGHTING (Submit Cut-Sheets)

18. Outdoor Lighting

a. Type(s): _____

b. Locations(s): _____

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.

Door Window Signage Front 25.5" x 21.25"
Door signage Back 24.5" x 16"

CHEMICALS/HAZARDOUS MATERIALS

20. Are there any Chemicals, Hazardous Waste or 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.

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.

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:

REFUSE DISPOSAL

23. Are there dumpsters/waste containers on the site? Yes No

a. If yes, show on the Site Plan submitted the location of dumpsters and any screening.

PERMIT APPROVAL / ISSUANCE DATES

24. Is Highway Access Permit Needed? Yes No

a. Date Issued: _____

25. DNR Well Approval (For New Constructions Only)

a. Date Approved: _____

26. Septic System Approval (For New Constructions Only)

a. Date Approved: _____

27. Fire Department Inspection Yes No

a. Date Inspected: _____

28. Did the Wisconsin Department of Safety & Professional Services approve building plans? Yes No

a. Date Approved: _____

29. Is security fencing necessary? Yes No

HORSE BOARDING

30. Does this Operation involve the Boarding of Horses? Yes No

a. Maximum number of horses boarded: _____

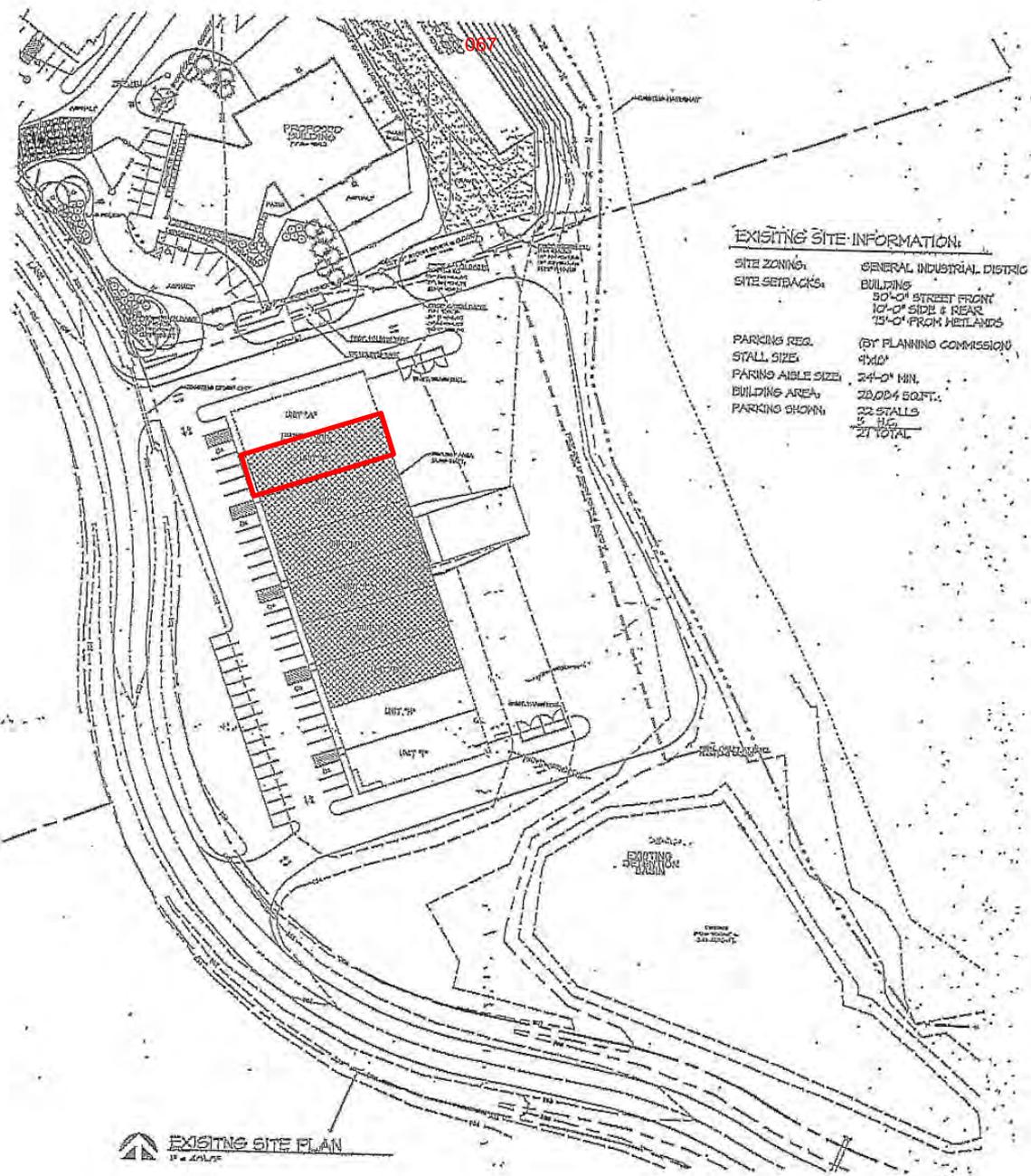
b. Maximum number of horses owned: _____

31. Has a Conservation Plan been prepared by the Land Conservation Committee? Yes No

a. Date Prepared: _____

.....
Town Approval Date(s): _____

County Approval Date(s): _____



967

EXISTING SITE INFORMATION:

SITE ZONING:	GENERAL INDUSTRIAL DISTRICT
SITE SETBACKS:	BUILDING 30'-0" STREET FRONT 10'-0" SIDE & REAR 15'-0" FROM MEADOWS
PARKING REQ.	(BY PLANNING COMMISSION)
STALL SIZE:	9x20'
PARKING AISLE SIZE:	24'-0" MIN.
BUILDING AREA:	22,004 SQ.FT.
PARKING SHOWN:	22 STALLS 5' H.O. 21 TOTAL

EXISTING SITE PLAN
11-20-05

Item 5C – Attachments



600 W. Virginia Street, Suite 601
Milwaukee, WI 53204
(262) 875-5000 phone
(608) 826-0530 FAX
www.vierbicher.com

May 7, 2020

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

Re: Chapter 13 Sign code update

Dear Plan Commission Members:

In order to comply with the 2015 Reed v. Town of Gilbert U.S. Supreme Court decision, which determined that content-based sign regulations are unconstitutional, and to reflect new sign standards and construction, Chapter 13 Signs is proposed to be repealed and replaced. The replacement sign code attempts to maintain some of the current sign standards which are still applicable, while updating the code to be content-neutral, easier to reference, consistent, and more flexible. One method of making the code easier to reference is the replacement of the listing of permitted signs with a sign chart, which is to be considered part of the sign code. Also, a sign guide is provided which is considered to be supplemental and not part of the sign code. The sign guide can and should be changed as different sign types are discovered which the Town deems as exemplary.

In order to provide a comparison review of the current sign code and the proposed sign code, two versions of the sign code text and sign code table are provided, an underline/strikethrough version and a "clean" version. The sign code text with underlines and strikethroughs is provided in order to see essential additions and removals. The sign code without underlines and strikethroughs is provided for voting and action. A sign chart with underlines and red comparison columns to relevant communities is also provided for comparison review. The sign chart without underlines or extra columns is a "clean" copy and is provided for voting and action.

We will be in attendance at the May Plan Commission meeting to answer any questions.

Sincerely,

Joshua Langen, AICP
Community Development Planner

Rachel Holloway, AICP
Town Planner

cc: Gina Gresch, Town Administrator, Town of Lisbon

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CHAPTER 13 – SIGNS

Revised May 7, 2020

(Draft for Review Additions ~~Deletions~~)

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 or manual, where copy, including electronic letters and/or pictorial display and/or prices, changes. Prices refer to changeable copy which displays gasoline or other consumer good prices and which change on a weekly basis

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.

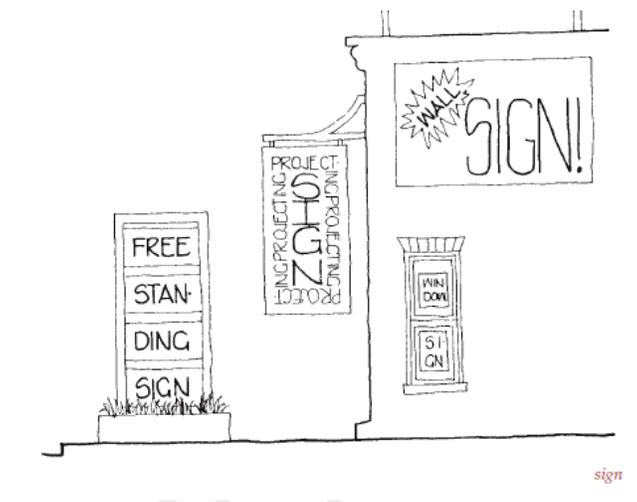
Offset: The regulated minimum horizontal distance a structure must be from a side or rear lot line.

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

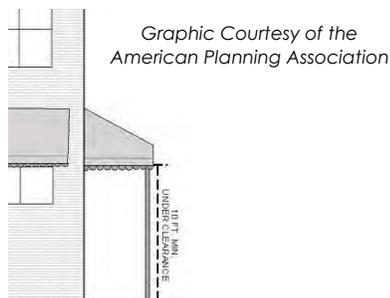
Abandoned sign: A sign which no longer correctly advertises a business or use which is not longer in operation or which is dilapidated or beyond repair, under the provisions of Section 66.0413 of the Wisconsin Statutes, or a sign for which the applicable fees have not been paid or which is hazardous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



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.

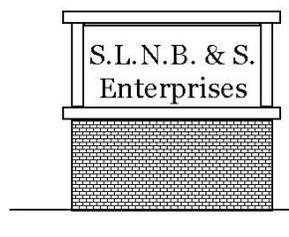
Inflatable Sign: A sign which is kept inflated by mechanical means or filled by a gas and is tethered to a building, structure or the ground. Includes Balloon signs.

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.



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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.

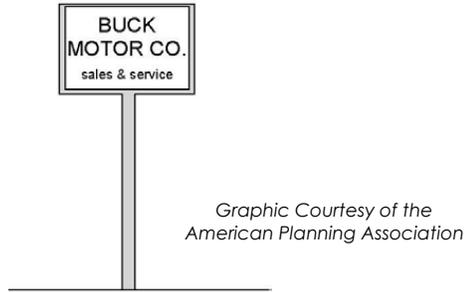
On-premises Sign: A sign associated with the property use situated on the same lot as the sign.

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.

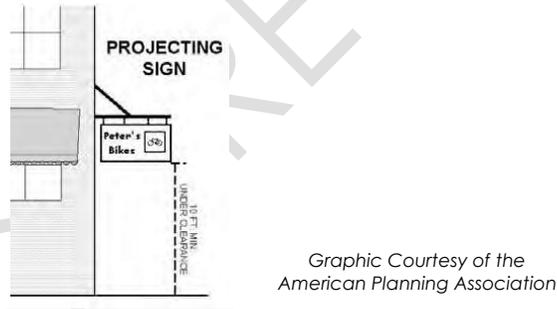
Plaque Sign: Copy cut into a masonry surface or constructed of bronze or other non-combustible materials and placed on buildings, property, structures, graves, statuary or the like with historical importance, such as being listed on the National Register of Historic Places, local historical listings,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



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.



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.

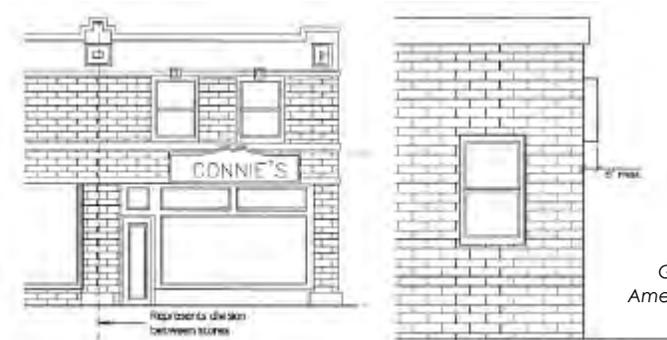
Safety Sign: A sign erected for public or private traffic control, legal notices, railroad crossings, danger, security, and such temporary emergency purposes, as may be erected for the public safety.

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
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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) The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround.
- (c) 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) ~~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, directional, 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) Signs physically associated with permitted outdoor storage of goods for sale in commercial districts, such as firewood, gas cylinders, and water bottles.
- (k) Flags of the United States, State of Wisconsin, or other sign depicting government organization or entity which do not pose a safety hazard.
- (l) 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.
- (m) Interior signs located within the interior of any building and which are not readily visible from the exterior of the building.
- (n) 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 100% screened by evergreen vegetation or a combination of 50% brick wall and 50% evergreen vegetation so as not to be visible from any public road right-of-way and not to exceed 36 square feet in total sign area each.
- (o) 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.
- (p) 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.
- (q) Window signs, or combination of window signs, including glass doors, which do not exceed 30% of the window area.
- (r) One additional temporary freestanding Sign, not exceeding six (6) square feet in sign area per side, 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 forty eight cumulative days in a one-year period.
- (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) 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.
- (u) 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 and price signs
 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 sign face area of incorporated changeable copy other than prices shall not exceed 28 square feet per sign face, or exceed 25% of total sign face area for pedestal or monument signs, whichever is less. Bulletin boards and grounds signs, as defined in this chapter, may incorporate all of the allowable sign face area.
 3. The sign face area of incorporated changeable copy for prices shall not exceed 52 square feet per sign face, or exceed 40% of total sign face area for all signs, whichever is less.

4. 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.
5. 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.
- ~~6. Changeable copy shall not exceed 35% of sign face area, except for bulletin boards.~~
7. Scrolling message signs shall not be located within four hundred (400) feet of a residential zoned property
8. Scrolling message signs shall not face the long axis of the sign at residential zoned property.

(d) Allowable deviations from sign standards

The Zoning Administrator may allow for a 20% change in any standard for any sign, or allow for additional signs, provided additional landscaping area of equal size to the additional sign(s) face area(s) to be added is installed on the business site. The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround and shall be used to enhance the view of the property from any public right-of-way, at the Zoning Administrators discretion. The landscaped area shall be in addition to and shall be maintained in the same manner as all other landscaping on the site and shall conform to any permit-specific and other Town regulations. Should additional landscape area not be feasible, a 3 foot high brick wall with coping shall be installed in the parking landscaping or perimeter buffer with a linear feet equal to the additional sign face area(s). Where site landscaping or screen walls are not possible, a 10% change in standards and one additional wall sign may be allowed at the Zoning Administrator's discretion and requirements.

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.

DRAFT FOR REVIEW

CHAPTER 13 – SIGNS

Revised May 7, 2020

(Draft for Repeal and Replace)

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 or manual, where copy, including electronic letters and/or pictorial display and/or prices, changes. Prices refer to changeable copy which displays gasoline or other consumer good prices and which change on a weekly basis

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.

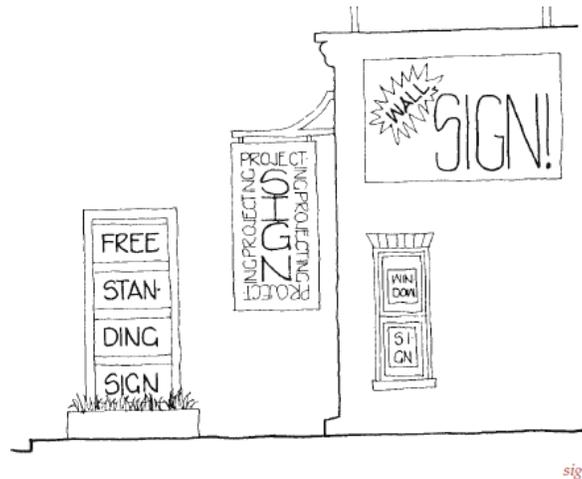
Offset: The regulated minimum horizontal distance a structure must be from a side or rear lot line.

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.



sign

Graphic Courtesy of the
American Planning Association

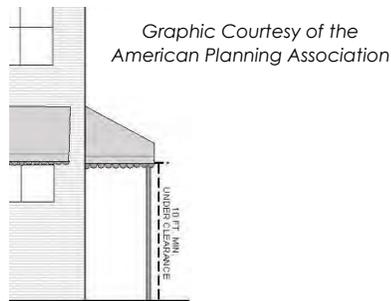
Abandoned sign: A sign which no longer correctly advertises a business or use which is not longer in operation or which is dilapidated or beyond repair, under the provisions of Section 66.0413 of the Wisconsin Statutes, or a sign for which the applicable fees have not been paid or which is hazardous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



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.

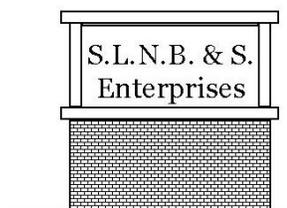
Inflatable Sign: A sign which is kept inflated by mechanical means or filled by a gas and is tethered to a building, structure or the ground. Includes Balloon signs.

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.

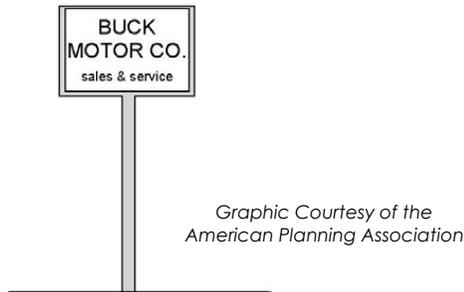
On-premises Sign: A sign associated with the property use situated on the same lot as the sign.

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.

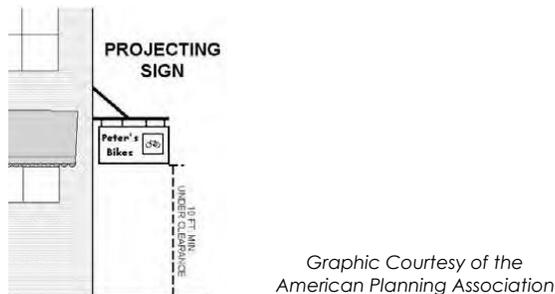
Plaque Sign: Copy cut into a masonry surface or constructed of bronze or other non-combustible materials and placed on buildings, property, structures, graves, statuary or the like with historical importance, such as being listed on the National Register of Historic Places, local historical listings,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



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.



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.

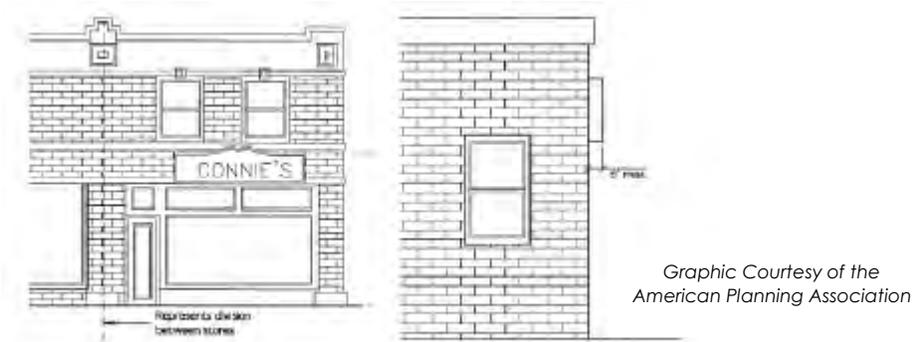
Safety Sign: A sign erected for public or private traffic control, legal notices, railroad crossings, danger, security, and such temporary emergency purposes, as may be erected for the public safety.

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.

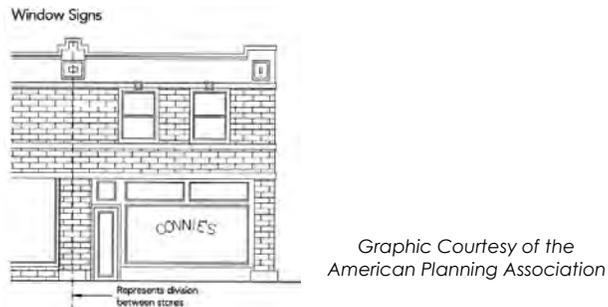
Temporary Sign: A sign intended to be used for a period of no more than thirty (30) days unless otherwise specified herein.

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.



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.



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) The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround.
- (c) 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, directional, 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) Signs physically associated with permitted outdoor storage of goods for sale in commercial districts, such as firewood, gas cylinders, and water bottles.
- (k) Flags of the United States, State of Wisconsin, or other sign depicting government organization or entity which do not pose a safety hazard.
- (l) 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.
- (m) Interior signs located within the interior of any building and which are not readily visible from the exterior of the building.
- (n) 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 100% screened by evergreen vegetation or a combination of 50% brick wall and 50% evergreen vegetation so as not to be visible from any public road right-of-way and not to exceed 36 square feet in total sign area each.
- (o) 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.
- (p) 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.
- (q) Window signs, or combination of window signs, including glass doors, which do not exceed 30% of the window area.
- (r) One additional temporary freestanding Sign, not exceeding six (6) square feet in sign area per side, 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 forty eight cumulative days in a one-year period.
- (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) 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.
- (u) 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 and price signs
 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 sign face area of incorporated changeable copy other than prices shall not exceed 28 square feet per sign face, or exceed 25% of total sign face area for pedestal or monument signs, whichever is less. Bulletin boards and grounds signs, as defined in this chapter, may incorporate all of the allowable sign face area.
 3. The sign face area of incorporated changeable copy for prices shall not exceed 52 square feet per sign face, or exceed 40% of total sign face area for all signs, whichever is less.

4. 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.
5. 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.
6. Changeable copy shall not exceed 35% of sign face area, except for bulletin boards.
7. Scrolling message signs shall not be located within four hundred (400) feet of a residential zoned property
8. Scrolling message signs shall not face the long axis of the sign at residential zoned property.

(d) Allowable deviations from sign standards

The Zoning Administrator may allow for a 20% change in any standard for any sign, or allow for additional signs, provided additional landscaping area of equal size to the additional sign(s) face area(s) to be added is installed on the business site. The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround and shall be used to enhance the view of the property from any public right-of-way, at the Zoning Administrator's discretion. The landscaped area shall be in addition to and shall be maintained in the same manner as all other landscaping on the site and shall conform to any permit-specific and other Town regulations. Should additional landscape area not be feasible, a 3 foot high brick wall with coping shall be installed in the parking landscaping or perimeter buffer with a linear feet equal to the additional sign face area(s). Where site landscaping or screen walls are not possible, a 10% change in standards and one additional wall sign may be allowed at the Zoning Administrator's discretion and requirements.

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.

Permanent Signs by Zoning District	Development Type	Allowable Sign Area (Sq. Ft.)	Allowable Sign Face Area (Sq. Ft.)	Comparable Community Sign Area	Minimum Setback (Feet)	Maximum Height (Feet)	Comparable Community Heights	Maximum Number	Additional Requirements
A-3/A-5/A-10									
Wall		+15% of Sign Face	6		n/a	n/a		1	
Ground		+75% of Sign Face	15		10	7	8 (Delavan)	1 (on properties >= 20 acres)	
R-1/R-2/R-3/RD-5									
Monument	Residential subdivisions	32 - 50	32 - 50	50 (Delavan)	10	7	10 (Sussex - up to 15), 8 (Wauk. Co.), 8 (Delavan)	2 per entrance	
RM									
Wall	MF Development w/4+ Unit Bldgs.	+15% of Sign Face	10	12 (Delavan)	n/a	n/a		1	
Ground	Single Parcel w/4+ Unit Bldg.	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	50 (Delavan)	10	7	8 (Delavan)	1	
	MF Development w/4+ Unit Bldgs.	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	50 (Delavan)	10	7	8 (Delavan)	1 (or 1 monument sign)	
Monument	MF Development w/4+ Unit Bldgs.	32 - 50	32 - 50	50 (Delavan)	10	7	10 (Sussex - up to 15), 8 (Wauk. Co.), 8 (Delavan)	1 (or 1 monument sign)	
B-2/B-3/B-4/M-1/Q-1									
Wall	Single-Tenant Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)	100% of façade frontage or 50, whichever is greater (Delavan)		A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; & a min. of 10 feet above a sidewalk, patio, or other ground-level surface (Delavan)	1	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.
	Multi-Tenant (Shopping Center/Business Park) Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)	100% of façade frontage or 50, whichever is greater (Delavan)		A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; & a min. of 10 feet above a sidewalk, patio, or other ground-level surface (Delavan)	1 per tenant plus 1 per building side facing traffic	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. 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	50 Sq. Ft. downtown, otherwise not allowed (Delavan)		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.	Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; & a min. of 10 feet above a sidewalk, patio, or other ground-level surface (Delavan)	1	
	Multi-Tenant (Shopping Center/Business Park) Properties	15	15	50 Sq. Ft. downtown, otherwise not allowed (Delavan)		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.	Bottom of sign shall be a min. of 14 feet above a drive, alley, street, parking space or other vehicle surface; & a min. of 10 feet above a sidewalk, patio, or other ground-level surface (Delavan)	1 per tenant	
Ground	Single-Tenant Properties	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	100 (Delavan)	10	7	8 (Delavan)	1	
	Multi-Tenant (Shopping Center/Business Park) Properties	+75% of Sign Face	50 +1' per additional 2' of setback, up to 100	250 (Delavan)	10	7	25 (Delavan)	1 (or 1 monument sign) per entrance	
Pedestal	Single-Tenant Properties	+85% of Sign Face	32 +1' per additional 2' of setback, up to 50	100 (Delavan)	10	30	8 (Delavan)	1	
	Multi-Tenant (Shopping Center/Business Park) Properties	+85% of Sign Face	50 +1' per additional 2' of setback, up to 100	250 (Delavan)	10	30	25 (Delavan)	1	
Monument	Single-Tenant Properties	60	60	100 (Delavan)	10	7	8 (Delavan)	1 (or 1 ground sign)	
	Multi-Tenant (Shopping Center/Business Park) Properties	60	60	250 (Delavan)	10	7	25 (Delavan)	1 (or 1 ground sign) per entrance	

Table 13.1 For Review

Permanent Signs by Zoning District	Development Type	Allowable Sign Area (Sq. Ft.)	Allowable Sign Face Area (Sq. Ft.)	Comparable Community Sign Area	Minimum Setback (Feet)	Maximum Height (Feet)	Comparable Community Heights	Maximum Number	Additional Requirements
P-1									
<u>Wall</u>	Single-Tenant Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)	100% of façade frontage or 50, whichever is greater (Delavan)		A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.		1	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.
	Multi-Tenant (Institutional Complex) Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)	100% of façade frontage or 50, whichever is greater (Delavan)		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	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. 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.
<u>Projecting</u>	Single-Tenant Properties	15	15	50 Sq. Ft. downtown, otherwise not allowed (Delavan)		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	50 Sq. Ft. downtown, otherwise not allowed (Delavan)		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	
<u>Ground</u>	Single-Tenant Properties	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	100 (Delavan)	10	10	8 (Delavan)	1	
	Multi-Tenant (Institutional Complex) Properties	+75% of Sign Face	50 +1' per additional 2' of setback, up to 100	250 (Delavan)	10	10	25 (Delavan)	1 (or 1 monument sign) per entrance	
<u>Monument</u>	Single-Tenant Properties	60	60	100 (Delavan)	10	7	10 (Sussex - up to 15), 8 (Wauk. Co.), 8 (Delavan)	1 (or 1 ground sign)	
	Multi-Tenant (Shopping Center/Business Park) Properties	60	60	250 (Delavan)	10	7	10 (Sussex - up to 15), 8 (Wauk. Co.), 8 (Delavan)	1 (or 1 ground sign) per entrance	

The Zoning Administrator may allow for a 20% change in any standard for any sign, or allow for additional signs, provided additional landscaping area of equal size to the additional sign(s) face area(s) to be added is installed on the business site. The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround and shall be used to enhance the view of the property from any public right-of-way, at the Zoning Administrator's discretion. The landscaped area shall be in addition to and shall be maintained in the same manner as all other landscaping on the site and shall conform to any permit-specific and other Town regulations. Should additional landscape area not be feasible, a 3 foot high brick wall with coping shall be installed in the parking landscaping or perimeter buffer with a linear feet equal to the additional sign face area(s). Where site landscaping or screen walls are not possible, a 10% change in standards and one additional wall sign may be allowed at the Zoning Administrator's discretion and requirements.

Permanent Signs by Zoning District	Development Type	Allowable Sign Area (Sq. Ft.)	Allowable Sign Face Area (Sq. Ft.)	Minimum Setback (Feet)	Maximum Height (Feet)	Maximum Number	Additional Requirements
A-3/A-5/A-10							
Wall		+15% of Sign Face	6	n/a	n/a	1	
Ground		+75% of Sign Face	15	10	7	1 (on properties >= 20 acres)	
R-1/R-2/R-3/RD-5							
Monument	Residential subdivisions	32 - 50	32 - 50	10	7	2 per entrance	
RM							
Wall	MF Development w/4+ Unit Bldgs.	+15% of Sign Face	10	n/a	n/a	1	
Ground	Single Parcel w/4+ Unit Bldg.	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	10	7	1	
	MF Development w/4+ Unit Bldgs.	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	10	7	1 (or 1 monument sign)	
Monument	MF Development w/4+ Unit Bldgs.	32 - 50	32 - 50	10	7	1 (or 1 monument sign)	
B-2/B-3/B-4/M-1/Q-1							
Wall	Single-Tenant Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)		A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1	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.
	Multi-Tenant (Shopping Center/Business Park) Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)		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	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. 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	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	10	7	1	

Table 13.1 For Repeat Replace

Permanent Signs by Zoning District	Development Type	Allowable Sign Area (Sq. Ft.)	Allowable Sign Face Area (Sq. Ft.)	Minimum Setback (Feet)	Maximum Height (Feet)	Maximum Number	Additional Requirements
	Multi-Tenant (Shopping Center/Business Park) Properties	+75% of Sign Face	50 +1' per additional 2' of setback, up to 100	10	7	1 (or 1 monument sign) per entrance	
Pedestal	Single-Tenant Properties	+85% of Sign Face	32 +1' per additional 2' of setback, up to 50	10	30	1	
	Multi-Tenant (Shopping Center/Business Park) Properties	+85% of Sign Face	50 +1' per additional 2' of setback, up to 100	10	30	1	
Monument	Single-Tenant Properties	60	60	10	7	1 (or 1 ground sign)	
	Multi-Tenant (Shopping Center/Business Park) Properties	60	60	10	7	1 (or 1 ground sign) per entrance	
P-I							
Wall	Single-Tenant Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)		A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.	1	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.
	Multi-Tenant (Institutional Complex) Properties	+15% of Sign Face	50 (or 85% of façade frontage, whichever is greater)		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	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. 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	+75% of Sign Face	32 +1' per additional 2' of setback, up to 50	10	10	1	
	Multi-Tenant (Institutional Complex) Properties	+75% of Sign Face	50 +1' per additional 2' of setback, up to 100	10	10	1 (or 1 monument sign) per entrance	
Monument	Single-Tenant Properties	60	60	10	7	1 (or 1 ground sign)	
	Multi-Tenant (Shopping Center/Business Park) Properties	60	60	10	7	1 (or 1 ground sign) per entrance	

Table 13.1 For Repeat Replace

Permanent Signs by Zoning District	Development Type	Allowable Sign Area (Sq. Ft.)	Allowable Sign Face Area (Sq. Ft.)	Minimum Setback (Feet)	Maximum Height (Feet)	Maximum Number	Additional Requirements
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The Zoning Administrator may allow for a 20% change in any standard for any sign, or allow for additional signs, provided additional landscaping area of equal size to the additional sign(s) face area(s) to be added is installed on the business site. The landscaped area shall be 70% covered in decorative vegetation, 50% of which shall be evergreen. The landscaped area shall be bordered by an acceptable surround and shall be used to enhance the view of the property from any public right-of-way, at the Zoning Administrator's discretion. The landscaped area shall be in addition to and shall be maintained in the same manner as all other landscaping on the site and shall conform to any permit-specific and other Town regulations. Should additional landscape area not be feasible, a 3 foot high brick wall with coping shall be installed in the parking landscaping or perimeter buffer with a linear feet equal to the additional sign face area(s). Where site landscaping or screen walls are not possible, a 10% change in standards and one additional wall sign may be allowed at the Zoning Administrator's discretion and requirements.

CHAPTER 13 – Sign Guide

Revised – May 8, 2020

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

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

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

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).



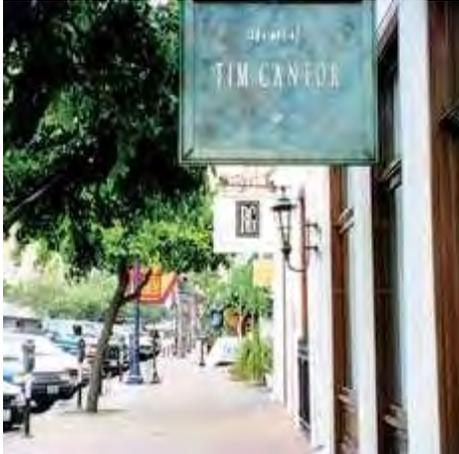
Source: Sign Crafters, Inc.

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

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

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

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