

**CITY OF GILLETT COMMON COUNCIL
NOTICE OF REGULAR MEETING**

Council Chambers – Municipal Building
150 N McKenzie Ave – Gillett, WI 54124

THURSDAY, OCTOBER 6, 2022 AT 6:00 PM

AGENDA

Council may deviate from agenda as needed

1. Mayor calls meeting to order. Pledge of Allegiance
2. Clerk takes roll and informs the Council that the Open Meeting Law has been complied with
3. Public Input
4. Presentation from Hinkfuss, Sickel, Petitjean and Wieting Attorneys at Law
5. Presentation of Fire Suppression Donation
6. Gillett School District Referendum Facts and Questions
7. Discussion & possible action on minutes for August 4, 29, & September 15, 2022
8. **CDA Report:** Alderperson Mohr
9. **Library Report:**
10. **Tourism & Marketing Commission:** Katie Daul
11. **Financial Report:** Clerk Treasurer
 - a. Updated Monthly Check Register Provided and Budget
12. **Police Department Report:** Police Chief Breitenbach
 - a. Discussion on Training, Public Relations, and Incident Summary Report
13. **Fire Department Report:** Fire Chief Hicks
 - a. Discussion on Training, Public Relations, and Incident Summary Report
14. **Health, Protection and License Committee Report:** Alderperson Blaser
 - a. Discussion and Possible action on Operator License for Christopher Druckrey
 - b. Discussion and Possible Action On Town of Brazeau joining our Joint Municipal Court contingent upon ending current contract
 - c. Discussion and Possible Action On Golf Cart Ordinance
 - d. Discussion and Possible Action On Ridgewood Covenants
 - e. Discussion and Possible Action On Sign ordinance
15. **Board of Public Works Committee Report:** Alderperson Stroik
16. **Utility Committee Report:** Alderperson Mohr
17. **Finance and Personnel Committee Report:** Alderperson Rudie
18. **Park and Cemetery Committee Report:** Alderperson Gildemeister
 - a. Discussion and Possible Action on dogs in park
 - b. Discussion and Possible Action on Christmas in the Park
 - c. Discussion and Possible Action on playground equipment
19. **Planning Committee Report:** Alderperson Spaulding
 - a. Discussion and Possible action on variance fee
 - b. Discussion and Possible action on 160 W Park Street Gary Ort items on property
 - c. Discussion and Possible action on 230 Birch Avenue New House Build
20. **Clerk Treasurer's Report:** Clerk Treasurer
21. **Attorneys Report:** Hanaway Ross Law Firm
22. **Mayor's Report:** Mayor McCarthy
23. **Adjourn**

Posted: City Hall and City Website---**Agenda subject to change up to 24 hours prior to meeting** Cc: City Council, Mayor, Attorney, Gillett Fire Dept., Gillett Police Dept. Contact City Clerk at 920-855-2255 prior to meeting if additional services are required. **It is possible that members of and possibly a quorum of members of the City Council or other committee 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.

"An Equal Opportunity Employer"

HINKFUSS, SICKEL, PETITJEAN & WIETING

ATTORNEYS AT LAW

James R. Sickel
Frederick C. Wieting
John R. Petitjean
Kurtis A. Wieting
Alexander J. Sickel

Jefferson Court Building
125 S. Jefferson Street, Suite 101
Green Bay, WI 54305-1626

E-mail: mail@hspwlaw.com
www.hspwlaw.com
Fax 920-432-4446
Phone 920-432-7716

William Hinkfuss
Retired
J. Robert Petitjean
(1925-1981)
Daniel J. Vande Loo
(1965-2005)
Christopher R. Hinkfuss
(1965-2016)

August 17, 2022

City of Gillett – City Council
c/o Ms. Chelsea Anderson, City Clerk/Treasurer
150 N. McKenzie Ave.
Gillett, WI 54124

RE: Proposal for Legal Services

Dear City Council Members:

Please accept this correspondence as a proposal for legal services on behalf of our firm Hinkfuss, Sickel, Petitjean, and Wieting. Originally formed as Reynolds, Bitner & Reynolds in 1948, our law firm currently consists of four attorneys practicing in a broad range of legal fields including business and corporate law, contract disputes, civil litigation, real estate and property law, and municipal law. The current members of our firm are James Sickel, John Petitjean, Kurtis Wieting, and myself, Alexander (Alex) Sickel. The attorneys that would be responsible for providing municipal legal services would be James Sickel and myself.

I have been in practice since 2008 when I joined the firm to work with my father at Hinkfuss, Sickel, Petitjean and Wieting. Since that time, I have provided a broad range legal services in the areas of family law, municipal law, personal injury, civil litigation, business law, and estate planning. Currently municipal law represents about two-thirds of my total practice providing legal representation to the Towns of New Denmark and Holland in Brown County and

the Town of Pensaukee in Oconto County. In addition to those active municipal clients we have provided services to various quasi-governmental entities including the Brown County Joint Municipal Court and the Hollandtown Sanitary District.

We have assisted our municipal clients in a broad range of matters including ordinance amendment, zoning litigation, special assessments, development agreements, roadway modification and discontinuance, conditional use permitting, annexation, personnel and staffing issues, and many other areas of law.

One matter I am particularly proud of involved a subdivision with a dormant developer. With no development agreement in place our client was left with the responsibility of improving the inadequate infrastructure to provide appropriate road access and proper drainage for the subdivision at significant cost. We were able to assist our client with assessing the improvement cost upon the remaining lots owned by the developer. When the county foreclosed upon those properties due to being delinquent on payment of the assessment, we negotiated with the county to allow our client to acquire the lots which were subsequently sold by our client resulting in recovery of the improvement costs including the legal expenses incurred.

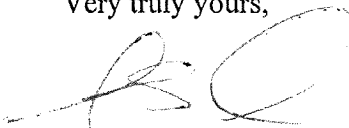
In representing our municipal clients one of our focuses is active participation in our representation. What that means to me is personally attending the regular meetings of the governing body at least monthly. We also make ourselves available for any subcommittee meetings like planning and zoning, personnel, and licensing committees. This regular contact allows us to get to know the specific needs, concerns, issues, and goals facing our client's and their communities. Familiarity with a community and those within the community are key to providing effective representation.

Typical response times for our municipal clients are one business day no matter what the inquiry. We strive to promptly answer all questions, in situations involving complicated matters we will provide a response with our plan on addressing the question and an estimated time to provide an answer so we can assure matters of significance are promptly addressed.

We know that cost is a particular concern in the representation of municipal clients and we work to provide efficient services to our clients. We can offer our services at an hourly rate of \$200.00 per hour. There would be no hourly charge for travel, but we would bill mileage at the IRS standard business rate. We can also make remote appearances to further limit expense and allow for more availability.

I understand there is City Council meeting scheduled for September 1, 2022 at 6:00 p.m. I will be in attendance at that meeting to introduce myself and answering any additional questions you may have regarding my experience and legal services.

Very truly yours,

A handwritten signature in black ink, appearing to be 'AJS', with a large, sweeping flourish extending to the right.

Alexander J. Sickel

AJS/rjr

2022 Referendum

Our mission within the Gillett School District is to provide all of our students a high quality educational experience in a secure learning environment which recognizes and responds to student's individual needs. To help attain our mission and goals, we have made significant investments in literacy, math, technology, facilities, and professional training. We cherish helping each student graduate from our school as a productive, responsible, and civic-minded person with the skills needed to succeed in college, a career, and in life.

We are a small district that has a lot of pride in our students, staff, and community. Several years ago, the Gillett School District held several community meetings and sent out a survey that gathered feedback on our current operations and future planning. From the feedback given, it was apparent that our community wants to maintain the programs and services that we currently offer. We strive to have small class sizes; offer courses in Career and Technical Education such as traditional "shop" classes and agricultural education; offer several

elective courses in business, Spanish, personal finance, music, and fine arts; and offer several transcribed courses with NWTC.

We are extremely fortunate to have the support of our community and that our voters approved an operational referendum in 2018 that provided three years of additional funding for our District. As a result, we have been able to continue our focus on improving student achievement, maintaining the classes we are able to offer, and offering small class sizes that most school districts our size cannot offer.

The operational referendum will end at the end of this school year. Therefore, the Board of Education is asking our voters to consider supporting an extension of the operational referendum for another three years at a reduction of the previous referendum. We are asking our community to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$600,000 per year, beginning with the 2023-2024 school year and ending with the 2025-2026 school year, for non-recurring purposes consisting of sustaining educational programming, student opportunities, and operations. This will help us maintain the quality of educational programs that our families, students, and community members have come to expect.

Here is the full resolution approved by the Gillett Board of Education on July 21, 2022:

RESOLUTION AUTHORIZING THE SCHOOL DISTRICT BUDGET TO EXCEED REVENUE LIMIT BY \$600,000 PER YEAR FOR THREE YEARS FOR NON-RECURRING PURPOSES

BE IT RESOLVED by the School Board of the Gillett School District, Oconto and Shawano Counties, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$600,000 per year, beginning with the 2023-2024 school year and ending with the 2025-2026 school year, for non-recurring purposes consisting of funding educational programming for students.

Adopted and recorded July 21, 2022.

Official Question for the November 8, 2022 Ballot:

BE IT RESOLVED by the School Board of the Gillett School District, Oconto and Shawano Counties, Wisconsin that the revenues included in the School District budget be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by \$600,000 per year, beginning with the 2023-2024 school year and ending with the 2025-

2026 school year, for non-recurring purposes consisting of funding educational programming for students.

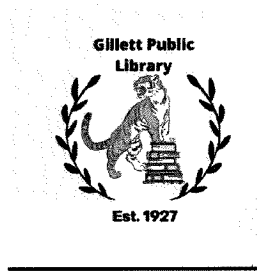
Shall the foregoing resolution of the School Board of the Gillett Public School District be approved?

YES

NO

We work hard on continuing earning your trust and we thank you for your opinions on the Fall 2021 School Perceptions Community Survey. We used the results to craft our direction and the above resolution.

Any School Board member or our District Administrator would be happy to answer any questions and discuss your concerns. Questions can be emailed directly to TigerPride@gillett.k12.wi.us. Questions that are repeated will be added to this Frequently-asked Questions page on our website. Listed below are contact information for the Gillett School Board as well as our administrative team.



Library Director Report

October 2022

1. October Events
 - a. The Oconto County Commission on Aging will be at the Gillett Library Community Center on Tuesday, October 11 from 4:30-5:30 pm to inform residents of services offered to seniors and their caregivers.
 - b. We are starting an after school teen program at the library. It will be held once a month and could become more frequent if it proves a popular program. On Tuesday, October 18th, we are going to paint pumpkins.
 - c. Drop into the Gillett Public Library on **Friday, October 28th during our open hours (10 am-5 pm)** to decorate a canvas tote bag for holidays or however you want! One bag per person per family and they will be available while supplies last!
 - d. Our Haunted Square will return again this year in October 2022! Enjoy "A Night at The Museum" with a cast of characters and some tricks and treats along the way. Our Haunted Square will be held during Trick or Treat Hours on Monday, October 31 from 4-6 pm.
2. ARPA GRANT
 - a. We received a big tv, a portable 80 inch projection screen, and meetup video conferencing equipment.
3. Makerspace-We have our Makerspace. Now it's a matter of how and where to set it up.

ORDINANCE NO. 2022 - _____

**AN ORDINANCE AMENDING THE MUNICIPAL CODE,
MOTOR VEHICLES AND TRAFFIC
AS IT RELATES TO THE OPERATIONS OF GOLF CARTS IN THE CITY OF
OCONTO, OCONTO COUNTY, WISCONSIN**

CITY OF GILLETT, OCONTO COUNTY, WISCONSIN

**THE MAYOR AND COMMON COUNCIL OF THE CITY OF GILLETT, OCONTO COUNTY,
WISCONSIN, DOES HEREBY ORDAIN AND AMEND AS FOLLOWS**

SECTION I - INTENT

The City of Gillett, Oconto County adopts the following ordinance creating a route for the operation of Golf carts upon the roadways listed herein.

Following due consideration of the value to provide recreational opportunities and weighted against the possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this route has been created.

Motor Vehicles and Traffic: Is hereby created, pursuant to section 349.18(1)(c) of the Wisconsin statutes, City Ord. Motor Vehicles and Traffic: Chapter , Golf Carts Section

SECTION II - STATUTORY AUTHORITY

This route is created pursuant to City authority under 349.18(1)(c) Wis. Stats. This ordinance is intended to facilitate the implementation of sections 349.18(1)(c) of the Wisconsin Statutes. To the extent necessary to accomplish this, section 349.18(1)(c) of the Wisconsin Statutes is hereby adopted by reference. In the event that any provision of this ordinance is inconsistent, or conflicts with such statutes or any of them, that statute, and not this ordinance, shall control and be applied.

SECTION III – CONDITIONS

As a condition of the use of this Golf cart route, the following conditions shall apply to all operators and passengers.

(a) Speed - No person shall operate a Golf cart within the City of Gillett or on any trail or street or other public way designated in this Chapter at a speed in excess of any posted limit.

(1) Any Golf cart which is not able to attain the speed of 25 MPH must display a Slow moving vehicle sign as stated in §347.245(1) Wis. Statutes. (See #7 under Uniformity on P#4)

(b) Restriction on Equipment - No Golf cart may be operated on any street within the City limits unless it conforms to all noise, registration and other equipment requirements as stated in the Wisconsin statutes or the Municipal Code of the City of Gillett.

(c) Headlight - Every Golf cart operating within the City, upon any public street *must* display a lighted headlight and taillight at all times, day or night and said lights must conform to the requirements of this ordinance.

Headlights – Shall be of a white or clear light and must be capable of illuminating the road ahead during hours of darkness and be observed at a distance of 500 feet. Headlights must be properly adjusted, as not to interfere with the operation of other vehicles on the roadway.

Taillights – Shall be red in color and be observable to a distance of 500 feet at night.

(d) Registration / Inspection– In addition to any other registration requirements that may be imposed by the State, an annual Municipal trail use permit is required to operate any Golf cart within the City limits. The fee for this permit shall be reviewed annually and published by the Clerks Office on the City web site www.cityofgillett.com

(1) Upon successful inspection of any Golf cart, a trail use permit shall be issued allowing it to be operated upon City streets for a period of one year. Such permit shall be plainly visible on the front cowling as to be plainly seen by a passing patrol officer.

(a) The annual trail use permit shall be valid from April 1st through March 31st of each consecutive year.

(b) The trail use permit fee for the 2022 season shall be \$25.00

(2) Inspection requirements.

(a) The Golf cart shall have proof of ownership and insurance present at time of an inspection.

(b) The application form for that purpose must be completed and signed by the owner.

(c) The proper fee must be paid to the City Clerk/Treasurer, prior to issuance of the permit.

(d) The vehicle must meet all inspection requirements prior to any permit being issued.

NOTE – Permit requirements can be obtained in advance from a member of the Gillett Police Department or the City of Gillett Clerks Office. The permit application fee is a service fee in payment for the inspection of vehicles and related paperwork. The application fee is nonrefundable.

Unattended Vehicles.

No person shall leave or allow any Golf cart owned or operated by him/herself to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.

Operation on Sidewalks Prohibited.

No person shall operate a Golf cart upon any sidewalk, pedestrian way or upon the (terrace) area between the sidewalk and the curb line of any street in the City, except as specifically authorized for the purpose of legally crossing the street, to obtain immediate access to an authorized area of operation.

Restrictions on operators of Golf Carts

Operation by non-licensed or youthful operators restricted to Ch. 23.33(5) Wis. Stat.

(a) No person who is not lawfully licensed, under current driver's license Suspension, Revocation or cancellation for any reason, may operate a Golf cart upon City streets within the corporate limits of Gillett.

SECTION IV - ROUTES**Golf cart Routes and Trails Designated.**

1. Routes Designated - Except as provided in Wis. Stats. or herein stated, no person shall operate any vehicle upon any public right-of-way, in any public park or cemetery or on any other public or private property in the City except upon routes and trails designated by the City Council as Golf cart routes. There shall be certain established routes or streets within the City limits. These routes shall be designated as Golf cart routes and are to be used for that purpose, under all circumstances at any time of day or night.

2. Operation prohibited in certain areas:

(a) Any street where operation is prohibited by a posted sign

(b) **Golf Cart routes are described as follows:**

All streets in the City of Gillett are open to golf carts

(c) The City of Gillett shall retain the right to close any City street to golf cart operation for special events, street construction/repair without advance notice.

(4)Golf Cart Travel within the City Limits.

(a) Statutory Authority – State law 349.18(1)(c) allows towns, cities and villages to enact local regulations allowing Golf carts to travel upon City streets.

(b) Golf Cart Travel upon City streets – Operation of Golf carts within the city limits shall be strictly limited to traveling along the extreme right side of city streets designated for that purpose. The authority to enact local Golf cart residential access regulations is found in Wis. Stats. 349.18(1)(c). By authority of Stats. 349.18(1)(c), The City of Gillett does hereby provide for Golf cart access into and from residential areas, stores and lodging establishments within the City limits of Gillett according to the guidelines set herein.

(c) Operation Authorized – This Section allows for the operation of Golf carts on designated streets, roadways and / or shoulders of a streets or highways by persons residing in or staying at a lodging establishment, shopping at local businesses or obtaining personal needs, within the limits of the City of Gillett, Oconto County, Wisconsin or to travel to or from an established trail or route within or connected to the Corporate limits of the City of Gillett.

(d) Golf Car – Under this section the operation of Golf Cars/carts of the type and kind equipped and used solely and specifically for golfing will be allowed to operate upon city streets under the circumstances listed herein. All restrictions listed for the operation apply to the operation of golf cars/carts upon city streets. The only exception to this is that safety equipment required for ATV operation is not required for the operation of golf carts, which have not been modified.

(e) Conditions - This Section designates the roadways and specific streets and highways for Golf cart travel by persons residing in the City, patronizing business or staying at a lodging establishment within the limits of the City of Gillett, Oconto County Wisconsin, to travel for the distance that is necessary to reach a trail or route from that residence, business or lodging establishment subject to the following conditions:

Uniformity - For the purpose of uniformity in this document the term cars/carts will have the same meaning as the term golf car/cart.

1. **Carts** shall be operated on the extreme right side of the roadway and travel with the flow of traffic.

2. **Carts** shall be operated in single file with headlights and taillights in operation at all times, day or night. If a trailer is towed behind, the trailer must conform to all lighting requirements for **Carts**.

3. **Cart** operators shall yield the right-of-way to all other vehicular traffic and pedestrians.
4. **Carts** violating any of the above conditions will be subject to the penalties outlined in Wis. Stats. and City Ordinance.
5. **Speed – Carts** operated on any portion of any roadway or shoulder of a highway pursuant to this Section shall observe the posted speed limit for that roadway.
6. **Any Cart** unable to reach a maximum speed of 25 MPH, must display a slow moving vehicle triangle, visible on the rear of such vehicle according to Wisconsin state statutes governing the SMV emblems at all times while in operation on any roadway.

SECTION V - ENFORCEMENT

- (a) **Enforcement** – This Section shall be enforced by any law enforcement officer of the City of Gillett, Oconto County, Wisconsin, or such other local, county or state law enforcement officers.
- (b) **Uniform traffic citation** - The uniform traffic citation promulgated under the Wisconsin State Statutes, shall be used for violations of this Chapter relating to highway use except as herein provided.
- (c) **Parking Violations** - The special standardized City parking ticket shall be used for enforcement of violations of rules of the road relating to parking of vehicles.
- (d) **Other Violations** - All violations of this Chapter not described in Subsections (a) or (b) shall be enforced in accordance with Wis. Stats. Stipulations of guilty or no contest may be made as provided in Wis. Stats. in substantially the form provided in the uniform traffic citation within five (5) days of the date of the citation for such violation. Payment may also be made under Wis. Stats. Such deposits shall include the City of Gillett municipal court costs listed in this Code of Ordinance.

SECTION VI – State forfeiture laws and penalties

Penalty.

- (a) All provisions Wisconsin Statutes describing and defining regulations with respect to Golf carts of which the penalty is a forfeiture only shall be incorporated by reference. The penalty for violation of any provision of this article shall be a forfeiture as provided in section 346.965 of the Wisconsin Statutes and the applicable City of Gillett Municipal code together with the costs of prosecution.
- (b) **Forfeited Penalties and Deposits** - Except as otherwise provided in Wis. Stats. and the bond schedule adopted by the City of Gillett hereunder, required penalties and deposits or bail not including costs or fees for violation of this Chapter shall be as established by the schedule adopted by the City of Gillett Common Council.

SECTION VII – SEVERABILITY

The provision of this ordinance shall be deemed severable and it is expressly declared that the City would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons circumstances shall not be deemed affected.

SECTION VIII – EFFECTIVE DATE

THIS ORDINANCE SHALL BE ADOPTED UNDER SUSPENSION OF LOCAL RULES, AND SHALL TAKE EFFECT UPON PASSAGE AND PUBLICATION AS PROVIDED BY LAW.

Offered By: _____

Seconded By: _____

Vote: Ayes: _____ Nay: _____
 Abstentions: _____ Absent: _____

Date of Adoption: _____

Date of Publication: _____

**BY ORDER OF THE CITY COUNCIL
CITY OF GILLETT, OCONTO COUNTY, WISCONSIN**

Joshua McCarthy, Mayor

ATTEST: _____
Chelsea Anderson, Clerk Treasurer

CITY OF GILLETT

GOLF CART INSPECTION REQUIREMENTS

Before going through the inspection process, here are a few tips to save you some time and money.

- No racing type or Golf cart/ATV conversions will be allowed on City streets. It is the intention to allow carts that are designed to be used the streets. · No dirt bikes or vehicles that cannot qualify as a Golf cart will be allowed.
- Bring proper identification and proof of registration and insurance with you to the inspection. (You will not be issued a permit if you are not the owner of the Golf cart or if the owner of the cart has a Suspended or Revoked driver's license in any state) or the cart is uninsured.
- Golf carts are not required to be registered but must meet all of the lighting requirements.
- Make sure that you have a functioning muffler on your vehicle, of the type originally installed by the manufacturer. No tuned or expansion type mufflers will be allowed.
- Make sure that all of the lights work and are visible.
- If your vehicle will not meet the minimum 25 MPH speed requirement you are required to install an approved slow moving vehicle triangle on the rear of your vehicle prior to operation on streets. (SMV sign must be present at time of inspection)
- Check the brakes, tires and other safety equipment to assure that you will pass inspection.

We will be checking to see that:

1. There are no broken, loose or unsafe parts hanging from your vehicle.
2. The Golf Cart owner's driver's license is not suspended or revoked.
3. All of the required lights function properly.
4. All of the equipment required to operate your vehicle is present and in good working condition.
5. There are no modifications that would make operation of your vehicle unsafe.
6. The Golf Cart has a functioning muffler and is quiet.
7. The Golf Cart is in generally good condition and will not be a hazard.

NOTICE – Under this provision, local or City resident owners of Golf Carts will be issued a permit to operate within the City of Gillett only. Any operation outside of the City of Gillett or upon any private property must conform to the appropriate State and local laws governing those areas. Make sure that you are familiar with all regulations governing the use of Golf Carts. If you are unsure, contact the local Law Enforcement authority for the area you intend to operate in.

You will be held strictly responsible for knowing all laws and restrictions associated with the operation of Golf Carts within the City of Gillett

THE COMMON COUNCIL OF THE CITY OF GILLETT HEREBY ORDAINS THAT THE FOLLOWING DECLARATION OF CONDITIONS, COVENANTS, RESTRICTIONS AND EASEMENTS FOR RIDGEWOOD HEIGHTS ARE APPROVED.

THIS DECLARATION, made this 5th day of September 1991, by the City of Gillett hereinafter called "the developer",

WITNESSETH:

WHEREAS, the developer is the owner of the real property described in Article I of this Declaration, and desires to subject it to conditions, restrictions, covenants, reservations and easements for the benefit of said property as a whole and for the benefit of each owner of any part thereof.

NOW THEREFORE, the developer hereby declares that the real property hereinafter described shall be used, held, transferred, sole and conveyed subject to the conditions, restrictions, covenants, reservations and easements hereinafter set forth which shall inure to the benefit of and pass with said property and each and every parcel thereof, and shall apply to and bind the successors in interest, and any owner thereof.

ARTICLE I

Property subject to this Declaration. The following property shall be subject to this declaration: Ridgewood Heights.

ARTICLE II

2.1 General Purpose. The general purpose of this declaration is to help assure that Ridgewood Heights will become and remain an attractive community and to insure the best use and the most appropriate development and improvement of each building site; to protect owners of building sites against such use of surrounding building sites as will detract from the residential value of their property; to prevent the erection hereon of poorly designed or proportioned structures; to obtain harmonious use of material and color schemes; to insure the highest and best residential development of said property; to prevent haphazard and inharmonious improvement of building sites; to secure and maintain proper setbacks from streets, and adequate spaces between structures to insure light, air, privacy and to minimize damage from fire.

2.2 Land Use and Building Type. No lot shall be used except for single-family residential purposes. No building shall be erected, altered, placed, or permitted to remain on any lot which exceeds two and one-half stories in height and other outbuildings incidental to residential use for the premises.

Home size will be a minimum of 1400 sq. ft. of finished living space. An attached garage will be limited to 864 sq. ft. and exterior material will be in harmony with house design and roof lines. One out-building will be allowed not to exceed one-half of the total sq. ft. of living space of the house and be in harmony with house exterior.

No home occupation shall be allowed, home occupation being defined as any Occupation for gain or support conducted within a dwelling which is individual and secondary to the use of the dwelling for dwelling purposes. Home occupation

shall include, but are not limited to, office for an accountant, real estate agent, insurance agent, clergyman, architect, dressmaking, millinery, babysitting, laundering, crafts and musical instruction. Said uses are by way of example and not by way of limitation. This prohibition on home occupation shall not apply to occupations conducted by a salesperson who conducts sales away from the home such as an Avon person or Fuller Brush person.

2.3 Architectural Control. In the interest of promoting attractive design, it is preferred but not required that any residence or garage be designed by an architect or practicing home designer. No structure shall be erected, placed or altered on any lot in the platted blocks involved until the building plans, specifications, and plot plan showing the location thereof have been approved in writing as to quality, materials, harmony of external design and colors, with existing planned structures, and as to location with respect to topography, neighboring buildings, setbacks, finish grade elevations, driveways and planting, and landscaping by the Planning Committee. The committee shall have the power to waive its right to review plan for non-residential structures for a period of time or particular area. In the event said committee or its designated representative fails to approve or disapprove such design and location within thirty days after said plans and specifications have been submitted to it, or in any event, if no suit to enjoin the erection of such structure or the making of such alterations or to require the removal thereof has been commenced before one year from the date of the completion thereof, such approval will not be required and this covenant shall be deemed to have been fully complied with.

2.4 Dwelling Quality. The design, layout, and exterior appearance of each residence shall be such that, in the opinion of the Planning Committee at the time of approving the building plans, the residence will have no substantial adverse effect upon property values in the neighborhood.

2.5 Landscaping. Landscaping shall meet all current city ordinances. Also see item 2.11 H below.

2.6 Property Marker. Property owner or subdivider shall replace property Irons within 30 days if disturbed.

2.7 Ground Fill on Building Site Where fill is necessary on the building site to obtain the proper topography and finished ground elevation, it shall be ground fill free of waste material and shall not contain noxious materials that will give off odors of any kind, and all dumping of fill material shall be leveled immediately after completion of the building. Any excess excavated earth shall be removed from the building site and deposited where directed by the City of Gillett.

2.8 Drainage. The land on all sides and near rear lot lines shall be graded by the property owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

2.9 Nuisances No noxious odors shall be permitted to escape from any building site and no activity which is, or may become, a nuisance or which creates unusually loud sounds or noises shall be suffered or permitted on any building site. Outside parking of inoperable and or unlicensed motor vehicles or campers or other materials on any site

is prohibited. Customary overnight

Parking or storage of vehicles that have a gross vehicle weight of 8,000 pounds and/or exceed 8 feet in width shall be prohibited on any public street within this residential development.

2.10 Signs No permanent sign of any kind shall be displayed to the public view on any lot except one sign up to 12 square feet advertising the property for sale or rent, or a sign used to advertise the property during the construction and sales period. All signs shall be located at least ten feet back from the lot line. Personalized name signs not to exceed 6 sq. ft. will be allowed.

2.11 Fences and Walls. - See City Code

2.12 Building Location Control In lieu of the normal building location controls set forth in the zoning regulations of the City of Gillett, as provided by the Planned Development Regulations, the following locational controls are established:

A. Street Setback:

1. There shall be a minimum 25 foot setback from a street right-of-way line to any garage, to provide an entrance and parkway apron for the garage.
2. There shall be a minimum 20 foot setback from a street right-of-way to any living area wall.
3. There shall be a minimum 10 foot setback from a street right-of-way to any non-living area wall for landscaping purposes.

B. Offsets from Lot Line:

1. No building shall be closer than 10' to any lot line.
2. All dog kennels will be behind the house and a minimum of 6' from lot lines.

2.13 Corner Visibility On any corner residential lot, nothing shall be erected, planted or allowed to grow within a triangle created by extending a line 25 feet along each street right of way from the intersection that will obscure visibility over the height of 3 feet above street grade.

2.14 Recreational Vehicles and Structures. Outside storage is permitted in a reasonable manner for the following: building for ice fishing, mobile camp trailer, snowmobile, camper utility trailer and boat, provided that the above vehicles and structures are owned by the resident. No storage is permitted in front yards.

2.15 Satellite Dishes. No satellite dish shall be placed on a lot without meeting all setback requirements. Further, no satellite dish shall be placed as to interfere with the use of an adjoining lot. No more than one satellite dish shall be placed on a lot. Any satellite dish which is inadequately anchored, or is not structurally sound, may be subject to order of removal by the Building Inspector.

2.16 Utility. All utility lines for electricity, cable TV, and telephone shall be placed underground in rear lot line easement. The developer will coordinate all underground placement with a 15 day notice to each utility as to line placement date.

Temporary overhead facilities may be installed to serve a construction site or where necessary because of severe weather conditions. In the latter case, within a reasonable time not to exceed 120 days.

Where the utilities are installed, the easements shall be graded to within 6 inches of final grade by the developer, prior to the installation of such facilities, and earth fill, piles or mounds of dirt shall not be stored on such easement areas.

2.17 Street lighting. All street lights within the area being developed will be coordinated with the electric utility serving the subdivision and as approved by the planning-utility committee.

2.18 Streets. After the installation of temporary block corner monuments and all underground facilities by those involved and after the street grades have been established by the city and a majority of the lots sold the said street shall be installed.

2.19 Public Sanitary Sewer. The city shall construct sanitary sewers in such a manner as to make adequate sanitary sewer service available to each lot within the subdivision. The planning-utility committee requires the installation of sewer laterals to the street lot line at the property owner's expense.

Building permits will be required and shall be issued for erection of any structure on any lot.

2.20 Curb and Gutter Assessment. Landowner is responsible for the standard 6 inch curb and 18 inch gutter, and the City shall apply a full-width bituminous surface at a completed depth of at least 3 inches, all in accordance with plans and specifications as approved by the Director of Public Works. On corner Residential lots, a deduction of 50% of the total assessable footage taken on both sides of the lot shall be allowed the property owner. If the improvements are constructed in two stages, deduction will be taken on the second stage.

2.21 Temporary Housing. There will be no temporary housing during Construction. Any construction trailers will be limited to 120 days.

2.22 Grievance Procedure All grievances shall be submitted in writing to the Ridgewood Heights Homeowners Association, which consists of all homeowners in Ridgewood Heights. The Homeowners Association has the right to interpret, but cannot change any item covered within this document. The Homeowners Association must reply within 30 days to the homeowner who submitted the grievance. If the homeowner is unhappy with the outcome, a grievance may be submitted in writing to the Planning Committee along with a payment of \$50.00 to cover publishing fees. The Planning Committee shall then conduct a public hearing within thirty (30) days of the submission of such grievance. A Class 1 notice pursuant to Chapter 95, Stats., shall be published in the official newspaper specifying the date, time and place of the hearing and the matters to come before the Planning Committee. Notices of such hearing shall also be mailed to the parties of Interest, as determined by the committee. The Planning Committee shall conduct the public hearing and render its decision, within ten (10) days after conducting said public hearing. The Planning Committee shall mail a copy of its written decision to the person or persons filing the grievance. The decision of the Planning Committee shall be final.

2.23 Violations. It shall be unlawful to build upon, divide, convey, record or monument any land in violation of this chapter or the Wisconsin Statutes; and no person shall be issued a building permit by the City authorizing the building on, or improvement of, any subdivision, minor subdivision or replat within the jurisdiction of this chapter not of record as of the effective date of this chapter and amendments thereto until the provisions and requirements of this chapter have been fully met. The City may institute appropriate action or proceedings to enjoin violations of this chapter or the applicable Wisconsin Statutes.

2.24 Penalties. Any person who violates any provision of this chapter shall be subject to a penalty as provided in sec. 20.04 of this Code.

1) RECORDATION. Recordation improperly made has penalties provided for in S236.30 Wis. Stats

2) CONVEYANCE. Conveyance of lots in unrecorded plat has penalties provided for in S236.31, **Wis.** Stats

3) MONUMENTS. Monuments disturbed or not placed have penalties as provided for in S236.32, **Wis.** Stats.

Chapter 22. Signs

[HISTORY: Adopted by the Common Council of the City of Gillett 5-5-2011. Amendments noted where applicable.]

§ 22-1. Purpose.

This chapter creates the legal framework for sign regulations that are intended to facilitate agreeable communication between people. It recognizes the need for well-maintained and attractive appearances and protection of safety and welfare within the community, balanced with the need for business identification, advertising, and communication. This section intends to encourage the design, construction, installation, maintenance of signs that are safe and compatible with their surroundings pursuant to the objectives of proper zoning amenities.

§ 22-2. Applicability.

To regulate the size, type, construction standards, maintenance and placement of signs situated within the boundaries of the City of Gillett and to promote the public health, safety, welfare, and comfort of the general public. The sign regulations accomplish their purposes by:

- A. Reducing distractions and obstructions from signs that would adversely affect traffic safety and alleviating hazards caused by signs projecting over or encroaching upon the public right-of-way.
- B. Discouraging excessive visual competition in signage and ensuring that signs aid orientation and adequately identify uses and activities to the public.
- C. Preserving or enhancing the natural beauty and unique physical characteristics of the City of Gillett by requiring new and replacement signage which is harmonious with the buildings to which signs relate, surrounding neighborhood aesthetics, and other signs in the area and is complementary to the City's suburban architectural character and unobtrusive commercial developments.
- D. Promoting a healthy and properly designed business environment.
- E. Protecting property values within the City.
- F. Ensuring safe construction of signage.

§ 22-3. Scope.

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

§ 22-4. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

ABANDONED SIGN

Any sign which contains information which is no longer correct, fails to advertise a bona fide business, lessor, lessee, owner, product, service or activity, conduct or product available is no longer provided.

ADMINISTRATOR

The Planning Committee for the City of Gillett, or their designee, has the responsibility for administering this chapter.

ANIMATED SIGN

Any sign that uses movement or rotation of any part of the sign or change of lighting or lights, either natural or artificial, to depict action or motion, or to create a special effect or scene, or to convey a message. It does not include a changeable copy sign or a sign which contains a "time and temperature" portion as its only changeable part.

ATM

Automated teller machine.

AWNING SIGN

A roof-like shelter of canvas or other material extending from the wall of the building and extending over a doorway, from the top of the window, over a deck, etc., in order to provide protection from the sun and advertising space. Awnings may be retracted, folded, or collapsed against the face of a supporting structure. For the purpose of this chapter, an "awning" is an awning sign.

BANNER

A sign intended to be hung either with or without a frame and that possesses characters, letters, illustrations, or ornamentations applied to paper, plastic, or fabric of any kind, but shall not be interpreted to include a canopy sign. National flags, state or municipal flags, or the official flag of any institution or business, shall not be considered a banner.

BASE SETBACK LINE

The edge of the established ultimate street right-of-way or property line.

BEACON

A stationary or revolving light that flashes or projects illumination, single color or multicolored, in any manner that is intended to attract or divert attention.

BILLBOARD

A structure for the display of off-premises advertising.

BUILDING IDENTIFICATION

Any sign indicating the name of a building, date, and incidental information about construction, or any such information, which sign is cut into a masonry surface or is mounted on other permanent material.

BULLETIN BOARD

Any sign erected by a charitable, educational, or religious institution or a public body, upon the same property as said institution, for purposes of announcing events which are held on the premises, and which contains no commercial message.

CANOPY SIGN

Any sign that is attached to or part of an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area. A marquee is not a canopy.

CHANGEABLE COPY SIGN

A sign or portion thereof, with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times a day or more than once an hour shall be considered an animated sign and not a changeable copy sign for the purpose of this chapter. A sign on which the only copy that changes is an electronic or mechanical indication of time or temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign for purposes of this chapter.

COMMERCIAL SIGN

Any sign wording, logo, or other representation that, directly or indirectly, names, advertises, or calls attention to a business, product, service, sale or sales event, or other commercial activity. This definition shall not be interpreted to exclude signs erected by any nonprofit group or institution otherwise possessing all the characteristics of commercial advertising solely because the group does not seek commercial profit.

CONSTRUCTION SIGN

A sign identifying individuals or companies involved in design, construction, wrecking, financing, or development of a building/lot upon which the sign sits and/or identifying the future use of the building/lot upon which the sign sits. Such signs shall be limited to new home and building construction or home and building remodeling and repairs.

DETERIORATED

A sign which is faded, tattered, torn, broken, out of alignment, not fully functional or a blighting influence.

DIRECTIONAL OR INCIDENTAL SIGN

A sign limited to providing directions to assist in the flow of pedestrian or vehicular traffic. Generally, these signs are located on a specific parcel and include messages such as "no parking," "entrance," "exit only," "loading only," "telephone," "ATM," and other similar messages. Directional signs shall be visible from the lot on which they are located, shall not exceed three feet in height above the natural grade, and shall not exceed three square feet in size.

DIRECTORY SIGN

See "multiple-tenant identification sign."

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.

DOUBLE-FACED SIGN

A sign with copy on two parallel faces that are back to back, facing in opposite directions.

DROP BOX

A device used to hold mail, packages or items for charitable contributions.

ELECTION AND CAMPAIGN SIGNS

An election or campaign sign is a sign which promotes a candidate for public office, a particular position on a referendum, or other matter on an election ballot.

ELECTRONIC SIGN

A sign, display, or device that changes message copy on the sign by means of light-emitting diodes (LED), fiber optics, light bulbs, liquid crystal display, or other illumination devices within the display area.

ERECT

To build, construct, attach, hang, place, suspend, or affix any sign, including painting of a wall sign.

EXEMPT

A sign which does not apply to the sign requirements of this chapter.

FACADE

The front or main face of the building.

FACING

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

FESTOONS

Signs which shall include, but are not limited to, strings of ribbons, tinsel, small flags, pennants or pinwheels hanging between two points.

FLAG

Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision, or other entity.

FLASHING SIGN

A sign whose illumination is not kept constant in intensity at all times when in use and/or which exhibits changes in light, color, direction, animation, and word/text changes. Such signs are prohibited. Illuminated signs that indicate the date, time, and temperature will not be considered flashing signs.

FREESTANDING SIGN

A sign that is attached to, erected on, or supported by some structure (such as a pole, mast, frame, or other structure) that itself is not an integral part of or attached to a building or other structure whose principal function is something other than the support of a sign.

GARAGE SALE SIGN

A private sale of personal property, including estate sales, yard sales, or rummage sales used to dispose of personal household possessions; not for the use of any commercial venture.

GAS STATION CANOPY SIGNS

A type of wall sign mounted on the vertical fascia of a canopy serving as a fuel-dispensing facility for a gas station or a convenience store with fuel pumps.

GOVERNMENT SIGN

Any sign erected by the City of Gillett or any other governmental entity in the exercise of official government business and authority.

GROUND SIGN

A sign on which the bottom edge of the display area has open space between that edge and the natural grade. The sign is freestanding and not attached to any structure, not to exceed eight feet in height from natural grade.

ILLUMINATION, EXTERNAL

Illumination of a sign with an exterior light source.

ILLUMINATION, INTERNAL

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

LOT

A fractional part of a subdivision or certified survey map having an assigned number through which it may be identified and meeting the requirements of the City of Gillett Subdivision and Platting Regulations and Chapter 21, Zoning, for a building site.

MANSARD ROOF

Any roof that has an angle greater than 45° and which derives part of its support from the building wall and is attached to (but permitted to be not necessarily a part of) a low-slope roof, and which extends along the full length of the front building wall or at least 3/4 of the length of a side building wall. For purposes of this chapter, a "low-slope roof" shall mean any roof with a pitch of less than three inches rise per 12 inches horizontal.

MARQUEE

A permanent roof-like structure attached to and supported by the building and projecting over public property. For the purpose of this chapter, a marquee shall be considered part of the building.

MARQUEE SIGN

A sign attached to, painted on, or supported by a marquee.

MEMORIAL SIGN

A sign which serves as a remembrance of a person, event, or place.

MONUMENT

A sign or object, mounted directly to the ground or pavement, with a maximum height not to exceed 10 feet and a total surface area not to exceed 80 square feet per side.

MULTIPLE-TENANT IDENTIFICATION SIGN

A sign which serves as a common or collective identification for a group of persons or businesses operating on the same zone lot (i.e., shopping center, office complex, etc.). Such sign may name the persons or business included but shall carry no other advertising matter.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]

NAMEPLATE

A nonelectrical identification sign, not exceeding two square feet in area, mounted flush (having the surface in the same plane) to the principal building or displayed in a window, displaying the name of the business, owner, operator, or home occupation.

NEON SIGN

A sign illuminated by a light source consisting of neon or other gas tube that forms letters, symbols, lines, or other shapes.

NONCONFORMING SIGNS

A sign that exists at the effective date of the adoption of this chapter that does not conform to the terms of this chapter.

OCCUPANCY

The portion of a building used by an owner or operator, for any lawful purpose, in compliance with the City Code.

OFF-PREMISES SIGNS

Any sign that advertises, calls attention to, or identifies an occupant, business, or property situated on a different lot than the lot in which the sign is located.

ON-PREMISES SIGNS

Any sign that advertises, calls attention to, or identifies an occupant, business, or property situated on the same lot as the sign.

OUTDOOR MENU BOARD

An outdoor sign associated with restaurants or with drive-through windows which gives a detailed list of food or services that are available at that establishment.

PARAPET WALL

A low wall above the roof used as a rated fire wall.

PARCEL

A continuous acreage of land described in a single description in a deed or one of a number of lots or outlots on a plat, separately owned or capable of being separately conveyed.

PENNANT

Any lightweight plastic, fabric, or other material, whether or not containing a message of any kind, suspended from a rope, wire, or string, usually in series, designed to move in the wind.

PERMANENT

Any sign attached to the ground, pavement or building so as to remain with the property.

PERMIT

The authorization for a sign issued by the administrator or its designee.

PERSON

Any person, firm, partnership, association, corporation, company, or organization, singular or plural, of any kind or nature.

POLE SIGN

A sign that is mounted on a freestanding pole or other support so that the bottom edge of the sign is eight feet or more above natural grade.

POLITICAL SIGN

A sign in connection with a local, state or national election or referendum; shall be limited to six square feet in area and erected no more than 60 days before the election and removed within five days after the election.

PORTABLE SIGN

Any sign not permanently attached to the ground or any permanent structure, or a sign designed to be transported, including but not limited to: signs designed with wheels; signs converted to A-frames or T-frames; menu and sandwich boards; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless said vehicle is used in the normal day-to-day operations of the business.

PRINCIPAL BUILDING

The building in which is conducted the principal use of the lot on which it is located. Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

PROJECTING SIGN

A sign affixed or attached directly to the external wall of a building or structure any part of which, including illumination devices, extends more than 18 inches from the exterior wall of the building or structure. This definition shall be interpreted to include canopy signs.

PUBLIC EVENT

Any event that is authorized by the City of Gillett, regardless of whether it is funded either in whole, in part, or not at all, by the City.

PUBLIC RIGHT-OF-WAY

Permission by the owner of a piece of land to others to pass across his/her land as an access agreement. Public amenities such as streets and sidewalks or footpaths are part of the public right-of-way.

REAL ESTATE SIGN

A sign placed upon property for the purpose of advertising to the public the sale, lease, or rent of said property.

ROOF SIGN

A sign that projects above the lowest point of the eaves or the top of the parapet wall of any building or that is painted on or fastened to a roof.

SANDWICH BOARD SIGN

An advertising device which is ordinarily in the shape of an "A" or some variation thereof, located on the ground, easily movable, not permanently attached thereto, and which is usually two sided.

SHOPPING CENTER

Two or more retail stores and/or service establishments sharing customer parking areas regardless of whether said stores and/or establishments occupy separate structures or are under separate ownerships.

SIGN

A name, identification, description, display, or illustration which is affixed to, or represented directly or indirectly upon, a building, structure, or piece of land, and which directs attention to an object, product, place, activity, person, institution, organization, or business.

SIGN CLEARANCE

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The vertical distance measured from the bottom of the sign to the grade below.

SIGN SETBACK

The minimum horizontal distance between the line of a building or structure and the property line.

SIGN STRUCTURE

Anything constructed or erected on the ground (to include all types of buildings, attachments to buildings, parking lots, fences, and berms).

SPECIAL EVENT SIGN

A sign located on residentially zoned property containing a personal announcement, not to exceed seven days.

SPOTLIGHT ILLUMINATION

Illumination which comes from lamps, lenses, or devices designed to focus or concentrate the light rays of the source.

STREET FRONTAGE

A length of the front property line of the lot, lots, or tract of land abutting a public street, road, highway, or rural right-of-way.

TEMPORARY SIGN

A sign erected for a period of 30 consecutive days or less.

TETHERED BALLOONS

A bag made of material permeable to gas and filled with a type of gas lighter than ordinary air, designed to rise and float in the atmosphere, secured by a rope, chain, cord or similar means of attachment, so as to restrict its movement within a small radius.

TRANSOM

The actual window above a door or the crosspiece separating a door or the like from a window above.

VIDEO DISPLAY OR SIGN

Any sign displaying a motion video.

WALL SIGN

A sign or billboard affixed or attached directly to the exterior wall of a building or structure.

WARNING SIGN

A sign containing no advertising material, warning the public of the existence of danger.

§ 22-5. Signs not requiring permits.

The following outdoor signs, advertising structures, or devices shall not require a permit under this chapter. However, they shall be safely constructed and shall comply with all minimum setback requirements imposed by this chapter:

- A. Civic event temporary signs. Nonprofit organizations, charitable organizations, churches, service organizations, and similar groups may display a temporary sign advertising a fund-raising effort or local festival-type event provided the following:
 - (1) Signs may be double-sided and are restricted to 100 square feet if they are displayed on premises. Off-premises signs are restricted to eight square feet in residential or institutional districts and 32 square feet in business and industrial districts.
 - (2) Signs are to be removed within three days after the event.
- B. Construction signs.
 - (1) Number. There shall not be more than two construction signs for each project or development except where a project or development abuts two or more streets. In such case, two signs may be allowed for each abutting street frontage.
 - (2) Area.
 - (a) Residential area. In all residential areas, construction signs shall not exceed eight square feet on one side or 16 square feet in area.
 - (b) Nonresidential areas. In all nonresidential areas, construction signs shall not exceed 32 square feet in area.
 - (3) Location. Construction signs shall be located only upon the premises upon which construction either is about to occur or is occurring. Such signs shall be set back a minimum of 10 feet from any abutting property line, road right-of-way, or driveway and at least the height of the sign plus two feet from the road right-of-way and out of vision corner intersection.
 - (4) Height. Construction signs shall not project higher than five feet, as measured from the natural grade at the base of the sign.

(5) Other conditions.

- (a) Temporary construction signs shall be permitted only as accessory to an approved building permit and the names of the contractors, engineers, architects, and financial institutions involved in the project development.
- (b) Construction signs may be erected and maintained for a period not to exceed 10 days prior to the commencement of construction and shall be removed within 10 days of the termination of construction of the project or development.
- (c) No sign shall be placed on any tree or rock.
- (d) All such signs shall be nonilluminated, freestanding ground signs.

C. Election and campaign signs. Election and campaign signs are subject to the following restrictions:

(1) Area. Election and campaign signs shall be no larger than 16 square feet.

(2) Location.

- (a) Election and campaign signs may be no closer than 10 feet to the public right-of-way at a street intersection, nor over the right-of-way.
- (b) Election and campaign signs may be no closer than 10 feet to other election and campaign signs.

(3) Erection and removal.

- (a) The candidate for public office or a position on a referendum or other matter on an election ballot wishing to place a political sign under this permit exemption with their name or position on it within the City limits must in fact be, or have their position or matter eligible to be, on the ballot in the City of Gillett.
- (b) The first day to place election or campaign yard signs within the City limits is the first day that candidates are eligible to circulate nomination papers.
- (c) All political yard signs must be removed within three days following the election.

D. Garage sale signs. No person shall attach posters, notices, or advertisements to utility poles, meter posts, or trees in or along any street right-of-way within the City and that no person shall put up any notice upon any building, wall, fence, or other property of another person without having first obtained the written consent of the owner of such property. The maximum time limit for all garage sale signs is three consecutive days and nine cumulative days in a one-year period. Such signs shall not exceed 12 square feet in area.

E. Government signs.

F. Neon signs. Neon signs are allowed in taverns, nightclubs, gas stations, convenience stores and similar establishments only. Only one neon sign is allowed per window.

G. Noncommercial flags. Noncommercial flags may be flown upon a single flagpole as follows:

(1) For all noncommercial uses:

Flagpole Height (feet)	Flag Size (feet)	Flagpole Height (feet)	Flag Size (feet)
20	4 x 6	50	8 x 12 to 10 x 15
25	5 x 8	60 to 65	10 x 15 to 10 x 19
30 to 35	6 x 10	70 to 80	10 x 19 to 12 x 18
40 to 45	6 x 10 to 8 x 12	90 to 100	20 x 38 to 30 x 50

(2) For all residential uses, no flagpole may be greater than 25 feet high or carry a flag greater than four feet by six feet. A flagpole 20 feet or shorter shall not carry a flag larger than three feet by five feet.

H. Noncommercial signs. One sign per parcel is allowed, carrying any lawful noncommercial message not exceeding 12 square feet in area.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]

I. Personal messages.

- (1) A sign announcing births, anniversaries, birthdays, retirement, graduations, and other similar events of personal significance is allowed for a period not exceeding seven consecutive days.

- (2) Such signs cannot exceed a total of 40 square feet in area or 20 square feet per side.
- (3) No trespassing/no dumping signs. Signs erected to give notice of prohibitions on trespassing or dumping not exceeding 1 1/2 square feet in area is allowed per each property line or building facade.

J. Real estate signs.

- (1) Number. There shall not be more than one real estate sign for each lot except that where a lot abuts two or more streets, one real estate sign may be allowed for each abutting street frontage.
- (2) Area.
 - (a) In Residential Districts, temporary "for sale" or "for rent" real estate signs shall not exceed 12 square feet in area.
 - (b) In Future Development Districts, temporary "for sale" real estate signs shall not exceed 25 square feet in area and temporary "for lease" or "for rent" real estate signs shall not exceed 10 square feet in area.
 - (c) "Sold" signs or stickers may be added so long as they do not exceed 25% of the original sign area.
- (3) Location. Real estate signs shall be set a minimum of 10 feet from any abutting side or rear property line or driveway. Additionally, signs shall be set back 10 feet out of the right-of-way or out of the vision corner intersection. Signs shall be set back at least the height of the sign plus two feet out of the right-of-way and out of the vision corner intersection.
- (4) Removal. Real estate signs shall be removed within 14 days of the sale or lease of the premises upon which the sign is located.
- (5) Height. Real estate signs shall not project higher than six feet as measured from the natural grade at the base of the sign in Future Development Districts. Real estate signs shall not project higher than four feet. This includes any "sold" sign which is affixed to the real estate sign.

K. Temporary nonilluminated window signs. Temporary nonilluminated window signs for advertising purposes shall be allowed in the districts.

- (1) Such signs shall not be placed so as to interfere with public safety and ingress or egress from a building.
- (2) Only the inside surface of windows shall be used for the attachment of such signs.

§ 22-6. Signs allowed by permit.

A. General.

- (1) All signs under this section shall be allowed by issuance of a sign permit under § 22-12 of this chapter.
- (2) There shall be no more than two signs total per lot unless expressly stated. All logos and insignia on a wall of the building or accessory structure shall be counted as one sign.
- (3) No sign shall be located closer than 10 feet to any property line or driveway. All signs must be located no closer to the right-of-way than the designated front or side yard setback, whichever is applicable.

B. Signs allowed in residential districts.

- (1) Home occupation signs.
 - (a) There shall be only one sign allowed per lot.
 - (b) Signs advertising a home occupation shall not exceed 12 square feet in size and shall not be illuminated.
 - (c) Home occupation signs shall be limited to either a ground sign or a freestanding sign not exceeding four feet in height from the natural grade.
 - (d) Landscaping may be required at the discretion of the Planning Committee.
- (2) Multifamily, apartment complex and mobile home park signs.
 - (a) Type. Multifamily, apartment complex, or manufactured home park identification signs shall be ground signs.
 - (b) Number. There shall not be more than one identification sign per complex.
 - (c) Area. Identification signs shall not exceed 36 square feet in area per sign.
[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]
 - (d) Location. Identification signs shall not be located closer than 10 feet to any property line, right-of-way, or driveway.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III)]

- (e) Placement of sign shall be subject to the vision setback regulations dependent upon which district the sign is located.
 - (f) Height. Such identification signs shall not exceed six feet in height as measured from preconstruction grade at the base of the sign.
 - (g) Landscaping. Landscaping around the base of ground signs or freestanding signs shall be required at the discretion of the Planning Committee.
 - (h) Illumination. No electronic signs shall be permitted in these districts. All lighting shall be directed at the face(s) of the sign.
- (3) Signs accessory to conditional use. These signs shall be limited to churches, fraternal clubs/lodges, and similar institutional uses.
- (a) Limited to one ground sign, one wall sign, and one changeable copy sign per parcel. No more than 50% of the total sign area may consist of changeable copy.
 - (b) Total sign area permitted for signs accessory to conditional uses shall be determined by the length of the front facade of the principal building, not including home occupation signs. When the parcel fronts two or more streets, the front facade shall be the side of the building where the main entrance is located.

Length of Facade (feet)	Maximum Size (square feet)	Length of Facade (feet)	Maximum Size (square feet)
15 or less	40	85 or less	96
20 or less	44	90 or less	100
25 or less	48	95 or less	104
30 or less	52	100 or less	108
35 or less	56	105 or less	112
40 or less	60	110 or less	116
45 or less	64	115 or less	120
50 or less	68	120 or less	124
55 or less	72	125 or less	128
60 or less	76	150 or less	148
65 or less	80	175 or less	168
70 or less	84	200 or less	188
75 or less	88	225 or less	200
80 or less	92	250 or less	220

- (4) Subdivision/neighborhood identification signs. A permanent sign used to designate a residential subdivision entrance shall be permitted subject to the Planning Committee and Common Council approval and the following criteria:
- (a) Type. Subdivision identification signs shall be ground signs.
 - (b) Number. There shall not be more than one subdivision identification sign for each point of vehicular access to the subdivision.
 - (c) Area. Subdivision identification signs shall not exceed 36 square feet in area per sign.
 - (d) Location. Subdivision identification signs shall not be located closer than 10 feet to any property line, right-of-way or driveway.
 - (e) Placement. The sign shall be subject to the vision setback regulations as put forth in § 22-10E.
 - (f) Height. Subdivision identification signs shall not exceed six feet in height as measured from preconstruction grade at the base of the sign.
 - (g) Illumination. No electronic signs shall be permitted in these districts. Exterior ground lighting is permissible providing it meets the regulations set forth in § 22-10C.

C. Signs allowed in commercial, industrial and future development districts.

- (1) Awning signs.

- (a) Awnings shall be securely attached to and supported by the building and shall be without posts or columns.
 - (b) All awnings shall be constructed and erected so that the lowest portion thereof shall not be lower than eight feet above the level of the public sidewalk or public thoroughfare.
 - (c) No entrance awning shall extend more than four feet from the building to which it is affixed.
 - (d) No advertising shall be placed on any awning except the name and logo of the business establishment to which awning is affixed. Text shall be permanently placed in a space not exceeding eight inches in height on the front and side panels of the awning. Logos may not exceed 18 inches in height and shall be placed on the front face on the lower 2/3 of the awning. The number and placement of logos shall be subject to the discretion of the Planning Committee and the Building Inspector.
 - (e) Downward directional lighting shall be used on the underside of the awning. All lighting required to externally illuminate the top surface must be constructed in a manner that architecturally complements the building and must be directed entirely at the awning.
 - (f) As a practical consideration, roll-up awnings and awnings with little or no fringe will have a longer life.
 - (g) Decorative awnings without lettering or imagery are not considered signs.
- (2) Canopy signs.
- (a) The structural support of all canopies shall be properly designed and approved by the Building Inspector. All frames and supports shall be designed to withstand wind pressure and other forces as described in this chapter.
 - (b) All canopies on sidewalks shall be constructed and erected so that the lowest portion thereof is at least eight feet above the level of the sidewalk.
 - (c) No canopy entrance shall extend past the build-to line. In addition, no canopy shall extend beyond private premises or into the public right-of-way.
 - (d) No advertising shall be placed except the name and logo of the business establishment to which the canopy is affixed. Text shall be permanently placed in a space not exceeding eight inches in height on the front and side panels of the canopy. Logos may not exceed 18 inches in height and shall be placed on the front face on the lower 2/3 of the canopy.
 - (e) A canopy sign shall not project higher than one foot from the top of the canopy to which the sign is attached. Downward directional lighting shall be used on the underside of the canopy to illuminate the entrance. All lighting required to externally illuminate the top surface must be constructed in a manner that architecturally complements the building and must be directed entirely at the canopy sign text or logo.
 - (f) All canopies on sidewalks shall be constructed and erected so that the lowest portion is at least 12 feet above the level of a private driveway.
 - (g) Only one canopy sign per lot.
- (3) Changeable copy signs.
- (a) No more than 50% of the total sign area may consist of changeable copy.
 - (b) Changeable copy signs advertising events must be removed 10 days after the conclusion of the event.
- (4) Drop boxes, ATMs, vending machines and newspaper dispensers. Drop boxes, ATMs, vending machines and newspaper dispensers cannot exceed 33% of the building frontage.
- (5) Electronic signs.
- (a) Signs shall not exceed 24 square feet in size.
 - (b) Electronic signs are restricted to time and temperature signs, commercial text and public service announcements.
 - (c) Flashing messages are strictly prohibited.
 - (d) Animated displays are strictly prohibited.
 - (e) Each sign must have a light sensing device that will adjust the brightness of the display as the natural ambient light conditions change.
 - (f) Signs cannot project more than 18 inches from a building space or the face of the sign.
 - (g) Electronic signs shall contain a default design that will freeze the design in one position if a malfunction occurs.

(6) Freestanding signs.

- (a) Only one freestanding sign per lot.
- (b) No freestanding sign shall exceed 100 square feet and the freestanding sign shall contain the address number.
- (c) No sign shall exceed six feet as measured from the natural grade in the commercial districts. No sign shall exceed 15 feet as measured from the natural grade in the industrial districts.
- (d) Freestanding signs shall be externally illuminated by light projected onto the surface of the sign. All such lighting shall be directed specifically at the sign with no straying light.
- (e) Landscaping shall be required around the base of the sign at the discretion of the Planning Committee.

(7) Gas station canopy signs.

- (a) All words, logos, and related messages shall be limited to 25 square feet in total for all sides of the canopy. Said sign area shall not be counted as part of the otherwise permitted area and number of signs.
- (b) One canopy sign may be placed on each side of the canopy which directly abuts and faces a right-of-way.
- (c) Canopy signs may be placed directly on the fascia or may be three-dimensional in nature. Three-dimensional signs shall project no more than 12 inches from the canopy fascia.

(8) Ground signs.

- (a) Only one ground sign is allowed per lot.
- (b) No ground sign shall exceed 100 square feet and the ground sign shall contain the address number.
- (c) Ground signs shall be externally illuminated by light projected onto the surface of the sign. All such lighting shall be directed specifically at the sign with no straying light.
- (d) Landscaping shall be required around the base of the sign at the discretion of the Planning Committee.
- (e) No ground sign shall exceed eight feet in height from the natural grade.

(9) Multiple tenant identification signs. Where multiple tenants occupy a single parcel, total signage area allowed shall be determined by sign type requirements and shall be divided among the tenants.

(10) Outdoor menu boards.

- (a) Outdoor menu boards are only allowed on lots which have previously been approved for restaurants, drive-through-type businesses, and other related businesses.
- (b) Only one menu board is allowed per establishment.
- (c) Outdoor menu boards are limited to 32 square feet and are limited to wall mounts.
- (d) If the sign is lighted, it may be lighted by external illumination only and only during business hours.

(11) Pole signs.

- (a) Pole signs shall be used for on-premises advertising only.
- (b) The height of pole signs is restricted to the height of the principal structure.
- (c) The lowest level of the sign atop a pole sign shall not be less than eight feet above the natural grade for sidewalks, parking lots, driveways and other areas used by motor vehicles.
- (d) Pole signs shall not exceed 200 square feet on all sides for any one business.
- (e) No portion of a pole sign, including the sign face, may extend into the front building setback.
- (f) Pole signs shall not be less than 10 feet from all rear and side lot lines.
- (g) Pole signs shall have support poles that do not exceed eight inches in diameter.

(12) Projecting signs.

- (a) Projecting signs shall be considered double-faced signs. Projecting signs shall not exceed 32 square feet in sign face area (16 square feet per sign face).

- (b) Only one projecting sign shall be allowed per building street frontage.
- (c) Only ground-floor commercial businesses having less than 70 feet street frontage shall be permitted to utilize projecting signs.
- (d) Projecting signs must clear sidewalks by at least eight feet and may project no more than four feet from the building or closer than two feet to the edge of the sidewalk, whichever is less.
- (e) Projecting signs are not allowed at the intersections of streets except at right angles to a building front.

(13) Wall signs.

- (a) There shall not be more than one wall sign for each principal building.
- (b) Only one wall sign is allowed per lot.
- (c) A wall sign may be located on the outermost wall of any principal building but shall not project more than 13 inches from the wall to which the sign is to be affixed.
- (d) A wall sign shall not project higher than the parapet line of the wall to which the sign is to be affixed.
- (e) The top of a wall sign shall not be placed higher than 20 feet from the base of the building wall to which the sign is affixed.
- (f) The total height of a wall sign from the top of the sign to the bottom of the sign shall not exceed eight feet in height.
- (g) Total sign area shall be determined by the length of the front facade of the principal building. When the parcel fronts two or more streets, the front facade shall be the side of the building where the main entrance is located.
- (h) Where a building has multiple tenants, the length of the facade of the tenant's unit shall determine the size for each individual sign as indicated below.

(14) Window signs.

- (a) Window signs shall be limited to one location on the primary display windows or doors.
- (b) All window signs which are professionally painted or vinyl-applied decals shall be affixed to the interior of the windows and/or doors to avoid weathering. Grease paint is strictly prohibited for business signs.
- (c) Window signs are permissible in the transom, provided it serves as the only permitted sign.
- (d) Window signs shall adhere to the area requirements set for wall signs but should not exceed 30% of the total window area.
- (e) Window signs which display the address, hours of operation, or other similar information shall not count towards the overall sign area.

§ 22-7. Nonconforming signs.

- A. Normal maintenance shall be permitted. Normal maintenance shall include, but is not limited to, painting of chipped or faded signs, replacement of faded or damaged surface panels, and repair or replacement of electrical wiring or electrical devices.
- B. No nonconforming sign shall be replaced with another nonconforming sign.
- C. Existing signs which become nonconforming upon adoption of this chapter shall not be remodeled, relocated or changed in size unless such action will make the sign conforming in all respects with this chapter.
- D. At any such time as the owner of any building or lot on which a nonconforming sign(s) is/are located requires Planning Committee approval for any changes to the use, structure, or lot, the Planning Committee shall require that such nonconforming sign(s) be removed or made to conform with this chapter as a condition of building or site approval.

§ 22-8. Temporary signs.

- A. No person, business or corporation shall erect or display any form of temporary commercial sign without first obtaining a sign permit from the Building Inspector.
- B. Application for a temporary commercial sign shall be made on a form provided by the Building Inspector and shall be accompanied by a permit fee.
 - (1) A permit fee shall not be required for a bona fide nonprofit group advertising a fund-raiser or other similar event.

- C. The term of a temporary sign permit shall not exceed 30 consecutive days from the date of issuance, at the end of the term such permit shall expire. Any sign or advertising device allowed by said permit shall be removed or permit shall be reissued.
- D. Each face of a temporary sign shall not exceed 32 square feet in area, and the total area of such device or sign shall not exceed 64 square feet. The maximum height of a temporary freestanding sign is restricted to six feet.
- E. The failure to remove a sign or advertising device upon expiration of the sign permit shall be a violation of this chapter and each day of violation thereafter shall be considered a separate offense.
- F. Any such sign or device shall not contain more than two faces, each of which shall be on a different side of the sign or device.
- G. No sign or device may be placed in the vision corner or any other portion of the public right-of-way. Signs shall be set back a minimum of 10 feet from the public right-of-way.
- H. Banners shall not be displayed for more than 30 consecutive days without a permit. After 30 days, banners will be considered temporary signs as governed by § 22-8 of this chapter.
- I. Each temporary sign shall be appropriately secured and constructed consistent with public safety.

§ 22-9. Prohibited signs.

The following signs are prohibited in the City of Gillett:

- A. Abandoned signs.
- B. Roof signs, except those associated with special civic and social events. All such signs must receive written consent of the Planning Committee.
- C. Signs that are attached or otherwise affixed to 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 device.
- E. Signs containing reflective elements which sparkle or twinkle in the sunlight.
- F. Banners, pennants, streamers, balloons and other gas-filled figures, except as a permitted temporary sign.
- G. Portable signs except as a permitted temporary sign.
- H. Signs attached to, erected, or maintained on any standpipe, exterior stairway, fire escape, tower, or balcony so as to interfere with the use thereof.
- I. Signs erected at or near the intersection of any streets in such manner as to obstruct free and clear vision thereof, or at any location where, by reason of the position, shape, or color, they may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or other device.
- J. Signs which make use of the words, "STOP," "LOOK," "DANGER," or any other word, phrase, symbol, or character in such manner as to interfere with, mislead, or confuse traffic.
- K. Signs erected, constructed, or maintained so as to obstruct any exit, any window opening necessary for required light or ventilation, or which prevents free passage from one part of a roof to another.
- L. Signs entirely supported by a parapet wall.
- M. Signs, cards, banners, pictures, handbills, sign posters, advertising, or notice of any kind, on any curb, street walk, public thoroughfare surface, fence, board, barrel, box, case, railing, pole, post, bridge, tree, barricade, material, bridge fender, dock, pile, building or structure of any kind on public ground or public waterways within the City of Gillett, except as approved by the Common Council. Public ground shall include, but not be limited to, all City-owned, Oconto County-owned, and State of Wisconsin-owned parcels and roadways.
- N. Neon tubing exposed to view and not covered with an opaque cover of Plexiglas or other similar material.
- O. It shall be unlawful for any person to operate, erect, or maintain any attraction device or sign which contains a beacon of any type.

§ 22-10. Sign standards.

- A. Design, construction, and erection standards.

- (1) All signs shall be designed and constructed in a safe and stable manner in accordance with adopted City and Wisconsin building codes and electric codes. All electrical wiring associated with a ground sign shall be installed underground.
- (2) All signs shall be designed to comply with minimum wind pressure and other requirements set forth in the building code. Sandwich signs shall be designed to collapse upon being struck by a vehicle or with excessive wind pressure.

B. Architectural and engineering standards.

(1) Gas stations, convenience stores and related structures.

- (a) All signs shall be designed to be a wall sign attached to either the principal structure or canopy or a ground sign.
- (b) All other signs shall be allowed only by a conditional use permit.
- (c) All wall signs shall be externally illuminated by downward directional lighting aimed directly at the sign.
- (d) All ground signs shall be externally illuminated by floodlights directed on the face(s) from the ground or downward directional light from the sign itself or be internally illuminated.
- (e) Lighting on all gas station canopies shall be fully recessed or flush with the canopy and downward directional.

(2) Ground signs.

- (a) These signs shall be architecturally integrated with the principal building.
- (b) The base of the sign shall be constructed with permanent building materials that are complementary in color to the building.
- (c) The color scheme of the sign and sign frame shall be complementary to the building and surrounding area.
- (d) Architectural features (i.e., sills, piers, reveals, capstones, medallions, etc.) that are part of the architectural style of the principal building should be incorporated into the sign.
- (e) The sign face shall be constructed with an opaque surface to allow internal light to only project through the cutout lettering and/or logos.
- (f) All signs in commercial districts which are adjacent to any residential district shall be constructed to complement the existing residential development.

(3) Projecting signs.

- (a) The support of the sign shall be constructed with building materials that are complementary in color to the building.
- (b) The color scheme of the sign, frame, and supporting materials shall be complementary to the building and surrounding area.
- (c) Architectural features (i.e., sills, piers, reveals, capstones, medallions, etc.) that are part of the architectural style of the principal building should be incorporated into the sign.
- (d) The sign face shall be constructed with an opaque surface to allow internal light to only project through the cutout lettering and/or logos.

(4) Wall signs.

- (a) Wall signs attached to exterior building walls shall be anchored or attached in such a manner as will ensure stability and safety.
- (b) The sign shall be constructed with building materials that are complementary in color to the building.
- (c) The color scheme of the sign, frame, and supporting materials shall be complementary to the building and surrounding area.
- (d) The sign face shall be constructed with an opaque surface.
- (e) The sign shall not be internally illuminated.

C. Illumination standards.

- (1) In addition to complying with the provisions of this chapter, all signs in which electrical wiring and connections are to be used shall be subject to applicable provisions of the State of Wisconsin Code or National Electrical Code, whichever provisions are more restrictive.
- (2) Signs shall be illuminated only by steady, stationary, shielded light sources directed solely at the sign, or internal to it.

- (3) Use of glaring undiffused lights or bulbs shall be prohibited. Lights shall be shaded so as not to project onto adjoining properties or streets.
- (4) Sign illumination that distracts motorists or otherwise create a traffic hazard shall be prohibited.
- (5) Illumination by bare bulbs or flames is strictly prohibited.
- (6) Sandwich signs shall not be illuminated.
- (7) All required lighting shall be directed at the face(s) of the sign. Resulting stray illumination shall not exceed 0.1 footcandle at the property boundary.
- (8) 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 strictly prohibited.
- (9) All sign lighting shall be so designed, located, shielded, and hooded so as to prevent the casting of glare or direct light upon adjacent roadways, surrounding properties or into the sky, except for flag lights. Downward directional lighting shall be employed to the greatest extent possible.
- (10) In no case shall be the lighting intensity of any sign, whether resulting from internal or external illumination, exceed 60 footcandles when measured with a standard light meter held perpendicular to the sign face at a distance of 10 inches.

D. Landscaping standards. Where any sign is proposed to be externally illuminated using ground-mounted fixtures (i.e., floodlights, etc.), landscape plantings shall be installed in such a manner as will entirely shield the light source from surrounding view. Landscaping plantings shall be of a type as will ensure effective year-long screening.

E. Location standards.

- (1) No signage may cause a reduction in required or previously existing off-street parking spaces or in any manner interfere with the use of such off-street parking spaces.
- (2) In any zoning district, no sign or sign support structure shall be set back less than 10 feet from any abutting lot line or driveway.
- (3) Placement of all signs shall be subject to more stringent setback requirements where, according to professional traffic engineering standards, required to preserve traffic sight lines.
- (4) Signs may be no closer than 10 feet from any established vision corner.

§ 22-11. Maintenance of signs.

- A. The owner of any sign as defined and regulated by this chapter shall be required to properly maintain the appearance and safety of all parts and supports of their sign.
- B. In the event that the sign owner does not provide sign maintenance within 60 days after written notification from the City, the Building Inspector shall take enforcement action as provided by this chapter.

§ 22-12. Permits.

- A. Authority. Except as expressly provided in this chapter, it shall be unlawful for any person to erect, repair, alter, or relocate any sign without first obtaining a sign permit.
- B. Application for permit. Sign permit applications, including all required fees, shall be filed with the Building Inspector, who shall review the application for its completeness and accuracy. Applications shall contain or have attached thereto the following information:
 - (1) Name, address, and telephone number of applicant and the location of the building, structure, or parcel to which or upon which the sign is to be attached or erected.
 - (2) Name of person, company, corporation, or association erecting the sign.
 - (3) Written consent of the owner of the building, structure, or parcel to which or upon which the sign is to be affixed.
 - (4) A scale drawing of such sign indicating the dimensions, materials to be used, color scheme, type of illumination, if any, and the method of construction or attachment.
 - (5) A scale drawing indicating the location, position, and color scheme of such sign in relation to nearby buildings or structures.
 - (6) Additional information as may be required by the City.

C. Issuance of a permit.

- (1) Upon the filing of a complete application for a sign permit, the Building Inspector shall examine the application to determine whether the proposed sign is in compliance with the requirements of this chapter and any other applicable regulations of the City of Gillett.
- (2) Within 90 days of filing the application, the following shall apply unless the applicant consents to a longer period of review:
 - (a) If the proposed sign is not in compliance with the structural and dimensional requirements of this chapter or other applicable regulations, the Building Inspector shall deny such permit and provide written notice to the applicant stating with specificity the reasons therefor, with citations to applicable regulations and an explanation of the appeal process set forth under § 22-15 of this chapter.
 - (b) If the proposed sign is a temporary sign and the Building Inspector determines that the sign complies with this chapter and other applicable regulations, the Building Inspector shall issue or conditionally issue the permit. If the application is conditionally approved, written notice shall be provided to the applicant of the conditions of approval. Temporary signs shall also meet the requirements of § 22-8 of this chapter.
 - (c) If the proposed sign complies with all structural and dimensional requirements of this chapter and other applicable regulations, the Building Inspector shall issue or conditionally issue the permit. If the application is conditionally approved, written notice shall be provided to the applicant of the conditions of approval. The permit shall expire six months from the date of issuance.

§ 22-13. Fees.

Administrative fees for sign permit review shall be in accordance with the City of Gillett's established fee schedule.

§ 22-14. Enforcement.

- A. Any sign now or hereafter existing that no longer advertises a bona fide business or project or that is dilapidated, out of repair, unsafe, insecure, or has been constructed, erected, or maintained in violation of the provisions of this chapter shall be taken down and removed by the owner, agent, or person having the beneficial use of the building or land upon which such sign may be found. If within 10 days after written notification from the City, the sign owner fails to comply with such notice, the City may remove such sign. Any expense 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 30 days from the date of billing, the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected pursuant to § 66.0627, Wis. Stats.
- B. Any sign that is constructed without a sign permit shall be removed unless a sign permit application is filed within 10 days' written notice to the owner by the City. If a sign permit application is not filed and the sign is not removed or if the application for a sign permit is denied and the sign is not removed within 10 days' written notice, the City may remove such sign. Any expense 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 30 days from the date of billing, the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected pursuant to § 66.0627, Wis. Stats.
- C. The Building Inspector may cause any sign or other advertising structure that he/she determines to be an immediate peril to persons or property to be removed summarily and without notice. Any expense 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 30 days from the date of billing, the costs and expenses incurred for such removal shall be assessed against the real estate upon which such sign is located and collected pursuant to § 66.0627, Wis. Stats.
- D. The Building Inspector may in writing suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued on the basis of a misstatement of fact or fraud. The written revocation shall describe the appeal process set forth under § 22-15 of this chapter. The Building Inspector shall send the revocation by certified mail, return receipt requested, to the sign owner.

§ 22-15. Appeals and variances.

A. Appeals.

- (1) The Zoning Board of Appeals shall hear all appeals by any person aggrieved by any actions or decisions of the Building Inspector or other City Officer or employee charged with implementing the provisions of this chapter where it is alleged an error has been made in any factual determination or application of any provision of this chapter or any applicable state or federal law. For purposes of this section, an aggrieved person is an applicant for a sign permit, a holder of a sign permit, or any person who is alleged to have violated any provision of this chapter.
- (2) A written request for an appeal, including the name and address of the appellant and a brief statement of the nature of the appeal, shall be filed with the City Clerk within 10 days of receiving written notice of the decision being appealed. The Zoning

Board of Appeals shall hold a hearing on said appeal within 60 days of filing the appeal and written notice of the hearing shall be mailed to the address given by the appellant.

(3) The Zoning Board of Appeals shall issue and mail to the appellant a written decision within 10 working days of the hearing. Appeals of the Zoning Board of Appeals shall be by certiorari review to the Oconto County Circuit Court or as otherwise provided by law.

(4) Appeals under this section shall not relieve any person facing enforcement action under § 22-14 of this chapter from complying with any procedural requirements of the court exercising jurisdiction over said action.

B. Variances. The Planning Committee may, in its judgment, authorize such variance from the terms of this chapter as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of the chapter will result in unnecessary hardship, so that the spirit of the chapter shall be observed, public safety and welfare secured, and substantial justice done.

City of Gillett

Special Event Permit Application

City of Gillett | 150 N McKenzie Ave | Gillett, Wisconsin 54124
Phone (920) 855-2255 | Fax (920) 855-6283 |



*Special Event Information

Application Fee: \$100.00

Name of Event: <u>Christmas in the Park</u>	
Event Date(s): <u>Dec 3, 2022</u>	Application Date: <u>10/4/2022</u>
Applications must be filed 45 days in advance of the event	
Actual Event Hours: <u>11 AM - 6 PM</u>	
Date(s) for Prep/Setup: <u>Dec 2, 2022</u>	Hours for Prep/Setup: <u>1-4 PM</u>
Date for Cleanup: <u>Dec 4, 2022</u>	Hours for Cleanup: <u>1-4 PM</u>
Projected Attendance: <u>75-100</u>	<u>100-125</u> <u>125-150</u> <u>150+ - not all</u>
Location of Event (street address): <u>150 N. McKenzie</u>	
Is the Event Location: (circle) Private Property <u>Public Property</u> Streets or Right-of-Way	
Event Includes (circle all that apply): <u>Temporary Signs</u> <u>Tents/Temporary Structures</u> <u>Fireworks</u>	
Use of Streets or Right-of-Way Consumption of Alcohol Food Preparation None of the Above	
*Event Contact Information <u>Irene Drake</u>	
Company/Organization: <u>GBA</u>	
Event Producer Name: <u>Same</u>	
Address: <u>PO Box 620, Gillett, WI 54124</u>	
Cell: <u>920-598-0074</u>	Email: <u>irene.drake@gmail.com</u>
Event Sponsor (if different):	Email:
Cell:	Email:

one time

*Terms & Conditions

I hereby agree that as a condition to the issuance of a Special Event Permit, the Producer of the Event shall indemnify and hold the City of Gillett harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Special Event Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby certify that the site plan and description provided will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the City of Gillett, Wisconsin.

I hereby state and understand that should a complaint be filed against the Producer of the Event for violation of any regulation associated with the application for the City of Gillett Special Event Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

The City of Gillett reserves the right to photograph and videotape all events, camps, classes, programs, and facilities for promotional purposes. The participant hereby releases the City from any liability resulting there from.

Producer's Name: Irene Drake

Producer's Signature:

Date:

Irene Drake

10-4-2022

* **SPECIAL EVENT REQUIRED DETAILS**

First Aid/Medical Support Plan (include or attach information on company/individual's contact information):	we will call 911
Restroom Facilities Plan (include or attach information on number of portable facilities and describe location):	1 portapotty North side of expo hall
Parking and Traffic Control Plan (include or attach information on both on-site and any off-site locations as well as details regarding anticipated traffic flow to and from event):	none needed
Security and Crowd Control Plan (include or attach information on security and crowd control for both the event and any time between assembly/set-up and the start of the event):	
*Please feel free to submit additional pages with clarifying information.	
Site Plan: Include layout:	Everything will be in expo hall
Proof of Permission of Property Owner/attach letter or rental agreement.	
Proof of Notification to Neighboring Residences or Businesses	
If Applicable:	
Alcohol permits	Firework permits

General Information

Name/Company/Organization Name G.B.A.
Mailing Address PO Box 620 City Gillett Zip Code 54124
Primary Phone 920 598-0074
City of Gillett Resident? ☒ Yes ☐ No

Facility Rental Information

Facility:

- ☒ Zippel Park
☐ Honey Park
☐ Orby Jones Sports Complex

Rental Details: Please Circle One

Will alcoholic beverages be sold? ☐ No ☐ Yes

If yes, a picnic license is required

Will there be amplified sound of any kind? ☐ No ☒ Yes

(Live Band, DJ, stereo system, etc.)

If Yes, what type? inside expo hall

Will there be inflatables, tents or canopies? ☐ No ☐ Yes

Will you be using a grill, fryer, or ☐ No ☐ Yes

Other cooking utility?

If yes, what type? _____

Date of Rental Dec 3, 2022 Private Event ☐ Open to Public ☒
Event Time: From 11 am/pm to 6 am/pm
Time You Wish Buildings to Be Unlocked: From _____ am/pm to _____ am/pm NA
Use Type: ☐ Family Party ☐ Wedding Reception ☐ Meeting ☒ Event ☐ Other: _____
Maximum # of Participants Expected: _____

Park Rental Fees

Category 1: Government agencies, non-profit organizations (proof of non-profit status required)

City of Gillett Residents, Charitable groups within Gillett, Schools

Category 2: Non-residents of City of Gillett, For-profit businesses

Park:	Category 1	Category 2
Zippel Park	\$100 Fee + \$50 Deposit (\$50 Refundable)	\$150 Rental Fee
Honey Park	\$75 Fee + \$50 Deposit (\$50 Refundable)	\$125 Rental Fee
Orby Jones Sports Complex	\$100 Fee + \$50 Deposit (\$50 Refundable)	\$150 Rental Fee

Fee must be received to hold reservation. Questions or changes, call City Hall at 920-855-2255.

Please Note - There will be a \$50.00 per hour cleaning charge for any park rental to any group IF the area has not been cleaned or left in quality condition.

Please return confirmation and fee to Gillett City Hall, 150 N McKenzie Ave, Gillett WI 54124

Cancellations must be done one week prior to the event or the fee will be nonrefundable.

I have received a copy of the Park Reservation Policy and agree to the terms:

Responsible Party Signature: Jane Drake

- | | |
|--|--|
| <input type="checkbox"/> Garbage in Dumpster/Barrels | <input type="checkbox"/> Litter cleaned up in and around buildings |
| <input type="checkbox"/> All food removed | <input type="checkbox"/> Lights off |
| <input type="checkbox"/> Tables back in order | <input type="checkbox"/> Doors locked |
| <input type="checkbox"/> Water Meter Read | |
| <input type="checkbox"/> Supplies Used: _____ | |

Security Deposit Returned: YES / NO* Approved By: _____ Date: _____

Building Permits and Fees

Conditional use permits	\$200
Variance or appeal application	\$400
Subdivision preliminary plat approval 1-25 lots (per lot)	\$20
Subdivision preliminary plat approval 26 or more (per lot)	\$15
Subdivision final plat approval	\$200
Sign Permit – one side only	\$25
In-ground swimming pools	\$50
Above ground Swimming Pool	\$40
Ponds (new or enlarging) – less than 2,000 sq ft	\$50
Commercial Antennas – 75 ft and above	\$250
Fence permits	\$25
Manufactured home community OP license	\$50
Miscellaneous (to be determined by building inspector)	\$25
State Seal	\$42
Driveway permits	\$25
Razing or demolition	\$50
Deck	\$25
Electrical Permit	\$40
Plumbing Permit	\$40
Re-inspection Fee	\$50
Failure to call for inspection	\$50

Zoning Fees

Zoning permit	\$200
Re-zoning application	\$200
Zoning code text amendment application	\$200
New construction – residential	\$75
New construction – commercial	\$150
Accessory buildings – residential	\$25
Accessory Buildings – commercial	\$50
Additions – residential	\$35
Additions – commercial	\$70

**(All building fees shall be doubled if
permit applied for after start of project)**

Additional Fees may apply, see bond Schedule for details



RESIDENTIAL
DESIGN & CONSULTING
715 - 276 - 3249

JEFF
HUEHNERFUSS
ARCHITECTURAL
DESIGNER

E-MAIL: residentialdesign@centurytel.net

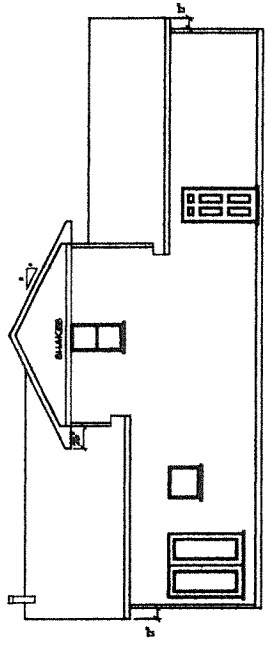
BRIAN WALKER

PROPOSED HOME FOR:

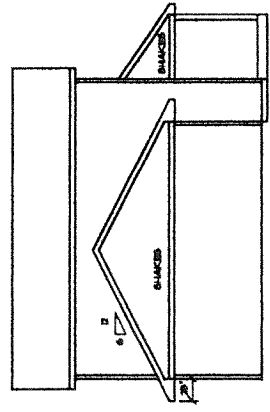
SHEET
1 OF 5

LAST REVISION DATE:
3-6-20

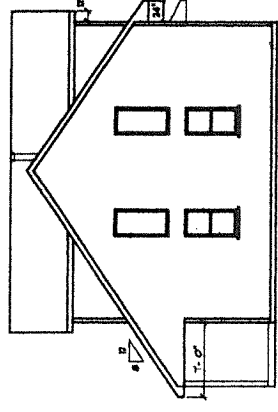
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20 - 09 - T



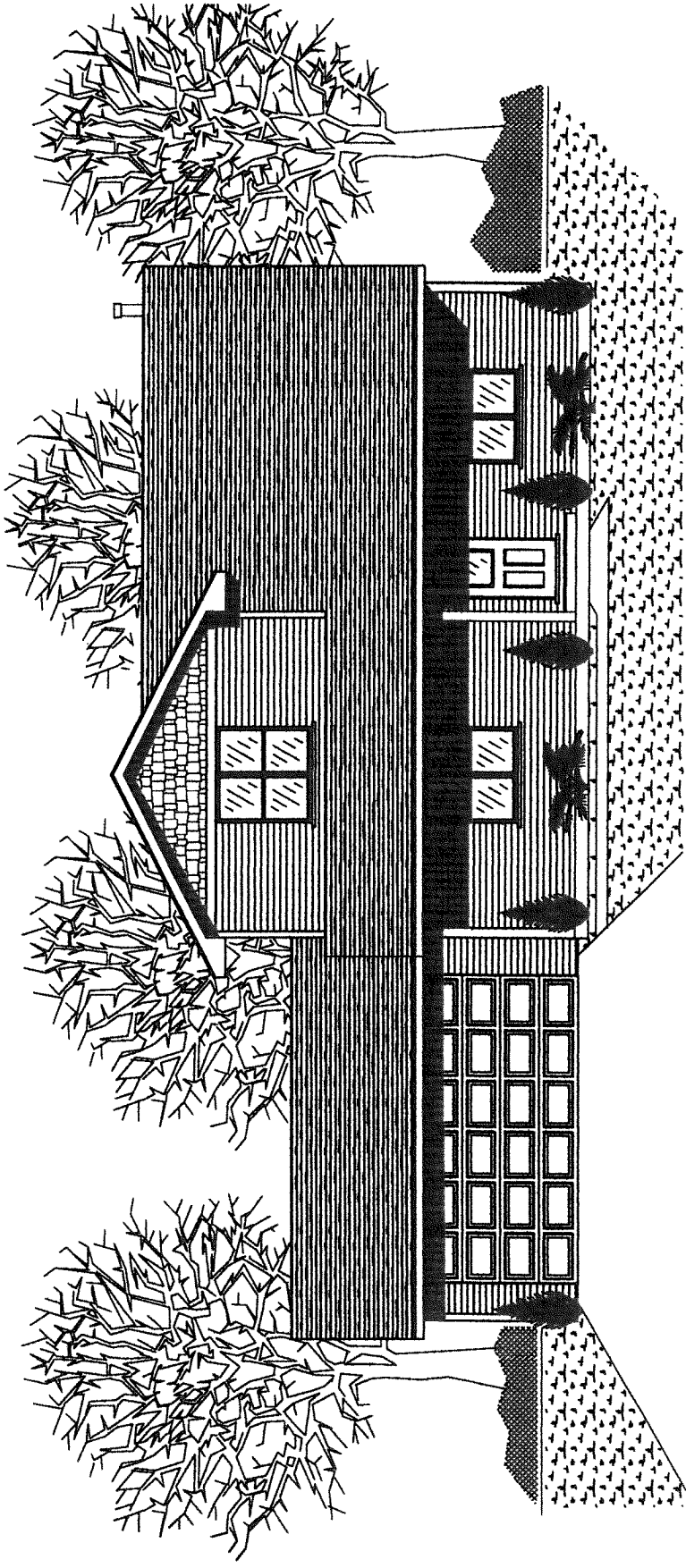
REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

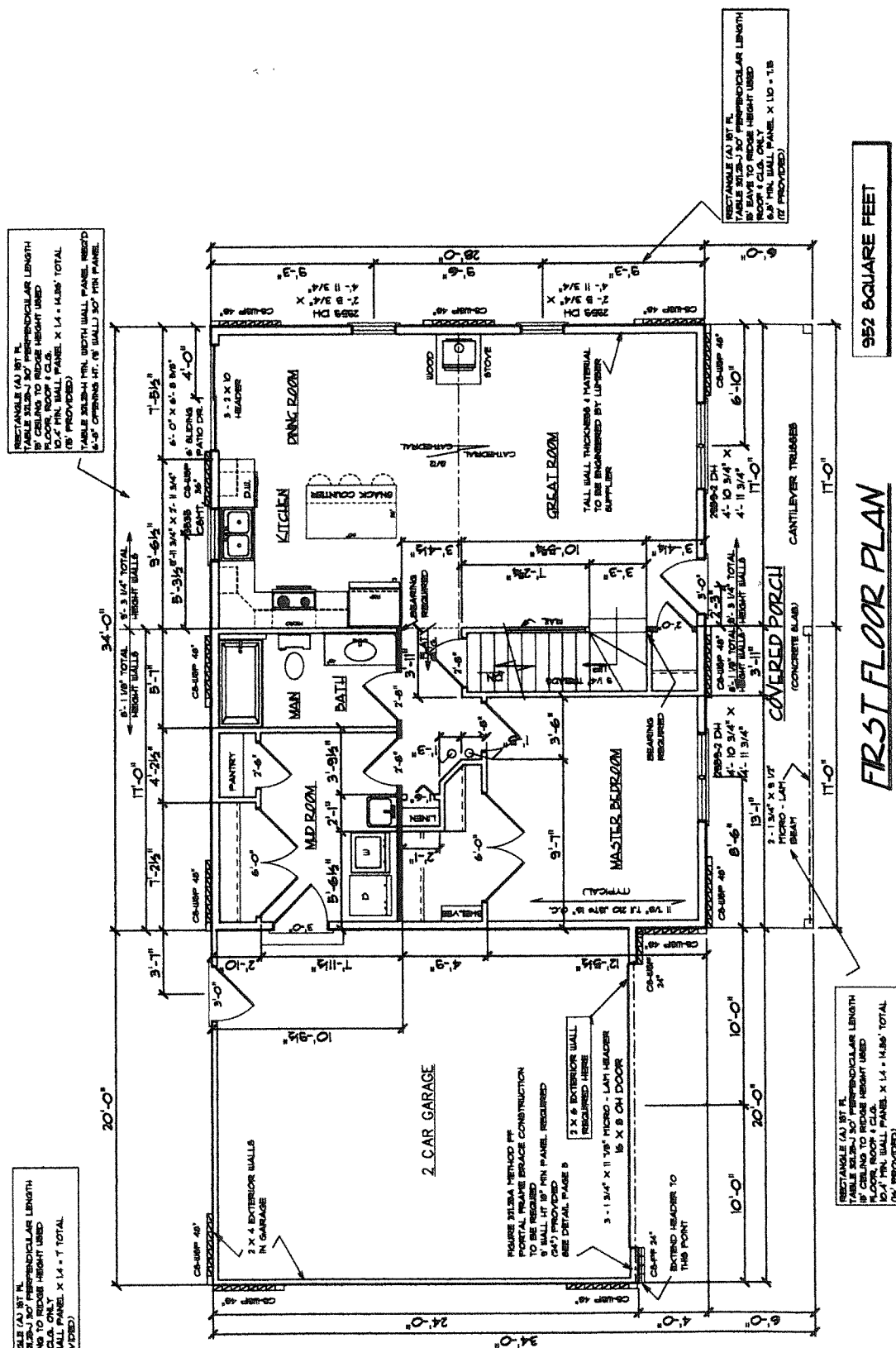


RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

1394 SQUARE FEET



FIRST FLOOR PLAN

SCALE: V4-1-0

ALL EXTERIOR HOUSE STUDS 1 1/2" O.C. (UNLESS NOTED)
ALL BEARING SITUATION REDUCED TO THE 2 1/4 X 4 (2X) UNLESS NOTED
SHROUDED WALLS ARE BEARING WALLS 4 ARE 2 X 4 UNLESS NOTED
PELLA DESIGNER SERIES WINDOWS AND PATIO DOOR SHOWN
ALL EXTERIOR WINDOWS & DOORS ARE CENTERED BETWEEN
A ROOF WALLS UNLESS NOTED BY DIMENSION
CONCRETE COUNTY, TEXAS



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BRIAN WALKER

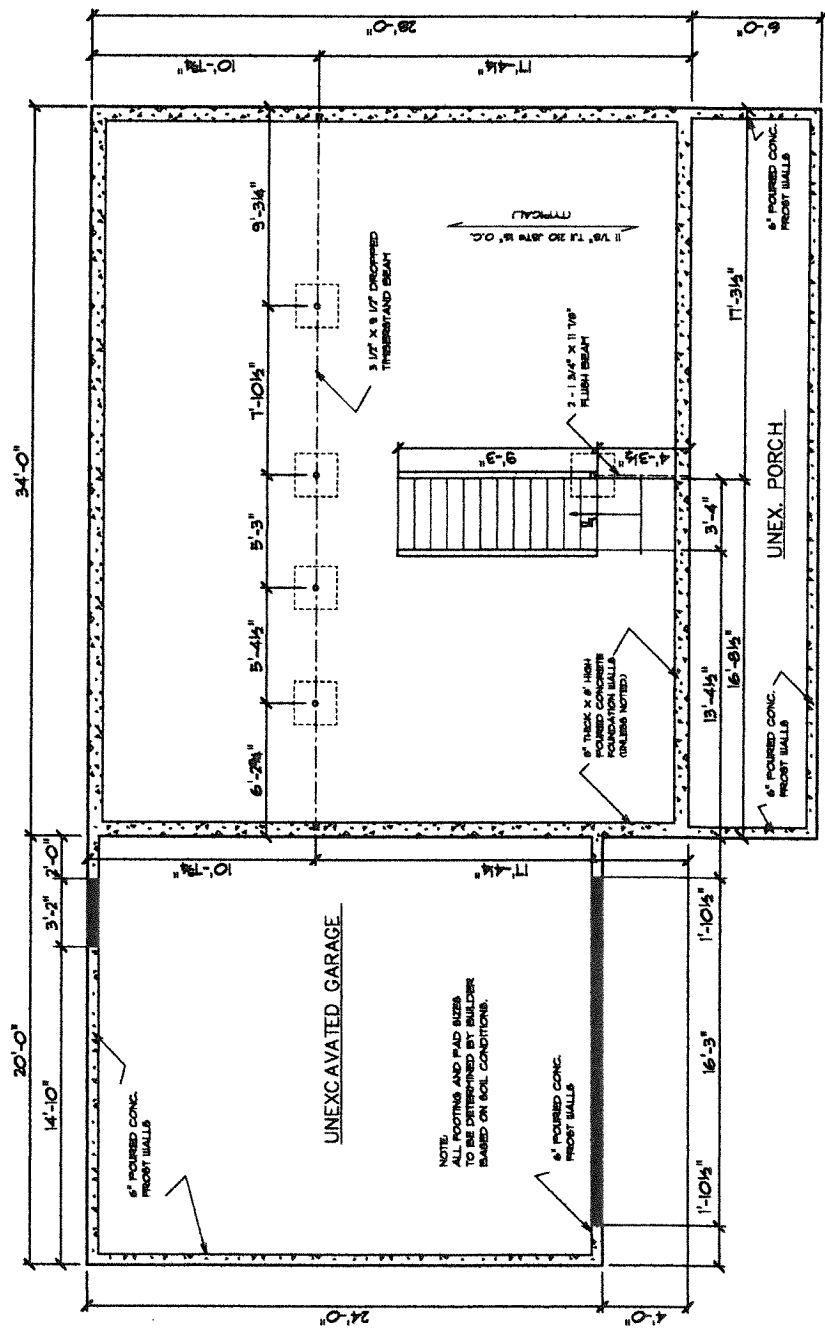
PROPOSED HOME TOP

SHEET

4 OF 5

LAST REVISION DATE: 3-6-20

FILE: 20-09-T



FOUNDATION PLAN

SCALE: 1/4"=1'-0"



**RESIDENTIAL
DESIGN & CONSULTING, INC.**

715 - 276 - 3249

JEFF

**HUEHNERFUSS
ARCHITECTURAL
DESIGNER**

BRIAN WALKER

PROPOSED HOME FOR:

E-MAIL: residentialdesign@centurytel.net

SHEET

3 OF 5

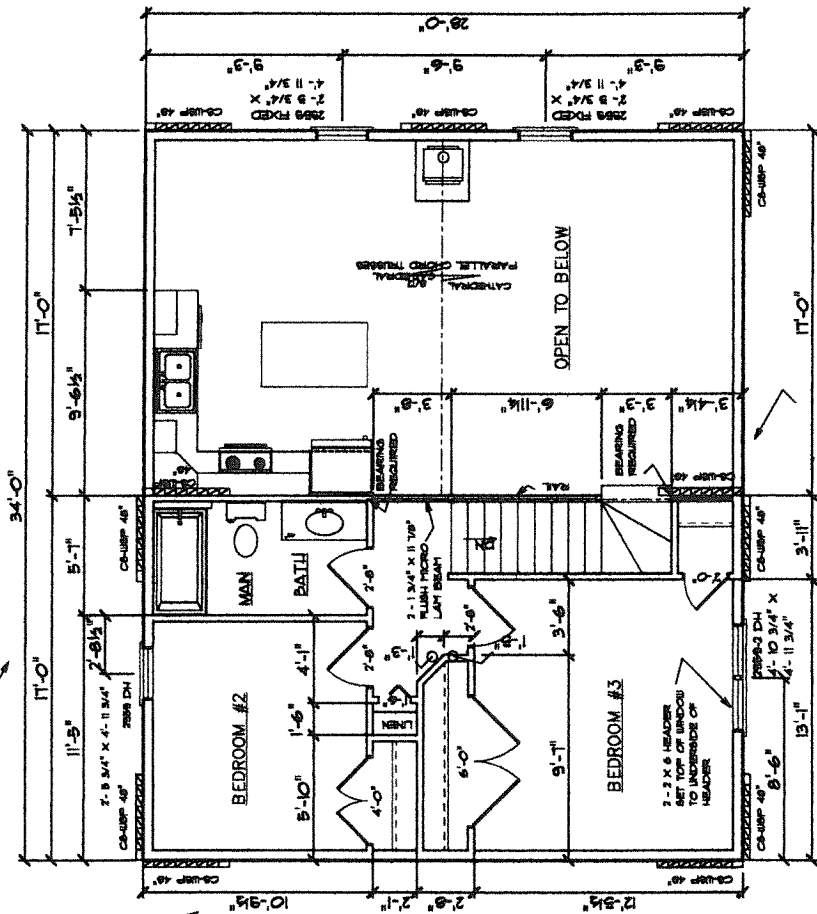
LAST REVISION DATE:

3 - 6 - 20

FILE

20 - 09 - T

RECTANGLE (A) BY FL
TABLE SIZE-A TO PERPENDICULAR LENGTH
OF CEILING TO ROOM HEIGHT USED
8" MIN. WALL PANEL (IF PROVIDED)



RECTANGLE (A) BY FL
TABLE SIZE-A TO PERPENDICULAR LENGTH
OF CEILING TO ROOM HEIGHT USED
8" MIN. WALL PANEL (IF PROVIDED)

442 SQUARE FEET

SCALE: 1/4"=1'-0"

SECOND FLOOR PLAN

2-3 X 6 HEADERS REQUIRED TO UNDERLIE OF HEADERS
ALL BEARING SITUATION HEADERS TO BE 2-3 X 6 UNLESS NOTED
WALL DESIGNER'S DESIGN AND PATIO DOOR SHOWN
ALL EXTERIOR WINDOWS & DOORS ARE CENTERED BETWEEN
A ROOM'S WALLS UNLESS NOTED BY DESIGNER
COCONTO COUNTY / ZONE 1



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DESIGNER

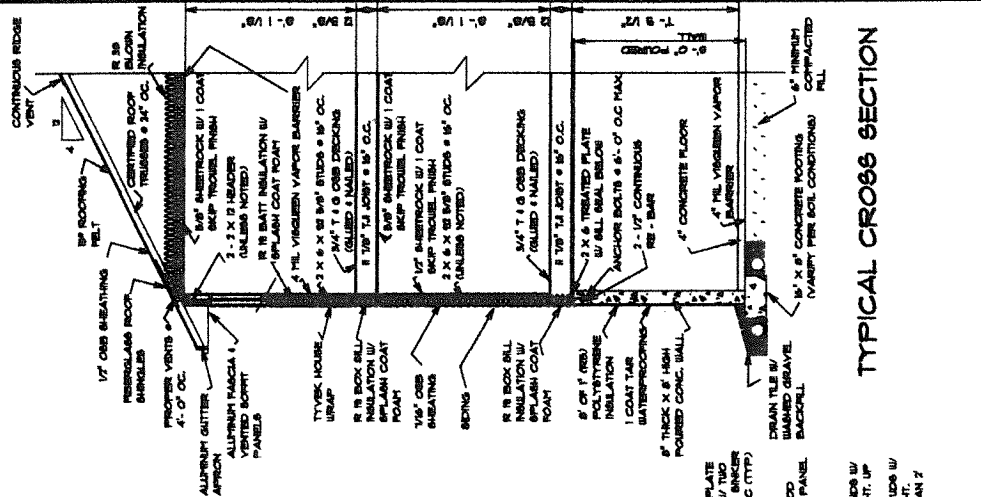
BRIAN WALKER
PROPOSED HOME FOR:
E-MAIL: residentialdesign@centurytel.net

SHEET

5 OF 5

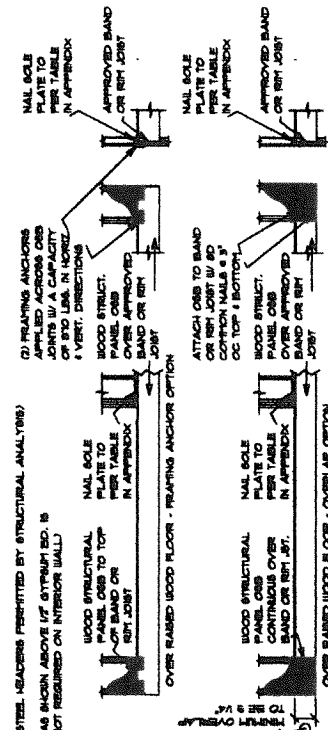
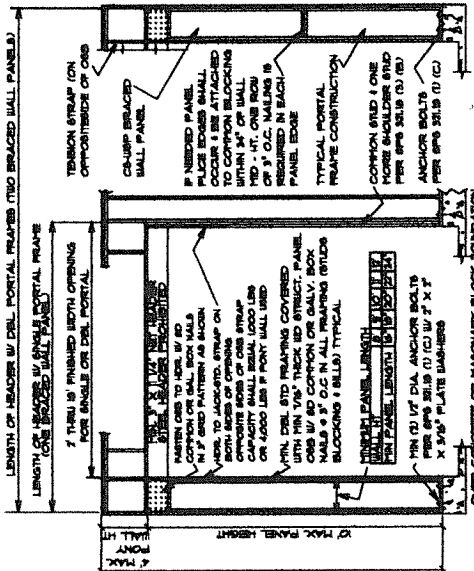
LAST REVISION DATE:
3-8-20

FILE:
20-09-1



TYPICAL CROSS SECTION

FIGURE 32125-A
CS - FT PORTAL FRAME BRACE CONSTRUCTION



SECTION

FRONT ELEVATION

BRACE ID.	INSTALL DESCRIPTION	HATCH STYLE
CS-WBP	CONTINUOUS WEATHERED WALL BRACING METHOD USED * CONTINUOUS BRACING SHALL BE APPLIED TO ALL BRACES OF 4\"/>	DETERMINED
CS-FF	CONTINUOUS WEATHERED PORTAL FRAME BRACE * CONTINUOUS WEATHERED PORTAL FRAME BRACE SHALL BE 4\"/>	DETERMINED

170

LOT AND SET BACKS ARE APPROXIMATE - TO BE VERIFIED

RIDGEWOOD

155

