

VILLAGE OF WESTON

MEETING NOTICE & AGENDA

of a Village Board, Commission, Committee, Agency, Corporation, Quasi-Municipal Corporation, or Sub-unit thereof

Meeting: **JOINT MEETING OF THE VILLAGE PLAN COMMISSION AND JOINT TOWN & VILLAGE OF WESTON EXTRATERRITORIAL ZONING COMMITTEE**

Members:

Plan Commission Loren White (CHAIR); Fred Schuster (Vice-chair); Dave Diesen; Mike Stenstrom; Hooshang Zeyghami; Tina Kollmansberger; and Marty Johnson

Joint Town & Village Extraterritorial Zoning Committee Milton Olson (T); Mark Hull (T); Randy Christiansen (T); Mike Stenstrom (V); Dave Diesen (V); and Tina Kollmansberger (V)

Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**

Date/Time: **Monday, May 11, 2015, at 6:30 p.m.**

AGENDA ITEMS FOR CONSIDERATION (All items listed may be action upon)

1. **Call to Order of Plan Commission by Chairman White.**
 - A. Acknowledgement of President Ermeling's Appointment of Trustee White as Weston Plan Commission Chairperson.
 - B. Acknowledgement of President Ermeling's Appointment of Trustee Schuster as Plan Commission Vice-Chairperson.
 - C. Appointment by Chairman White of Administrative Specialist Valerie Parker as Plan Commission Secretary
2. **Call to Order of Joint Town and Village of Weston Extraterritorial Territorial Zoning (ETZ) Committee by Jennifer Higgins, Director of Planning and Development/Zoning Administrator.**
 - A. Selection of Chairperson of Joint ETZ Committee
 - B. Selection of Vice-chair of Joint ETZ Committee
 - C. Appointment by Chairperson of Administrative Specialist Valerie Parker as Secretary of Joint ETZ Committee
3. **General Comments from the Public on items on the agenda.**
4. **Public Hearing on Ordinance No. 15-005 – An Ordinance Repealing Section 94.6.02(3)(d) Entitled D-WC Weston Center Overlay and Renaming and Recreating Section 94.6.02(03)(d) Entitled D-WM Weston Marketplace Overlay.**
 - A. Action by Plan Commission on Director's recommendation to approve Ordinance No. 15-005 per the specifications, conditions and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.
 - B. Action by ETZ Committee on Director's recommendation to approve Ordinance No. 15-005 per the specifications, conditions and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.
5. **Public Hearing on Ordinance No. 15-006 – An Ordinance Amending Section 94.17.04 Definitions.**
 - A. Action by Plan Commission on Director's recommendation to approve Ordinance No. 15-006 per the specifications, conditions and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.
 - B. Action by ETZ Committee on Director's recommendation to approve Ordinance No. 15-006 per the specifications, conditions and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.
6. **Adjournment of the Joint Town & Village Extraterritorial Zoning Committee.**
7. **Public Hearing on REZN-5-15-1506 a Rezoning Request from MF Multiple Family Residential Zoning District to SF-S Single Family Residential-Small Lot Zoning District, Filed by Village of Weston, on Behalf of Property Owners Michael and Danette Gilbertson, for Property Addressed as 2807 Jelinek Avenue, to Correct a Mapping Error.**
 - A. Action on Director's recommendation to approve application REZN-5-15-1506 and rezone 2807 Jelinek Avenue to SF-S Single Family Residential – Small Lot per the specifications, conditions and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.

8. **Approve the Minutes of the April 13, 2015, Plan Commission Meeting.**
9. **Discussion and Action on Plan Commission Code of Conduct.**
10. **Discussion and Action on Plan Commission Rules of Procedure.**
11. **Discussion of Sec. 14.318 Moving permits and the Plan Commission's preferred role in the approval and permitting process.**
12. **Report from Planning and Development Director/Zoning Administrator.**
 - A. Update on new Zoning Ordinance Implementation Progress
 - B. Update on Comprehensive Plan Update Project
 - C. **April Issued Building Permits**
 - D. Staff report on staff-approved site plans, CSM's, sign permits, commercial zoning & occupancy permits, and other issues:
 - a) SIGN-4-15-5840 Weston Marketplace, 3910 Schofield Ave – Development Sign & Entrance Signs
 - b) SIGN-4-15-5902 Auto Select, 3105 Schofield Ave – Refacing Pylon Sign
 - c) SIGN-4-15-5904 EZ Auto Credit, 5503 Business Highway 51 – Temporary Sign
 - d) SIGN-5-15-5911 Express Employment, 3409 Schofield Ave – Temporary Sign
 - e) SIGN-5-15-5912 Great Clips, 2410 Schofield Ave – Temporary Sign
 - f) SIGN-5-15-5919-5921 Chuck & Kris's Auto Repair, 1922 Schofield Ave – New Wall Signs
 - g) SIGN-5-15-5924 Melanie's Studio, 2405 Schofield Ave #200 – New Panel in Development Sign
 - h) ZONE-4-15-5875 Patriot Auto Repair, LLC, 2901 Schofield Ave – Zoning Permit
 - i) ZONE-5-15-5918 Chuck and Kris's Auto Repair, LLC, 1922 Schofield Ave – Zoning Permit
 - j) ZONE-5-15-5925 Melanie's Studio, 2407 #200 Schofield Ave – Zoning Permit
 - k) TCO-1078 Burn Fitness, 5703 Memorial Ct – Temp. Cert. of Occupancy
 - l) CO-1076 / ZONE-4-15-5839 Greenville Colorants, 6703 Rickyval St – Cert. of Occupancy
 - m) CO-1077 / ZONE-4-15-5884 The Vapour Lounge, 2910-5 Schofield Ave – Cert. of Occupancy
 - n) CO-1079 / ZONE-4-15-5883 O'Reilly Auto Repair, 3110 Schofield Ave – Cert. of Occupancy
13. **Remarks from Plan Commissioners (No actions will be taken as a result of this agenda item).**
14. **Set next meeting date, and discuss items to be included for next Plan Commission agenda: Monday, June 8, 2015, 6:00 p.m.**
15. **Adjourn.**

This notice was posted at the Municipal Center and sent to the local media outlets on Friday, May 8, 2015, at 11:00 a.m.

Questions regarding this agenda may be directed to the Planning and Development Department at (715) 359-6114 or PlanDevDept@westonwi.gov.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the Village Clerk at (715) 359-6114.

**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: ORDINANCE NO. 15-005 *AN ORDINANCE REPEALING SECTION 94.6.02(3)(d) ENTITLED D-WC WESTON CENTER OVERLAY AND RENAMING AND RECREATING SECTION 94.6.02(3)(d) ENTITLED D-WM WESTON MARKETPLACE OVERLAY.*

FOR CONSIDERATION AT: PLAN COMMISSION/EXTRATERRITORIAL ZONING (ETZ) COMMITTEE; MONDAY, MAY 11, 2015

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommendation to the Board of Trustees to adopt Ordinance No. 15-005 to amend Sec. 94.6.02(3)(d) as proposed.

REPORT PREPARED BY: JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT

BACKGROUND: At the 4/13/15 Plan Commission meeting, the Plan Commission approved a change in the name of the Lokre Development from Weston Center to Weston Marketplace. The change was requested by Lokre staff as the Village Farmer's Market will be making a move to this property later this spring.

The Lokre Development had been developed under an OPD in the previous zoning code. With the adoption of the new code in March 2015, this development was placed under its own overlay zoning district called D-WC Weston Center Overlay and regulations at this site for building setbacks and aesthetics is guided by the Weston Lifestyle Center Master Plan (adopted 10/19/06) and the Weston Center Master Plan (adopted 11/6/13)

As part of the name change approval by the Plan Commission back in April, Lokre was to make application to Planning and Development Department to request a text amendment in the new zoning code for Section 94.6.02(3)(d) D-WC Weston Center Overlay. Lokre did this on 4/17/15 and staff has drafted the proposed ordinance change which is included in your packet via the draft Ordinance No. 15-005.

Staff recommends approval of the amendments to Sec. 94.6.02(3)(d) as proposed.

Please note, the Plan Commission and ETZ Committee should both take separate action on the request.

FISCAL IMPACTS:

Budget Line Item: _____
Budget Line Item: _____
Budgeted Expenditure: _____
Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statue: _____

Administrative Code: _____

Municipal Code: Sec. 94.6.02(3)(d)

Judicial Ruling: _____

FURTHER REVIEW:

VILLAGE BOARD FOR FINAL APPROVALS ON 5/18/15

8. Wherever practical in the determination of the Zoning Administrator, public roadway access shall be shared, and cross-access driveways and pedestrian ways shall be provided, between adjoining properties.
 9. All utility systems including, but not limited to water, electric, gas, sewer, storm water, telephone, fiber optics servicing the site, shall be installed underground.
 10. Wall and fences between the street side landscaping area and the building shall not exceed 3 feet in height unless used to screen public plazas, patios, outdoor dining areas or similar permitted outdoor uses in conformance with Section 94.4.05(11). Materials and design of all walls and fences shall be consistent with the architectural theme and materials of the building.
 11. Materials and design of all walls, fences, refuse and recycling enclosures, signs, and exterior lighting shall be unified across the site and consistent with the architectural theme of the building. No wall, fence, or enclosure shall exceed 6 feet in height. Roofed enclosures may exceed this limit, but shall be no higher than 10 feet in height.
 12. If specified in an adopted element of the Village's Comprehensive Plan for the particular geographic area in which the development is proposed, building, site, landscaping and other design components of the proposed development shall conform to the standards in that Comprehensive Plan element.
 13. The Plan Commission may approve a waiver or modification to one or more of the above requirements where it finds such requirement(s) would create practical difficulties in the development of the site and compensating design elements are incorporated.
- (d) ~~D-WC-WM~~ *Weston Center-Marketplace Overlay*. Design requirements are included within the Schofield Avenue Lifestyle Center Master Plan, dated October 19, 2006, [amendments made to the Weston Center Master Plan, dated November 6, 2013](#) and now known as the Weston [Center-Marketplace Master Plan](#) and as such plan may be amended or supplemented from time to time by the Plan Commission under the site plan approval procedures in Section 94.16.09. All future buildings depicted in such plan shall utilize materials, architectural design, and signage that are consistent with those used on the constructed "Retail Center #1" in such Plan. The areas around such buildings shall be landscaped in accordance with such Plan.
- ~~(e)~~ *D-R Renaissance Development Overlay*. Design requirements are included within the Renaissance Development Plan, dated December 19, 2007 and as such plan may be amended or supplemented from time to time by the Plan Commission under the site plan approval procedures in Section 94.16.09.

[\[Amended via Ord. 15-005, 5/ /2015\]](#)

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Section 94.6.03: WHP Wellhead Protection Area Overlay District

- (1) **Description and Purpose.** The Village depends exclusively on ground water for a safe drinking water supply. Certain land use practices and activities can seriously threaten or degrade ground water quality. The purpose of this Section is to institute land use regulations and restrictions to protect the Village's municipal water supply and well fields, and to promote the public health, safety, and general welfare of the residents, employees, and visitors of the Village. The restrictions imposed in this Section are in addition to those of the underlying standard zoning district or any other provisions of this Chapter. This section is established under the authority of Wis. Stat. § 62.23(7)(a) and (c) and Wis. Admin Code NR Chapter 811.
- (2) **Wellhead Protection Area Overlay District Boundaries.** The regulations of this Section shall apply to land within Wellhead Protection Area district boundaries mapped as "WHP" on the Official Zoning Map and/or Official Overlay Zoning Map. The WHP district is further divided into WHP-A and WHP-B, on the Map, indicating different zones of groundwater contribution to the associated well. WHP-A indicates



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

ORDINANCE NO. 15-005

AN ORDINANCE REPEALING SECTION 94.6.02(3)(d) ENTITLED *D-WC WESTON CENTER OVERLAY* AND RENAMING AND RECREATING SECTION 94.6.02(3)(d) ENTITLED *D-WM WESTON MARKETPLACE OVERLAY*

WHEREAS, the Village has received a request to amend the Zoning Ordinance to change the name of the Weston Center Design Overlay (D-WC Weston Center Overlay) to reflect the new name of the development, Weston Marketplace; and

WHEREAS, the Plan Commission has recommended enactment of the Zoning Ordinance amendments set forth below, for applicability within the Village limits; and

WHEREAS, the Joint Town and Village Extraterritorial Zoning Committee has recommended enactment of the Zoning Ordinance amendments set forth below, for applicability with the Extraterritorial Zoning limits of the Town of Weston; and

WHEREAS, the Joint Village and Town of Weston Extraterritorial Zoning Committee and Village Plan Commission have held a joint public hearing on this ordinance, in compliance with Wis. Stat. § 62.23, and following such hearing the Board considered public comments and the recommendation of the Village Plan Commission; and

WHEREAS, the Village Board finds the proposed amendments are consistent with the Village Comprehensive Plan, and in the public interest;

NOW, THEREFORE, the Village Board of Weston, Marathon County, Wisconsin, do ordain as follows:

SECTION 1: Section 94.6.02(3)(d) of the Village Of Weston Ordinances entitled *D-WC Weston Center Overlay* is hereby repealed, renamed and recreated to provide as follows:

Section 94.6.02: D Design Overlay District

(3) **Established D Design Overlay Districts.** The following D Design overlay districts, and documents within which design standards are located, are as follows:

(d) ~~D-WC~~ WM Weston ~~Center~~ Marketplace Overlay. Design requirements are included within the Schofield Avenue Lifestyle Center Master Plan, dated October 19, 2006, amendments made to the Weston Center Master Plan, dated November 6, 2013 and now known as the Weston ~~Center~~ Marketplace Master Plan and as such plan may be amended or supplemented from time to time by the Plan Commission under the site plan approval procedures in Section 94.16.09. All future buildings depicted in such plan shall utilize materials, architectural design, and signage that are consistent with those used on the constructed “Retail Center #1” in such Plan. The areas around such buildings shall be landscaped in accordance with such Plan.

SECTION 2: SEVERABILITY. If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. If an application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment. If any requirement or limitation attached to an authorization given under this Ordinance is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This ordinance shall take effect upon approval and publication.

Dated the 18th day of May, 2015

WESTON VILLAGE BOARD

By: _____

Barbara Ermeling, its President

Attest:

Sherry Weinkauf, its Clerk

APPROVED: _____

PUBLISHED: _____

**Zoning Code Text
Amendment Application**

Planning and Development
Village of Weston
Date: 04/17/2015

Permit No.: _____

Payment: Cash Check No. _____



5500 Schofield Avenue
Weston, WI 54476
(715) 359-6114

Zoning Code Text Amendment

\$200.00 FEE

[48/4870]

-- ALL FIELDS MUST BE FILLED OUT TO BE PROCESSED PLEASE PRINT LEGIBLY --

Applicant Information:

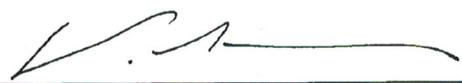
Business Name: Lokre Companies
Contact Name: Victor Anderson
Mailing: Lokre Co.
Address: PO Box 215
Phone Number: (715) 342-9200
Email Address: victor@lokre.com

Article Number: 60, Page Number: 6-5, Section: 94.6.02(3)d, Line: _____

On separate documentation:

- The proposed text change WESTON MARKETPLACE
- The reason for the proposed text change Matches and promotes the addition of the Weston Farmers Market.

I hereby depose and say that all the above statements and all accompanying statements are correct and true.

Applicant Signature:  Date: 4/17/15

**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: ORDINANCE NO. 15-006 *AN ORDINANCE AMENDING SECTION 94.17.04
DEFINITIONS OF THE ZONING ORDINANCE OF THE VILLAGE OF WESTON.*

FOR CONSIDERATION AT: PLAN COMMISSION/EXTRATERRITORIAL ZONING (ETZ) COMMITTEE; MONDAY,
MAY 11, 2015

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommendation to the Board of Trustees to adopt Ordinance No. 15-006
to amend Sec. 94.17.04 as proposed.

REPORT PREPARED BY: JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT

BACKGROUND: The Village Board recently approved a new ordinance Chapter 71 *Street Access
Control*. In the new ordinance, the Public Works Director and Village Attorney
utilized slightly different definitions for street, street arterial and street collector.
This requires for us to make an amendment to the new zoning code so that the
definitions used in Chapter 94 Article 17 is consistent with what was used in the
new Chapter 71.

Staff recommends approval of the amendments to Sec. 94.17.04 as proposed.

Please note, the Plan Commission and ETZ Committee should both take separate
action on the request.

FISCAL IMPACTS:

Budget Line Item: _____

Budget Line Item: _____

Budgeted Expenditure: _____

Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statue: _____

Administrative Code: _____

Municipal Code: Sec. 94.17.04

Judicial Ruling: _____

FURTHER REVIEW: VILLAGE BOARD FOR FINAL APPROVALS ON 5/18/15



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

ORDINANCE NO. 15-006

**AN ORDINANCE AMENDING SECTION 94.17.04 DEFINITIONS OF THE ZONING
ORDINANCE OF THE VILLAGE OF WESTON**

WHEREAS, the Village recently adopted a new Chapter 71 Street Access Control Ordinance for the Village of Weston; and

WHEREAS, this new Chapter 71 contains definitions which are not consistent with the definitions described in Sec. 94.17.04 of the Village Zoning Ordinance; and

WHEREAS, Village Staff has requested Sec. 94.17.04 Definitions be amended to make the definitions consistent with the definitions for Street; Street, arterial; and Street, collector in the new Chapter 71;

WHEREAS, the Joint Town and Village Extraterritorial Zoning Committee has recommended enactment of the Zoning Ordinance amendments set forth below, for applicability with the Extraterritorial Zoning limits of the Town of Weston; and

WHEREAS, the Joint Village and Town of Weston Extraterritorial Zoning Committee and Village Plan Commission have held a joint public hearing on this ordinance, in compliance with Wis. Stat. § 62.23, and following such hearing the Board considered public comments and the recommendation of the Village Plan Commission and Extraterritorial Zoning Committee; and

WHEREAS, the Village Board finds the proposed amendments are consistent with the Village Comprehensive Plan, and in the public interest;

NOW, THEREFORE, the Village Board of Weston, Marathon County, Wisconsin, do ordain as follows:

SECTION 1: Section 94.17.04 *Definitions* of the Village of Weston Ordinances is hereby amended by amending the following definitions:

Street: A public or private right-of-way that affords a primary means of vehicular access to abutting properties, whether designated as a street, avenue, highway, road, boulevard, lane, throughway, or however otherwise designated, but excepting driveways to buildings. Unless specifically designated otherwise by the Village, any public or private way that is dedicated or permanently open to pedestrian and vehicular use.

Street, arterial: A public street that serves longer intra-urban trips and traffic traveling through the Village, has limited to no direct access for abutting land uses, and has measured or projected traffic volume of over 63,000 vehicles per day; or as otherwise may be designated as an arterial street within the Comprehensive Plan or by the Village Board. Private access may be permitted with limitations imposed by the Village, Marathon County, the Wisconsin Department of

Transportation and/or the Federal Highway Administration. The Functional Classification System includes designations as principal and minor arterials.

Street, collector: A public street that collects and distributes internal traffic within the Village (such as within a residential neighborhood), provides connections between local and arterial streets and limited restrictions on access connections for abutting land uses, and has a measured or projected traffic volume of between ~~750~~ 1,500 and 38,000 vehicles per day; or as otherwise may be designated as a collector street within the Comprehensive Plan or by the Village Board. The Functional Classification System includes designations as major and minor collectors.

SECTION 2: The amendment effectuated by this Ordinance shall apply within the municipal limits of the Village and within its extraterritorial zoning jurisdiction in the Town of Weston.

SECTION 3: SEVERABILITY. If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. If an application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment. If any requirement or limitation attached to an authorization given under this Ordinance is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 4: EFFECTIVE DATE. This ordinance shall take effect upon approval and publication.

Dated the 18th day of May, 2015

WESTON VILLAGE BOARD

By: _____
Barbara Ermeling, its President

Attest:

Sherry Weinkauff, its Clerk

APPROVED: _____

PUBLISHED: _____

**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: DISCUSSION AND ACTION ON DIRECTOR OF PLANNING & DEVELOPMENT'S RECOMMENDATION TO APPROVE REZONE REQUEST #REZN-5-15-1506 TO REZONE 2807 JELINEK AVENUE FROM MF MULTIPLE FAMILY RESIDENTIAL TO SF-S SINGLE FAMILY RESIDENTIAL – SMALL LOT, PER THE SPECIFICATIONS, CONDITIONS, AND LIMITATION OF THE SUBMITTED STAFF REPORT, AND FORWARD TO THE BOARD OF TRUSTEES FOR THEIR CONSIDERATION.

FOR CONSIDERATION AT: PLAN COMMISSION; MONDAY, MAY 11, 2015

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommendation to the Board of Trustees to approve the rezone of 2807 Jelinek Avenue to SF-S Single Family Residential – Small Lot.

REPORT PREPARED BY: JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT

BACKGROUND: The proposed rezone is to correct a mapping error. Please see the attached Staff Memo for additional details.

FISCAL IMPACTS:

Budget Line Item: _____
Budget Line Item: _____
Budgeted Expenditure: _____
Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statue: _____
Administrative Code: _____
Municipal Code: Sec. 94.16.03
Judicial Ruling: _____

FURTHER REVIEW: VILLAGE BOARD FOR FINAL APPROVALS ON 5/18/15



**VILLAGE OF WESTON
NOTICE OF PUBLIC HEARING
ON APPLICATION FOR REZONE
#REZN-5-15-1506**

NOTICE IS HEREBY GIVEN that on **Monday, May 11, 2015, at 6:30 p.m.**, the Village of Weston Plan Commission will hold a public hearing at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI 54476 to take testimony relative to an application REZN-5-15-1506, having been filed with the Village Clerk by Jennifer Higgins, Village of Weston, Director of Planning and Development, 5500 Schofield Avenue, Weston, WI 54476, for property owners Michael and Danette Gilbertson, 2807 Jelinek Avenue, requesting a rezone from MF Multiple Family Residential to SF-S Single Family Residential – Small Lot, to correct a mapping error on lands described as:

Parcel 1 of Certified Survey Map No. 495, Volume 2 CSM Page 245, excepting the south 3.55 feet, all located in the northwest quarter of the northwest quarter, of Section 20, Township 28 North, Range 8 East, Village of Weston, Marathon County, Wisconsin. More commonly known as 2807 Jelinek Avenue. This area to be rezoned consists of .65 acres.

The hearing notice and applicable application materials are available on the Village of Weston website located at <http://westonwi.gov/421/Public-Hearing-Notices>.

Written testimony may be forwarded to the Village of Weston Plan Commission, Valerie Parker, Plan Commission Secretary, 5500 Schofield Avenue, Weston, WI 54476, or emailed to vparker@westonwi.gov, by noon on the day of the hearing. All interested persons will be given an opportunity to be heard. Any person with questions or planning to attend needing special accommodations in order to participate should call Valerie Parker, Administrative Specialist, Planning and Development Department, at 715-241-2607.

Dated this 1st day of May, 2015

Sherry L. Weinkauf
Village Clerk

Published as a legal ad in the Wausau Daily Herald on Monday, May 4, 2015 and Thursday, May 7, 2015.



To: Village Plan Commission
From: Jennifer Higgins, Director of Planning & Development
Date: May 1, 2015
Re: REZN-5-15-1506 Proposed Rezone of 2807 Jelinek Avenue from MF Multiple Family Residential to SF-S Single Family Residential – Small Lot

Requested Approval: Staff is requesting a rezone of the .65 acre parcel to correct a mapping error as the current use of the property is a single family home.

Location: South side of Jelinek Avenue directly across the street from the intersection of Jessica Street and Jelinek Avenue in Section 20 of the Village.

Current Land Use: single family residential

Proposed Use: single family residential

Current Zoning: MF Multiple Family Residential

Proposed Zoning: SF-S Single Family Residential – Small Lot

Village Comprehensive Plan's Future Land Use Designation: Single Family Residential - Sewered

Recommendation: Pending public hearing comments, I recommend the Village Plan Commission recommend Village Board approval of the rezoning of 2807 Jelinek Avenue to the SF-S district.

Background Information: It recently came to staff's attention that this property was incorrectly zoned to MF during the village wide rezoning which occurred in conjunction with the new zoning ordinance adoption this past March. The applicant came in for a residential business permit and it was found that the property was placed in the MF zoning district incorrectly as an existing single family home exists on the site and this property and the surrounding property had been rezoned to single family to be developed as part of the Pine View Subdivision site in 2013. The Pine View Subdivision was never constructed.

The current zoning map and future land use map of the area, with my analysis of this rezoning request against criteria from the zoning ordinance is attached on the following pages.

Village of Weston Official Zoning Map



2807 Jelinek Avenue

Map Date: 05/01/2015

Created by the Village of Weston
Tech. Services Department



Legend

- 2807 Jelinek Avenue
- Parcel Boundary
- ROW
- Wetlands
- Surface Water

Zoning District Designations

- AR - Agriculture and Residential
- PR - Parks and Recreation
- RR-2 - Rural Residential-2 Acre
- RR-5 - Rural Residential-5 Acre
- SF-L - Single Family Residential-Large Lot
- SF-S - Single Family Residential-Small Lot
- 2F - Two Family Residential
- MF - Multiple Family Residential
- MH - Manufactured Home
- INT - Institutional
- B-1 - Neighborhood Business
- B-2 - Highway Business
- B-3 - General Business
- BP - Business Park
- LI - Limited Industrial
- GI - General Industrial

Wellhead Protection Zones



Design Overlay District

- D-Condominium
- D-Rail-to-Trail
- D-Commercial Corridor
- D-Renaissance
- D-Weston Center



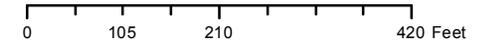
Village of Weston Future Land Use



2807 Jelinek Avenue

Map Date: 05/01/2015

Created by the Village of Weston
Tech. Services Department



Legend

- 2807 Jelinek Avenue
- Parcel Boundary
- ROW
- Wetlands
- Surface Water

2015 Future Land Use

Future Land Use Designations

- Single Family Residential - Unsewered
- Single Family Residential - Sewered
- Two Family Residential
- Multiple Family Residential
- Planned Neighborhood
- Commercial
- Business/Office Park
- Mixed Use
- Industrial
- Institutional
- Parks and Recreation
- Agriculture
- Environmental Corridor



APPLICABLE REVIEW STANDARDS	EVALUATION	COMMENTS
1. Consistency with the Village's Comprehensive Plan, as is required by Wisconsin Statutes, including but not limited to the Future Land Use map and associated policies.	Consistent	The property is shown as single family residential – sewer on the newly approved Village Future Land Use map
2. Does the rezoning further the purpose and intent of the chapter? (Sec. 94.1.03)	Yes	Implements the Comprehensive Plan to the extent possible under zoning.
3. Does rezoning address a mistake which was made in mapping on the Official Zoning Map?	Yes	The property was incorrectly zoned by staff to MF when the entire village was recently rezoned as part of the March 2015 zoning update project.
4. Does the proposed zoning district maintain the desired consistency of land uses, land use intensities, and land use impacts as related to the environs of the subject property?	Yes	The property is currently being used as single family residential and the owners would like to continue this use and the permitted uses within the SF-S district into the future.

Meeting of the: PLAN COMMISSION
Members: Loren White {c}, Tina Kollmansberger, Mike Stenstrom, Fred Schuster, Dave Diesen, Hooshang Zeyghami, & Marty Johnson
Location: Weston Municipal Center (5500 Schofield Ave) – Board Room
Date/Time: Monday, April 13, 2015 @ 6:00 P.M.

MINUTES

1. Call to Order

1.1 Roll Call of Commissioner Attendance

White called the meeting to order at 6:00 p.m. Present were: White, Johnson, Kollmansberger, Stenstrom, Schuster, Diesen, and Zeyghami. Director of Planning & Development Higgins, Director of Public Works Donner, Building Inspector Tatro, Assistant Planner, Wehner, and Recording Secretary Parker were also present. There were 2 audience members present.

2. Public Hearings

2.1 None.

3. Comments from the public on issues related to planning and zoning within the Village of Weston

3.1 None.

4. Consent items for consideration

4.1 Approve and place on file the previous meeting(s) minutes from the March 9, 2015, regular meeting.

4.2 Approve and place on file sign permits, commercial certificate of occupancy/zoning permits, and certified survey maps approved by Planning & Development Director.

**M/S/P Schuster/Diesen: to acknowledge and approve the consent items for consideration.*

Higgins requested we move Agenda Item 6 ahead of the Agenda Item 5.

**M/S/P Diesen/Stenstrom: to change the agenda to move Agenda Items 6.1 and 6.2 up prior to Agenda Item 5.*

5. Unfinished Business

5.1 Discussion and Action on Director of Public Works & Director of Planning and Development's Recommendation to Create Chapter 71 Street Access Control.

Higgins handed out a newly revised version of the draft Chapter 71 Street Access Control. She explained this revised version now includes changes recommended today at a meeting with Attorney Yde.

Donner and Higgins gave examples of the changes shown within this revised version. Donner commented how we are trying to address driveways and street access with this new chapter, and trying to minimize the conflict points going forward. He explained how

direct access onto arterial streets will not be allowed, and how subdivisions will need to create interior streets to restrict the number access points.

Zeyghami question the time limit allowed to install a driveway. Higgins stated this is tied to the zoning code, which gives up to 1 year. Zeyghami questioned how road construction signage is handled, if there was anything included in this chapter for that. Donner stated he will look into this and add language to that affect.

Johnson questioned the single access per lot restriction. Donner explained this is just to minimize the points of conflict for safety. The code does allow the owner the ability to make a case for multiple access points. The owner can appeal to Plan Commission if they are not happy with a decision by Public Works or Planning & Development. There was discussions of driveways for detached garages and how we are encouraging residents to connect the driveways to one entry point.

There was discussion on references to Village Board approval, versus Plan Commission approval, relating to traffic control (within the access design standards). Donner stated since this is something that is approved by the Property Infrastructure Committee (through recommendation), it is then approved by Village Board. Donner will check with the Attorney to verify this process.

****M/S/P Schuster/Diesen: to approve the recommendation to create Chapter 71 Street Access Control, subject to final legal review and with the corrections made tonight.***

The Commission then moved down to Agenda Item 7.

6. Business Items for Consideration

6.1 Discussion and Action on Director's recommendation to approve the request by Lokre Development to change the name of the Weston Center Master Plan to Weston Marketplace Master Plan per the specifications, conditions, and limitation of the submitted staff report.

Higgins explained that the Weston Farmer's Market is moving to this site (vacant corner area next to Dunkin' Donuts) this spring. The Village is working with Lokre Development on the plans for the Farmer's Market. Lokre has requested to change the name of the development from Weston Center to Weston Marketplace to make it match up more with the Farmer's Market coming in. Higgins pointed out this is the third time this development is being renamed. Originally, it was called Weston Lifestyle Center, and then was change to Weston Center, and now Weston Marketplace. Because this development is part of an OPD (referenced now in our zoning code as D-WC Weston Center Overlay), a minor zoning code text amendment will be required, and will do at the May Plan Commission meeting. Higgins stated along with this name change, Lokre is also proposing a change to the proposed sign, previously approved. She explained staff does not have any problems with this request.

****M/S Schuster/Diesen: to approve the recommendation from the Director of Planning & Development in the request by Lokre Development to change the name of the Weston Center Master Plan to Weston Marketplace Master Plan, through a minor zoning code text amendment to occur in May. Q: Schuster questioned what the status was of the Village assisting Lokre with the costs of the Farmer's Market site. Higgins explained it was previously approved for Weston Staff (Street***

Department, Parks, and Building Inspector) to provide in-kind services to assist in getting this site set. Higgins stated that Attorney Yde is drafting a lease agreement for this site. Any payments on services from the Village will not be made until 2016, as this project was not budgeted for 2015. Higgins stated staff would request Lokre Development pay for the zoning text amendment publication fees. Motion passed.

6.2 Discussion and Action on Director's recommendation to approve the request by Lokre Development for Weston Marketplace Sign Plan Proposal.

Wehner displayed the newest proposed sign and explained the differences between this new proposed multi-tenant sign and the one that was previously approved, along with the changes in the location of this sign. He also explained Lokre is now applying to have two additional development signs located at the two entrances on Schofield Avenue and Camp Phillips Road.

There was discussion on the number of spots that will be available in this Farmer's Market. Higgins stated in the old location there was 25 spots, the new location will have room for as many as 40, however, Hodell does not plan to start this year with that many. Higgins stated the spots will not require as much room, since the marketers vehicles will not be parked at their site. It was explained that while we are waiting for the Farmer's Market site to be developed and grass established the marketers will be temporarily set up on the paved parking lot area.

Wehner explained that the location of this new multi-tenant sign is being based on the potential of a turn lane added on Camp Phillips Road, at the Schofield Avenue intersection.

***M/S Diesen/Johnson: to approve the request by Lokre Development for Weston Marketplace Sign Plan Proposal, subject to a deadline of sign installation by July 13th. Q: There was discussion that this revised sign exceeds the sign height requirements; however with this being in an overlay district, with the new zoning code, Plan Commission can approve this. White confirmed this revised sign is actually smaller than the one previously approved. Stenstrom verified this will meet requirements of the vision triangle. Motion carried.**

The commission then moved back up to Agenda Item 5.

7. Reports from Staff

7.1 Report from Director of Planning & Development

7.1.1 Zoning Code Project Update

Higgins explained the new zoning code was approved by Village Board in March, and adopted through publication on March 18th. Department staff are working on updating all of the zoning and building permit applications. She explained the new kiosk set up in the office. Soon this will be incorporated in the new beehive software. Staff has found a few corrections to be made already with the zoning code as Mark Roffers alluded to during his testimony at the hearing. We are keeping notes of them for when we do an update to the zoning code next year.

7.1.2 Marathon County Comprehensive Plan Revision Public Informational Meetings

Higgins explained the County is starting an update to their Comprehensive Plan, which was adopted back in either 2006 or 2007. The County is holding a series of meetings at local municipalities throughout the County to discuss changes and updates to their plan. Next

Tuesday, April 21st, they will be holding one of these meetings in Wausau, at the 212 River Drive site. She is planning to attend this meeting.

7.1.3 Comprehensive Plan Project Update

7.1.3.1 Comprehensive Plan Update Work Program (revised 3-25-15)

7.1.3.2 Camp Phillips Road Corridor Plan (Chapter 4)

7.1.3.3 Economic Development (Chapter 5)

7.1.3.4 Natural Resources (Chapter 7)

7.1.3.5 Transportation Plan (Chapter 11)

Higgins gave an update on Comprehensive Plan Chapters that will be coming to Plan Commission soon. She explained the Economic Development chapter is on hold, while the Transportation chapter will be coming next. She pointed out part of the Transportation chapter includes adopting an official map. The Natural Resources chapter will be out soon for review.

Higgins stated that Staff met via phone conference with Mark Roffers, who is working on a final draft of the Camp Phillips Road Corridor Plan. We will be holding another public meeting with the residents along this area later this year to present the final draft.

Higgins stated there will be a Tourism chapter along with a Housing and Neighborhood chapter coming out soon also.

8. Remarks from the Planning Commission Members

Diesen stated he will not be in attendance at the next PC Meeting.

Higgins thanked White for his time served on Plan Commission. It was explained that White did not run for re-election as Village President and would be stepping down from his position as President later this month when President Elect Ermeling takes office. It was unclear at this time if White would stay on as a Plan Commissioner so Higgins wanted to thank him for all his assistance over the years. White expressed his gratitude in working with the Commission, and the Commission also thanked him for his time.

9. Set Date for Next Meeting

9.1 Plan Commission Meeting, May 11, 2015, at 6:00 p.m.

10. Adjourn

White adjourned the meeting at 6:45 p.m.

Respectfully,

Valerie Parker

**Valerie Parker,
Recording Secretary**

**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: PLAN COMMISSION CODE OF CONDUCT.

FOR CONSIDERATION AT: PLAN COMMISSION; MONDAY, MAY 11, 2015

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommendation to approve as presented.

REPORT PREPARED BY: JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT

BACKGROUND: A few years ago, the UW Extension and the Center for Land Use Education (CLUE) developed a Plan Commission handbook (<https://www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/PlanCommissions.aspx>). The handbook is designed to assist the plan commission, local government officials and citizens in understanding the roles and responsibilities of the plan commission and related decision-making standards.

The handbook includes sample applications, decision forms and other documents which communities can use to in their day to day operation of the Plan Commission. One of the sample documents is the *Plan Commission Code of Conduct*. After reviewing this document, I thought it would be something good for the Plan Commission to adopt for themselves. I had been meaning to do this for quite some time and thought with the new terms kicking off, this would be a good time to bring this before the Commission for discussion and approval.

I have placed a draft copy of this document in your packet for your review and approval on Monday night. If you are interested in seeing the original sample document, it can be found online at https://www.uwsp.edu/cnr-ap/clue/Documents/PlanCommissions/Conduct_RulesProcedure.docx.

Please feel free to make any changes you want to the document as it will become the Code of Conduct for this and future Plan Commissions for the Village.

FISCAL IMPACTS:

Budget Line Item: _____
Budget Line Item: _____
Budgeted Expenditure: _____
Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statute: §62.23
Administrative Code: _____

Municipal Code:

Chapter 62

Judicial Ruling:

FURTHER REVIEW:

Plan Commission Code of Conduct

Appointed members of the Village of Weston Plan Commission agree to abide by the following Code of Conduct.

As a member I will:

1. Represent the Plan Commission with dignity and pride by conducting myself in a business-like manner and respecting the rights and opinions of the public and other members of the Plan Commission.
2. Read, respect, and enforce the rules, policies, and guidelines established by the Plan Commission and the Village Board.
3. Read and become familiar with local plans, ordinances, and other documents which relate to Plan Commission functions.
4. Continue to gain knowledge and understanding of planning issues which affect the community through self-study, inquiries and appropriate training.
5. Attend meetings of the Plan Commission on a regular basis and provide prior notification of any necessary absences.
6. Read meeting material packets ahead of time and come prepared to participate in meetings.
7. Participate in Plan Commission deliberation at meetings and hearings and refrain from making decisions until adequate information has been provided.
8. Give full consideration to all aspects of a project and make decisions based upon the best interests of the entire community.
9. Represent the official position of the Plan Commission when authorized to speak on behalf of the Commission.
10. Treat fellow officials, staff and the public with courtesy, even when we disagree. Insulting, profane or excessively argumentative language or conduct will not be tolerated.
11. Refrain from situations which might appear to compromise my independent judgment (including but not limited to situations involving ex parte communication, conflicts of interest, voting on the same issue twice by virtue of serving on two different bodies, participating in a decision for which I previously served as an advocate, and accepting gifts).
12. Read and abide by the State of Wisconsin *Code of Ethics for Local Government Officials* (Wis. Stat. s. 19.59) and the American Planning Association *Ethical Principles in Planning* (available at: www.planning.org/ethics/ethicalprinciples.htm).

Signature _____ Date _____

Adapted from *Sample Planning Commission and Zoning Board of Appeals Code of Conduct*. Kurt H. Schindler. 2008. Michigan State University Extension Land Use Series #8. and *Planning Commissioner's Handbook*, "Public Service Values for Commissioners." League of California Cities. 2004.

**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: PLAN COMMISSION RULES OF PROCEDURE.

FOR CONSIDERATION AT: PLAN COMMISSION; MONDAY, MAY 11, 2015

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommendation to approve as presented.

REPORT PREPARED BY: JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT

BACKGROUND: A few years ago, the UW Extension and the Center for Land Use Education (CLUE) developed a Plan Commission handbook (<https://www.uwsp.edu/cnr-ap/clue/Pages/publications-resources/PlanCommissions.aspx>). The handbook is designed to assist the plan commission, local government officials and citizens in understanding the roles and responsibilities of the plan commission and related decision-making standards.

The handbook includes sample applications, decision forms and other documents which communities can use to in their day to day operation of the Plan Commission. One of the sample documents is the *Plan Commission Rules of Procedure*. After reviewing this document, I thought it would be something good for the Plan Commission to adopt for themselves. I had been meaning to do this for quite some time and thought with the new terms kicking off, this would be a good time to bring this before the Commission for discussion and approval.

I have placed a draft copy of this document in your packet for your review and approval on Monday night. There were a number of spots where they gave you the freedom to tweak numbers and procedures. If you are interested in seeing those areas, the original sample document can be found online at https://www.uwsp.edu/cnr-ap/clue/Documents/PlanCommissions/Conduct_RulesProcedure.docx.

Please feel free to make any changes you want to the document. Under Attendance, I went with the suggested 3 consecutive absences. The PC may want more or less. Under Site Inspections, the Plan Commission could narrow down to one way they would like site inspections to be handled. In this document, I tweaked the document to include all 3 ways suggested by CLUE.

FISCAL IMPACTS:

Budget Line Item: _____
Budget Line Item: _____
Budgeted Expenditure: _____
Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statue: §62.23

Administrative Code: _____

Municipal Code: Chapter 62

Judicial Ruling: _____

FURTHER REVIEW:

Plan Commission Rules of Procedure

SECTION I AUTHORITY AND PURPOSE

The following rules of procedure are hereby adopted by the Village of Weston Plan Commission. The Plan Commission has been established pursuant to Section 62.23 of the Wisconsin Statutes and Chapter 62 of the Village of Weston Ordinance, and assumes thereby, all responsibilities, duties and powers as provided therein. These rules supplement the provisions of state statutes and local ordinances as they relate to the procedures of the Plan Commission.

SECTION II MEMBERSHIP

- A. Selection of Members. Members of the Commission are appointed by the Village President with input from the Governing Body and Plan Commission. The following criteria will be considered when selecting members:
1. Geographic or jurisdictional diversity
 2. Demographic diversity
 3. Planning skills or expertise
 4. Interpersonal and decision-making skills
 5. Commitment to community service
- B. Vacancies. Plan Commission vacancies are filled for the remainder of a term. If a vacancy occurs, the Village Clerk will announce the vacancy and the procedures and deadline for applying for the position. The Village President will review the applications/letters of interest and/or interview the applicants. The Village President will make the final selection and appointments.

SECTION III OFFICERS AND COMMITTEES

- A. The Chairperson shall be appointed by the Village President and shall preside at the meetings of the Commission, supervise the work of the Secretary, and decide all points of procedure unless otherwise directed by a majority of the Commissioners present.
- B. The Vice-Chairperson shall be appointed by the Village President at the first meeting of the Commission in May of each year. The Vice-Chairperson shall act in the capacity of the Chairperson in his or her absence.
- C. The Secretary shall be appointed by the Chairperson at the first meeting of the Commission in May of each year. The Secretary shall prepare all correspondence for the Commission; receive and file all referrals, applications, papers, and records; prepare, publish, and mail all notices required; and prepare and keep all minutes and records of the Commission's proceedings.
- D. Director or Planning and Development / Zoning Administrator or his or her designee shall attend all meetings for the purpose of providing technical assistance when requested by the Commission.
- E. Standing or Special Committees may be appointed by the Chairperson. Committees shall be charged with duties of examination, investigation and inquiry related to one or more subjects of interest to the Plan Commission. No committee shall have the power to

commit the Plan Commission to the endorsement of any plan or program without submission to the Plan Commission for consideration.

SECTION IV CONDUCT OF MEMBERS

- A. Attendance. Plan Commission members shall notify the Chairperson or Secretary as soon as possible regarding an absence. If any member of the Commission is absent from 3 consecutive regularly scheduled meetings, that member shall be considered delinquent. Delinquency shall be grounds for the Governing Body to remove the member for nonperformance of duty or misconduct upon public hearing from the Commission. The Secretary or a designated recorder, shall keep attendance records and shall notify the Governing Body whenever any member of the Commission is absent from 3 consecutive regularly scheduled meetings, so the Governing Body can consider further action allowed under law.
- B. Participation. Plan Commission members shall participate in all proceedings except in the case of a conflict of interest, a disqualification, an excused absence, or other manifest inability to serve.
- C. Training. Members are encouraged to attend at least 2 hours of training per year with instruction from one or more of the following: Wisconsin Towns Association, Wisconsin Counties Association, League of Wisconsin Municipalities, Wisconsin Chapter of the American Planning Association, Center for Land Use Education, Local Government Center, County Planning & Zoning Offices, County Extension Offices, and other related organizations.
- D. Conflicts of Interest. Plan Commission members shall avoid issuing, deliberating, voting or reviewing cases which present a conflict of interest. As used here, a conflict of interest includes, but is not necessarily limited to situations:
1. concerning the member or the member's spouse, child, step-child, grandchild, parent, brother, sister, grandparent, in-law, or household members.
 2. concerning work on land owned by the member, located adjacent to, or within 300 feet of one's property.
 3. which result in actions that have a financial benefit to the member.
 4. involving a corporation, company, partnership, or any other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss.
 5. where an employee or employer is an applicant or agent for the applicant, or has a direct interest in the outcome.

When a conflict of interest exists the Plan Commission member shall do all of the following immediately, upon first knowledge of the case and determining a conflict exists:

1. Declare that a conflict exists and recuse oneself from the portion of the meeting that presents a conflict, including all proceedings, deliberations and voting on the matter.
2. Leave the hearing room or the front table where members of the Commission sit until that agenda item is concluded.
3. The Plan Commission member may represent himself before the Commission for the purposes of providing testimony, but should do so as a member of the public.

- E. Ex Parte Contact. Members of the Plan Commission shall attempt to avoid ex parte contact. As defined here, ex parte contact refers to communication regarding a pending quasi-judicial matter that will come before the Plan Commission. Members of the Plan Commission have a duty to not prejudge a case, and to base their decision only on the materials and facts presented at public meetings and hearings on the matter.

Despite one's best efforts it is sometimes not possible to avoid ex parte contact. If a Plan Commission member receives such communication, the member should immediately inform the contact that they may not discuss the matter while the matter is pending and terminate the conversation. The member should publicly report the content and context of the ex parte contact in full at the public hearing or meeting prior to the Plan Commission making a decision on the issue. The Plan Commission member may continue to participate in the matter, so long as they are of the opinion that their objectivity has not been influenced.

- F. Not Voting On the Same Issue Twice. Members of the Plan Commission shall avoid situations where they are sitting in judgment and voting on a decision in which they had a part in making or previously served as an advocate.

When a member of the Plan Commission is in this situation, the member shall do all of the actions required by Section IV.D. of these Rules of Procedure for cases of conflict of interest immediately, upon first knowledge of the case and determining one's prior involvement.

SECTION V MEETINGS

- A. Meetings shall be held monthly, if needed. The Commission hereby establishes a regular meeting day of the second Monday of each month, at 6:00 p.m. Meetings shall be held at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI.
- B. Special Meetings may be called by the Village President, Village Staff or upon the written request of four members of the Commission to the Chairperson. Notice of special meetings shall be provided to all Commission members and posted at least 24 hours prior to the special meeting.
- C. Open Meetings. Meetings shall be open to the public.
- D. Closed Sessions. The Commission may go into closed session for the purposes enumerated in Section 19.85 of the Wisconsin Statutes.
- E. Quorum shall consist of 4 members.
- F. The Order of Business at meetings shall be substantially as follows:
1. Call to order.
 2. Roll call and declaration of a quorum.
 3. Reading and approval of minutes from the previous meeting.
 4. Communications.
 5. Unfinished business.
 5. Review of Land Divisions.
 6. Review of Rezoning Petitions.
 7. Review of applications for Conditional Use Permits/Special Exceptions.

8. Referrals from the Governing Body.
 9. New Business.
 10. Staff reports
 11. Miscellaneous.
 12. Adjournment.
- G. Voting. Each regularly appointed Plan Commission member shall be entitled to one vote on any matter that comes before the Plan Commission.
- H. Minutes of the proceedings shall be kept by the Secretary or a designated recorder, showing the vote of each member upon each question, the reasons for the Commission's determination, and its findings. The minutes shall be immediately filed with the Village Clerk and shall become a public record.
- I. Parliamentary Procedure. Parliamentary procedure in Commission meetings shall be informal. However, if required to keep order, Commission meetings shall be governed by *Roberts Rules of Order, Newly Revised* for issues not specifically covered by these Rules of Procedure.

SECTION VI HEARINGS

- A. Notice of the time, date, and place of hearings required for petitions for changes and amendments to the comprehensive plan, plan components, zoning ordinance text or map, official map, subdivision ordinance, and applications for conditional use permits/special exceptions or subdivision approval shall be published in the official newspaper or posted, as required by law, and shall be mailed to Commission members, the Zoning Administrator, the applicant, and those parties specified in applicable local ordinances.
- B. Appearances. The applicant may appear in person or be represented by an agent. In the absence of an appearance by the applicant or agent for or against any petition or application, the Commission may table or take action to deny, authorize, or make the recommendation to deny or grant the petition or application.
- C. The Order of Business at hearings shall be substantially as follows:
1. Introduction by the Chairperson.
 2. Explanation by the planning or zoning staff or Chairperson.
 3. Hearing of the applicant or agent.
 4. Report and recommendation by the planning or zoning staff.
 5. Hearing of interested property owners or citizens.
 6. Response of the applicant or agent.
 7. Response of any opposition.
- D. Written Decision. The final disposition of all petitions or applications shall be in the form of a written resolution signed by the Commission Chairperson and Secretary and attached to the minutes. Such resolution shall show the reasons for the Commission's determination and its findings.
- E. Conditions imposed with respect to any conditional use permit/special exception shall be stated in the minutes embodying the Commission's decision and shall also be set forth

upon the permit. Such permit shall be valid only as long as the conditions upon which it is granted are observed.

- F. Exhibits. All petitions, letters, photographs, sketches, drawings, documents, study reports or results, architectural and engineering renderings, and any item submitted by any persons, companies, agencies, local officials or staff prior to and/or during public hearings in order to qualify for consideration by the Commission, shall become exhibits for the related matter and shall be numbered, upon receipt, by the Secretary or recorder. Exhibits shall be immediately filed with the Village Clerk and shall become a public record.

SECTION VII SITE INSPECTIONS

- A. Site Inspections. Site inspections shall be performed by village staff. If desired, no more than one member of the Commission may accompany staff on site. A written report of the site inspection shall be orally presented to the Commission, along with accompanying photographs, videos, or other exhibits.

Site inspections may also be performed by individual members of the Plan Commission. No more than three members of the Commission shall visit a site at any given time.

Site inspections may also be performed by the entire Plan Commission if the site inspection is posted as a public meeting and the public is allowed to come on site.

- B. Authorization for site inspections shall be included as part of the application packet. Failure to authorize inspection of the site may be considered grounds for denying the application.

SECTION VIII PER DIEM AND MILEAGE

Mileage and per diem may be paid to members of the Plan Commission at rates established by the Governing Body for attendance at Plan Commission meetings, hearings, site inspections, and authorized training events, if those members submit a bill for the same. No mileage or per diem will be paid to any member unless authorized and budgeted for by the governing body.

SECTION IX AMENDMENTS

These Rules of Procedure may be amended, suspended, or revoked by a majority vote of the full Commission at any meeting.

SECTION X CONFLICT

Whenever any conflict occurs between these Rules of Procedure and the laws of the State of Wisconsin or local ordinances, the State laws and local ordinances shall prevail.

SECTION XI EFFECTIVE DATE

These Rules of Procedure shall be effective upon adoption by a majority vote of the full Commission and filing with the Village Clerk.

Signature of Chairperson

Signature of Secretary

Date Adopted _____

Date Filed _____

DRAFT

Adapted from *Model Rules of Governance for Town Plan Commissions*. 2004. Southeastern Wisconsin Regional Planning Commission. and *Sample Bylaws for a Planning Commission*. Kurt H. Schindler. 2008. Michigan State University Extension Land Use Series #1E.

Village of Weston Wisconsin
PLAN COMMISSION POLICY MEMO
Jennifer Higgins; Director of Planning and Development

Date: Thursday, May 7, 2015

Re: Plan Commission Policy Memo

1. Policy Question:

Should Sec. 14.318 *Moving permits* be amended to only require public hearings and plan commission approvals for specific building types and sizes moved into the Village?

2. Purpose:

To determine what level of review the Plan Commission would like to have in regards to moving permit applications for buildings moving into the Village.

3. Background:

With the recent adoption of the new zoning ordinance, staff has been working to update applications and review other sections of the Municipal Code. In reviewing Sec. 14.318, the process staff has been using to issue moving permits is not the same process outlined in Sec. 14.318.

Per Sec. 14.318, all buildings moved through or into the Village requires approval by the Plan Commission. It also requires a public hearing be held prior to the approval being given. Buildings are defined in the zoning ordinance as “A structure having a roof and intended for the shelter, housing, or enclosure of persons, animals or chattels.” Therefore, per the ordinance, anyone bringing in a pre-built shed or garage, a new mobile home into a mobile home park or a new home onto a lot would require a public hearing being held before the Plan Commission and Plan Commission approvals.

4. Issue Analysis:

Over the 12 years I have been at the Village, this ordinance has never been followed in regards to holding the public hearing or Plan Commission approvals. The previous building inspector did not follow the ordinance and therefore, when he left, current Building Inspector Tatro was not trained to process moving permits in this way and the current application did not allude to any of these requirements. A number of mobile homes and single family homes have been moved in and around the Village over the years. All of these permits have been processed by the building inspector only. Just recently, building permits were given for two Habitat for Humanity homes built by students at DCE and Mosinee High Schools which will be moved from the schools where they were built and placed on lots on Ross Avenue near Birch Street.

Now that we know the correct procedure, staff needs to follow it or request an amendment to it. In this situation we are asking for an amendment as staff feels that requiring a public hearing before every small shed gets moved into the Village from Home Depot or Menards is going to be tedious and not well received by residents. On the other hand, we can see where it would be good for the public hearing to be required in some cases where an existing home is being moved into the Village. It allows the neighbors to be notified and the Plan Commission to really look at how the new home or larger garage could impact the surrounding neighborhood. For example, the Commission would most likely not want to allow an old farm house to be moved into one of our newer subdivisions. In the cases of mobile homes, requiring Plan Commission approval may aid in helping to clean up the Mobile Home Parks.

5. Fiscal Impact:

Staff and Plan Commission time for review. Revenue from permits and public hearing applications.

6. Prior Review:

None.

7. Policy Choices:

Option #1 - Amend ordinance to only require residential single and two family homes, mobile homes and garages over 500 sq. ft., being moved into the Village, to have a public hearing before the Plan Commission and receive Plan Commission approvals prior to being placed within a lot within the Village. Sheds and garages under 500 sq. ft. could be reviewed and approved by staff as they are currently being done today.

Option #2 - Amend ordinance to allow staff to review and approve all moving permits. No public hearings would be required.

Option #3 - Leave ordinance as is.

8. Recommendation:

I recommend Option #1 to the Plan Commission.

9. Legislative Action:

I move to direct staff to amend Sec. 14.318 to include the policy described in Option #1 and forward the amended ordinance on to the Village Board for their consideration and approvals.

10. Appendices:

Sec. 14.318 *Moving permits.*

permits granted under the terms of this division shall be valid for only 24 months, unless otherwise so regulated by the Wisconsin Administrative Code.

(b) *New permit.* Before any on-site work or construction is commenced after the permit has lapsed, a new permit shall be issued and a new fee paid. In all cases, all construction shall be completed within 24 months from the date of issuance of the permit.

(Ord. of 1-28-1991, § 1(2.07), Ord. of 11-18-2010, Ord. of 12-17-2014)

Sec. 14.318. Moving permits.

(a) *Fee for permit.*

- (1) *Approval necessary.* No person shall move any building from one place or location to another within, through or into the village without first obtaining approval from the plan commission and obtaining a moving permit. Any building moved out of the village does not require plan commission approval, only approvals from the building inspector. The fee for the moving permit shall be as stated in the village fee schedule.
- (2) *Review of moving permit.* No moving permit for the moving of buildings shall be issued by the planning commission until it has reviewed the opinion of the building inspector, police chief and director of public works on such move.
- (3) *Building permit for moved buildings.* Any person moving a building within, through or into the village shall obtain a building permit only after the moving permit has been approved.

(b) *Application; denial; appeal.* A written application for a moving permit is required, and the applicant (firm moving the building) shall file full and complete information and a plan signed by the applicant and by the owner or either, specifying the type of building, present location, place to which it was intended to move the building and streets to be crossed or traversed in moving the building. The plan commission may refuse to grant such permits under any conditions if, in the judgment of the commission, damage to the streets, shrubbery, trees, boulevards, wires, pipes or utilities or other facilities may result. Any such denial of the plan commission may be appealed to the Village Board, which shall give ten days' notice of a hearing. However, the plan commission may approve the permits providing the applicant agrees to pay all expenses for damages under such conditions as may be set forth by the plan commission.

(c) *Bond required.*

- (1) *Bond amount.* The plan commission shall require a bond to be filed by the applicant or owner as prescribed in this section. The plan

commission may require an additional bond or an additional amount to be included for a moving permit under such special conditions as the plan commission may prescribe. This bond shall be executed by a corporate surety or two personal sureties to be approved by the board conditioned upon, among other things, the indemnification to the village for any costs or expenses incurred by it in connection with payment of any judgment, together with the costs and expenses incurred by the village in connection therewith, arising out of the removal of the building for which the permit is issued.

- (2) *Barriers for excavations required.* The bond required by subsection (c)(1) of this section shall be further conditioned upon the applicant's or the owner's erecting adequate barriers to guard any exposed excavation caused by the removal of a building or structure from being a safety hazard unless the plan commission upon investigation shall determine otherwise. The bond shall be further conditioned upon the owner's or applicant's filling in such excavation within 48 hours after it is exposed or adopting and employing such other means, devices or methods approved by the plan commission that would be reasonably calculated to prevent injury or damage to person or property as a result of the exposed excavation.

(d) *Contents of permit.* Such moving permit shall specify the present location of the building, the location to which it is permitted to be moved, and the streets to be traversed, and may specify any other conditions imposed by the plan commission, including the right to stop the moving operations if it becomes apparent that damage, with reasonable probability, will ensue if the operations are continued.

(e) *General conditions.*

- (1) *Continuous movement.* The movement of any building or structure pursuant to a lawfully issued moving permit shall be continuous and uninterrupted until the move is fully completed. The moving shall be performed with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any public thoroughfare or public property, nor shall any such building be allowed to obstruct access to any fire hydrant or any other public facility. Lighted warning flashers shall be kept in conspicuous places at each end of the building or structure during hours of darkness.
- (2) *Street repair.* Every person receiving a permit to move a building shall, within 24 hours after any building or structure for which a permit has been issued reaches its destination, report to the director of public works that the move has been completed. The director of public works shall thereupon inspect the streets and highways over which the building had been moved. If in the opinion of the director of public works the

transportation of the building over any public street or public property has caused any damage to any street or property, the person to whom the permit was issued shall forthwith restore the streets and/or public property to in as good repair and condition as they were in prior to the time the permit was granted. On the failure of the permittee to do so within ten days thereafter to the satisfaction of the director of public works, the village shall repair the damage; and the person to whom the permit was issued and his sureties shall be responsible for payment for the repairs.

- (3) *Conformance with building code.* No permit shall be issued to move a building within, through or into the village and to establish it upon a location within the village until the building inspector has made an investigation of such building at the location from which it is to be moved and is satisfied from such investigation that the building is in a sound and stable condition and of such construction that it will meet the requirements of the building code in all respects. Should any repairs, improvements or remodeling be contemplated or required with respect to the building, such repairs, improvements or remodeling shall be made insofar as possible before the building is taken from the premises from which it is to be moved. A complete plan of all further repairs, improvements and remodeling with reference to such building shall be submitted to the building inspector; and he shall make a finding of fact to the effect that such repairs, improvements and remodeling are in conformity with the requirements of the building code, and that when same are completed, the building as such will so comply with the building code. The building inspector shall report these facts to the plan commission prior to issuance of a moving permit. If a building is to be moved from the village to some point outside the village, the provisions with respect to the furnishing of plans and specifications for proposed alterations to such building may be disregarded.

(f) *Plan commission approval required.*

- (1) *Architectural compatibility.* No moving permit shall be issued by the building inspector unless the plan commission shall first determine by a majority vote of its members after an inspection of the property and the application for a permit that the exterior architectural appeal and functional plan of the building to be moved or to be moved and altered will not be so at variance with either the exterior architectural appeal and functional plan of the buildings already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district established by the zoning ordinances, or any ordinance amendatory of or supplementary to the zoning ordinances, as to cause a substantial depreciation in the property values of the neighborhood with the applicable district. In making this determination,

the plan commission shall consider exterior elevations of the building, the photographs of all sides and views of the building, and, in case it is proposed to alter the exterior of the building, the plans and specifications of such proposed alterations as well as a view of the building proposed to be moved and of the site to which it is to be located and such other information as the plan commission in its discretion deems appropriate. If the owner proposes to alter the exterior of the building after moving the building, he shall submit with his application papers, complete plans and specifications for the proposed alterations. Before a permit shall be issued for a building to be moved and altered, the owner shall provide a bond to the village clerk, which shall not be less than \$1,000.00, conditioned upon the fact that he will within a time to be set by the plan commission complete the proposed exterior alterations to the building in the manner set forth in his plans and specifications. The bond shall be in addition to any other bond or surety that may be required by other applicable ordinances. No occupancy permit shall be issued for the building until the exterior alterations shall have been fully completed.

- (2) *Public hearing.* Upon application being made for a moving permit, the plan commission shall schedule a public hearing and shall publish a class 1 notice in accordance with Wis. Stats. ch. 985. The fee for publication shall be per the village fee schedule. Such hearing may be adjourned for a reasonable length of time, and within 48 hours after the close of the hearing; the plan commission shall make the findings required by this section.

(Ord. of 1-28-1991, § 1(2.08), Ord. of 11-18-2010, Ord. of 12-17-2014)

DIVISION 3. INSPECTIONS AND ORDERS

Sec. 14.319. Inspections.

(a) *Required at certain stages of progress during construction.* It shall be the responsibility of the applicant for the building permit to request inspections of the building inspector or his deputy at certain stages of progress during construction. The building inspector shall perform the requested inspection within 48 hours after notification except the final inspection. Construction shall not proceed beyond the point of inspection until the inspection has been completed. The following sequence of inspections shall be performed for the purpose of determining if the work complies with the requirements of the state Uniform Dwelling Code and village ordinances:

- (1) *Footings.* The excavation shall be inspected after the placement of forms, shoring and reinforcement and prior to placement of footing materials.

Permits Issued (By Work Class)

Permits Issued From Wednesday, April 1, 2015 through Thursday, April 30, 2015

Permit	Location Address	Issued	Valuation	Square Feet
Additional Building Garage				
ADDB-4-15-5867	6306 ISALIAH Street	04/15/2015	10,000.00	768
ADDB-4-15-5877	6411 NORMANDY ST	04/17/2015	5,500.00	152
Totals For Additional Building Garage : 2 Permit(s)			15,500.00	920
Additional Building Yard Shed				
ADDB-4-15-5841	6112 THOMAS Avenue	04/09/2015	900.00	144
ADDB-4-15-5888	5904 NORMANDY Street	04/27/2015	4,200.00	120
ADDB-4-15-5892	6610 CARIBOU Lane	04/27/2015	2,500.00	160
ADDB-4-15-5895	5808 FLAMBEAU Street	04/28/2015	2,800.00	120
Totals For Additional Building Yard Shed : 6 Permit(s)			10,400.00	544
Commercial Building Exterior Remodel				
CBLD-4-15-5866	3111 SCHOFIELD AVE	04/15/2015	34,940.00	0
Totals For Commercial Building Exterior Remodel : 1 Perm			34,940.00	0
Deck Residential				
DECK-4-15-5859	5603 SCOTT Street	04/14/2015	2,000.00	144
Totals For Deck Residential : 1 Permit(s)			2,000.00	144
Demolition Principal Building				
TDEMO-4-15-5856	2203 LESTER ST	04/10/2015	0.00	0
Totals For Demolition Principal Building : 1 Permit(s)			0.00	0
Driveway Driveway				
DRIV-4-15-5879	6807 TROTZER Lane	04/20/2015	0.00	0
DRIV-4-15-5890	6512 FEITH AVE	04/27/2015	150.00	15
TDRIV-4-15-5858	9611 KERSTEN Road	04/13/2015	0.00	0
TDRIV-4-15-5894	6911 Kersten Road	04/27/2015	0.00	0
Totals For Driveway Driveway : 4 Permit(s)			150.00	15
Electrical Local Business, Institutional & Office				
ELEC-4-15-5878	3207 SCHOFIELD AVE	04/17/2015	0.00	10
Totals For Electrical Local Business, Institutional & Office			0.00	10
Electrical Residential				
ELEC-4-15-5834	4803 WESTON AVE	04/06/2015	0.00	0
ELEC-4-15-5865	1503 NEUPERT Avenue	04/15/2015	0.00	0
ELEC-4-15-5871	4311 SCHOFIELD Avenue	04/17/2015	0.00	0
Totals For Electrical Residential : 4 Permit(s)			0.00	0
Excavation Permit Private Contract				
EXCA-4-15-5909	2103 Ross Avenue	04/30/2015	0.00	0
Totals For Excavation Permit Private Contract : 1 Permit(s)			0.00	0
Excavation Permit Public Utility				
EXCA-4-15-5868	2711 Ross Avenue	04/16/2015	0.00	0

Permit	Location Address	Issued	Valuation	Square Feet
EXCA-4-15-5882	3704 Weston Avenue	04/20/2015	0.00	0
EXCA-4-15-5885	1918 Schofield Avenue	04/22/2015	0.00	0
EXCA-4-15-5886	7008 Lora Lee Lane	04/22/2015	0.00	0
EXCA-4-15-5905	6001 Alderson Street	04/30/2015	0.00	0
EXCA-4-15-5906	Callon Avenue	04/30/2015	0.00	0
EXCA-4-15-5907	6108-6110 Quentin Street	04/30/2015	0.00	0
EXCA-4-15-5908	Von Kanel Street	04/30/2015	0.00	0
Totals For Excavation Permit Public Utility : 9 Permit(s)			0.00	0

Fence Residential

FENC-4-15-5827	5707 HIDDEN RIVER	04/02/2015	0.00	0
FENC-4-15-5852	4215 RAYBELLE DR	04/10/2015	2,300.00	0
FENC-4-15-5853	9672 SANDHILL DR	04/10/2015	1,439.00	0
FENC-4-15-5854	5709 Heath Street	04/10/2015	9,180.00	0
FENC-4-15-5855	7006 JANELLE ST	04/10/2015	2,047.00	0
FENC-4-15-5869	6106 ISAIAH ST	04/17/2015	1,000.00	0
FENC-4-15-5872	3911 ROSS AVE	04/17/2015	1,500.00	0
FENC-4-15-5874	6106 TOWER RIDGE PL	04/17/2015	2,357.00	0
FENC-4-15-5901	9603 SANDHILL DR	04/29/2015	5,800.00	0
FENC-4-15-5910	5612 PINE PARK ST	04/30/2015	4,100.00	0
Totals For Fence Residential : 10 Permit(s)			29,723.00	0

Home Occupation New

HOCC-4-15-5903	2807 JELINEK AVE	04/30/2015	0.00	0
Totals For Home Occupation New : 1 Permit(s)			0.00	0

HVAC HVAC MultiFamily New

HVAC-4-15-5832	7202-7208 River Trail Drive	04/02/2015	0.00	5,683
Totals For HVAC HVAC MultiFamily New : 1 Permit(s)			0.00	5,683

Lateral Connection Duplex

LCON-4-15-5836	7310-12 River Trail Drive	04/07/2015	0.00	0
LCON-4-15-5863	7302-04 River Trail Drive	04/15/2015	0.00	0
LCON-4-15-5864	7306-08 River Trail Drive	04/15/2015	0.00	0
Totals For Lateral Connection Duplex : 3 Permit(s)			0.00	0

Lateral Connection New Single Family

LCON-4-15-5835	1421 Woodward Avenue	04/07/2015	0.00	0
LCON-4-15-5843	2210 Fawn Avenue	04/10/2015	0.00	0
LCON-4-15-5844	2212 Fawn Avenue	04/10/2015	0.00	0
LCON-4-15-5846	2201 Fawn Avenue	04/10/2015	0.00	0
LCON-4-15-5847	2204 Fantail Avenue	04/10/2015	0.00	0
LCON-4-15-5848	2108 Fantail Avenue	04/10/2015	0.00	0
LCON-4-15-5857	9532 Sandhill Drive	04/13/2015	0.00	0
LCON-4-15-5887	5805 Delikowski Street	04/23/2015	0.00	0
LCON-4-15-5896	2105 Fawn Avenue	04/28/2015	0.00	0
LCON-4-15-5898	6302 Tower Ridge Place	04/29/2015	0.00	0
LCON-4-15-5899	6304 Tower Ridge Place	04/29/2015	0.00	0
LCON-4-15-5900	6307 Tower Ridge Place	04/29/2015	0.00	0
Totals For Lateral Connection New Single Family : 15 Perm			0.00	0

Permit	Location Address	Issued	Valuation	Square Feet
Mobile Home Installation Residential				
MHOM-4-15-5833	4707 FULLER Street	04/02/2015	18,000.00	1,200
Totals For Mobile Home Installation Residential : 1 Permit(18,000.00	1,200
Plumbing Multi Family (3+Units)				
PLUM-4-15-5829	5304 HEWITT Avenue	04/02/2015	6,900.00	0
PLUM-4-15-5830	6300 BIRCH Street	04/02/2015	1,500.00	0
Totals For Plumbing Multi Family (3+Units) : 2 Permit(s)			8,400.00	0
Residential Building Exterior Remodel				
RBLD-4-15-5826	1805 EL SEGUNDO Avenue	04/01/2015	3,250.00	0
RBLD-4-15-5873	5303 JACOB ST	04/17/2015	0.00	0
RBLD-4-15-5891	1803 EVEREST AVE	04/27/2015	5,000.00	0
Totals For Residential Building Exterior Remodel : 3 Perm			8,250.00	0
Residential Building Interior Remodel				
RBLD-4-15-5860	5402 PINE PARK Street	04/14/2015	0.00	0
RBLD-4-15-5876	1802 CORTEZ Lane	04/17/2015	10,000.00	0
RBLD-4-15-5881	5402 PINE PARK Street	04/20/2015	2,000.00	100
RBLD-4-15-5889	3311 TAPPE Drive	04/27/2015	5,000.00	72
RBLD-4-15-5893	3004 MOUNT VIEW AVE	04/27/2015	3,950.00	0
Totals For Residential Building Interior Remodel : 8 Permi			20,950.00	172
Residential Building New Two Family				
RBLD-4-15-5845	7310-12 River Trail Drive	04/10/2015	212,936.00	3,484
RBLD-4-15-5861	7302/7304 River Trail Drive	04/15/2015	212,936.00	3,484
RBLD-4-15-5862	7306/7308 River Trail Drive	04/15/2015	212,936.00	3,484
Totals For Residential Building New Two Family : 11 Perm			638,808.00	10,452
Sign Face Replacement Existing Business				
SIGN-4-15-5902	3105 SCHOFIELD AVE	04/30/2015	0.00	238
Totals For Sign Face Replacement Existing Business : 1 P			0.00	238
Sign Face Replacement New Business				
SIGN-4-15-5850	6703 Rickyval Street	04/10/2015	150.00	11
SIGN-4-15-5851	6703 Rickyval Street	04/10/2015	150.00	16
Totals For Sign Face Replacement New Business : 3 Perm			300.00	27
Sign New				
SIGN-4-15-5825	6703 ZINSER ST	04/01/2015	1,000.00	97
SIGN-4-15-5837	4002 SCHOFIELD AVE	04/17/2015	4,600.00	49
SIGN-4-15-5838	4002 SCHOFIELD AVE	04/17/2015	4,600.00	47
SIGN-4-15-5840	4002 SCHOFIELD AVE	04/17/2015	63,000.00	928
Totals For Sign New : 7 Permit(s)			73,200.00	1,120
Sign Special Event				
SIGN-4-15-5904	5503 BUSINESS HIGHWAY 51	04/30/2015	0.00	17
Totals For Sign Special Event : 8 Permit(s)			0.00	17
Special Events on Public Property Special Event				
SEPP-4-15-5849		04/10/2015	0.00	0

Permit	Location Address	Issued	Valuation	Square Feet
Totals For Special Events on Public Property Special Even			0.00	0
Sprinkler/Irrigation Commercial				
SPRK-4-15-5870	3110 Schofield Avenue	04/17/2015	0.00	0
Totals For Sprinkler/Irrigation Commercial : 1 Permit(s)			0.00	0
Sprinkler/Irrigation Residential				
SPRK-4-15-5828	6405 TEAGAN LN	04/02/2015	3,000.00	0
Totals For Sprinkler/Irrigation Residential : 2 Permit(s)			3,000.00	0
Zoning Commercial				
ZONE-4-15-5839	6705 Rickyval Street	04/14/2015	0.00	6,750
ZONE-4-15-5875	2901 SCHOFIELD AVE	04/17/2015	0.00	0
ZONE-4-15-5880	5703 MEMORIAL CT	04/20/2015	0.00	4,200
ZONE-4-15-5884	3910 SCHOFIELD AVE	04/21/2015	0.00	0
Totals For Zoning Commercial : 4 Permit(s)			0.00	10,950



Permit

Permit NO. **SIGN-4-15-5840**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Active**

Issue Date: **Not Issued**

No Expiration

Project Address 4002 SCHOFIELD AVE WESTON, WI 54476	Project Name Weston Lifestyle Center now "Weston Marketplace"	Applicant Lokre Development
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Parcel Number 19228081740894	Subdivision CSM#11806, Vol. 50, Pg. 94	Block / Lot 0 / 1	Zoning
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Owner Information Lokre Development	Address PO Box 215 Plover, WI 54467	Phone	Cell (715)574-1677
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Contractor(s) Stratford Sign Company	Address 110 Connor Avenue Stratford WI 54484	Phone (715)687-3250	Cell	Contractor Type None
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Description of Work: New Development Sign

Valuation: \$63,000.00

Total Sq Feet: 928

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.

Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount
Electric Wiring Fee	\$30.00
New Sign Permit Fee	\$928.00
Sign Permit Fee - New Develop./Subdivisi	\$0.00
Total:	\$958.00

Total	Amt Paid	Amt Due
\$958.00	\$958.00	\$0.00

Payment Type: Check / Number: 17381

Comments: Plan Commission approval required. Approved on 4/13/2015. 90-day timeframe to complete the project.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 17, 2015**

Jared Wehner _____ Date **April 17, 2015**
 Issued By: Village of Weston, WI  Authorized Signature

Customer Copy

Permanent Sign

Permit

Village of Weston

Date: 3/9/2015

Permit #: SIGN-4-15-5840

Payment Type: Cash Check 17381

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

SIGN PROJECT TYPE AND FEES

<input type="checkbox"/> Face replacement of existing sign:	No Fee – Existing businesses only	\$ 0.00
<input checked="" type="checkbox"/> New Sign(s) [44/4463]	\$50.00 + \$1.00/ft ² beyond 50ft ² per sign	\$ 928.00
<input checked="" type="checkbox"/> Variable Message Sign or Lighted Sign	\$30.00 per sign	\$ 30.00
<input type="checkbox"/> Re-facing existing sign (new businesses) [44/4461]	\$50.00 + \$1.00/ft ² beyond 50ft ² per sign	\$
TOTAL:		\$ 958.00

APPLICANT INFORMATION

Business Name: <u>Weston Marketplace</u>	Contractor Name: <u>Stratford Sign Company</u>
Business Owner: <u>Vic Lokre</u>	Contact Name: <u>Kristi or Dan</u>
Physical Address: <u>Camp Phillips Rd/ Schofield Ave</u>	Address: <u>110 Connor Ave</u> <u>Stratford, WI 54484</u>
Mailing Address: <u>PO BOX 215</u> <u>Plover, WI 54467</u>	Phone: <u>715-687-3250</u> Email: <u>kristi@stratfordsign.com</u>
Contact Name: <u>Vic Lokre</u>	Property Owner: <u>Lokre Development</u>
Business Phone: <u>715-342-9200 xt 202</u>	Address: <u>PO BOX 215</u> <u>Plover, WI 54467</u>
Business Email: <u>victor@lokre.com</u>	Phone: <u>715-342-9200 xt 202</u> Email: <u>victor@lokre.com</u>
Property Zone: <u>B-3 w/ D-WC OVERLAY</u>	
Current Use of Property: (Check all that apply)	<input type="checkbox"/> Multiple Family Residential <input type="checkbox"/> Mixed Commercial/Residential <input type="checkbox"/> Office <input checked="" type="checkbox"/> Retail/Services <input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Institutional <input type="checkbox"/> Parking <input type="checkbox"/> Other: _____

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign; the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign, and landscaping.

Has the site plan been attached? Yes No
Does the site plan include ALL the required components listed above? Yes No

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the Wisconsin Department of Transportation.

Are the following requirements shown on the site plan? Yes No
Has the State of Wisconsin Department of Transportation approval been attached (if required)? Yes No

Failing to attach a site plan to this application or failing to include all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.

DIAGRAM(S) REQUIRED

A diagram of the proposed sign(s), drawn to a recognized scale, and listing and depicting the type, height, width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value. A diagram showing the proposed sign superimposed over or at the proposed placement.

Has the diagram been attached for each proposed sign? Yes No

How many signs are being proposed? 3

Does each diagram have ALL the required components listed above? Yes No

Failing to attach a diagram to this application will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.

BASIS FOR GRANTING AND ISSUANCE

Have all standards of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under

the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified.

Kristi Ammond 03/19/2015
Signature of Applicant Date

★ [Signature] 03/19/2015
Signature of Property Owner Date

STAFF REVIEW

PIN: 19228081740894 Zoning: B-3 w/ WL OVERLAY Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: _____

Sign 1 Specification: Permit No.: SIGN-4-15-5840
Width: 14.5' HEIGHT Length: 32' Single Double Total Square Feet: 928
Sign Type: DEVELOPMENT Setbacks: _____
Value: \$63,000 Illuminated: Yes No Type: LED
Sign meets requirements? Yes No
Conditions/Modifications for approval: PLAN COMMISSION APPROVAL REQ'D
PC MEETING ON 4/13/2015

Sign 2 Specification: Permit No.: _____
Width: _____ Length: _____ Single Double Total Square Feet: _____
Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No
Conditions/Modifications for approval: _____

Sign 3 Specification: Permit No.: _____
Width: _____ Length: _____ Single Double Total Square Feet: _____
Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No
Conditions/Modifications for approval: _____

DESIGNER / SALES REP: KRISTI ORMOND

DATE: 3/17/15

MATERIAL:

CONTACT: VIC

COLORS:

NOTES:

SPLIT FACE BLOCK
TO MATCH BUILDING
TAN/BROWN FASCIA
TO MATCH BUILDING

Option no. 1:

464 ft² per sign face
32' total height
14.5' wide

52 ft² Variable LED Full
Color Message Reader

Value: \$63,000.00

NEW SIZE PER VILLAGE
ORDINANCE TO BE 25'

Option no. 2:

345.75 ft² per sign face
25' total height
13.83' wide

52 ft² Variable LED Full
Color Message Reader

Value: \$60,000.00

ACTUAL PAINT OR VINYL GRAPHIC COLORS MAY NOT MATCH COLORS ON PRINTED LAYOUT OR COMPUTER SCREEN.



110 CONNOR AVE
 PO BOX 134
 STRATFORD, WI 54484
 CALL 715.687.3250
 FREE 888.264.4459
 FAX 715.687.4657

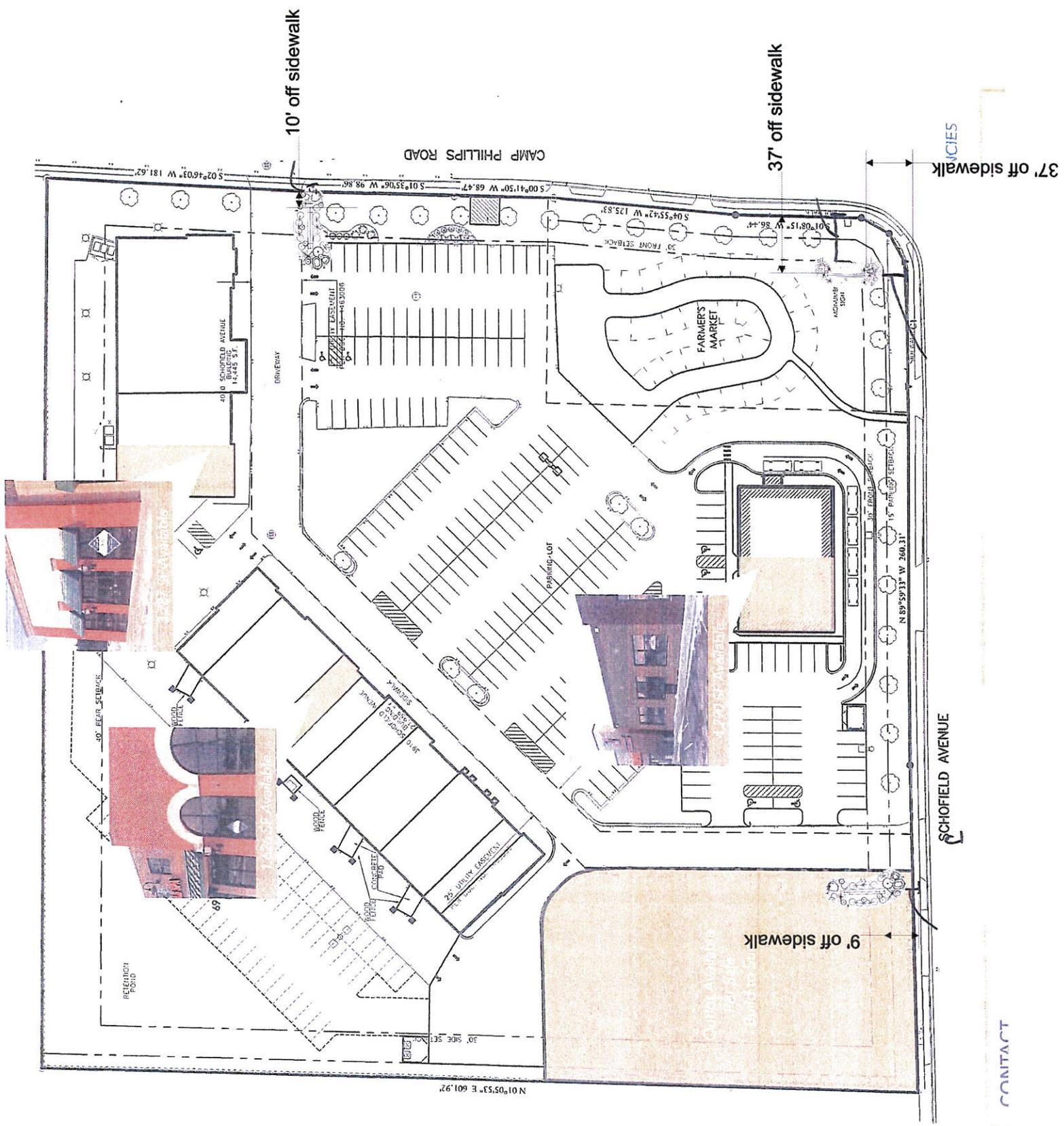
**FINAL
 LAYOUT
 APPROVAL**

These drawings will be released to production once signed. SSC is not responsible for errors. Please check for misspellings, correct phone numbers & addresses, details regarding renderings, shop drawings, quantities, color, etc. Colors shown are for representation only. PMS colors must be requested at time of order to ensure accuracy and may not be guaranteed. Additional fee will apply if PMS sample is required. Any detail or dimension change may delay completion and may incur additional fee. All artwork is property of SSC and cannot be reproduced without permission. Fee may apply if reproduced by others.

To proceed accordingly, please sign, date and return via email, mail or fax 715-687-4657

SIGNATURE:

DATE:



10' off sidewalk

37' off sidewalk

37' off sidewalk

SCHOFIELD AVENUE

9' off sidewalk

ICIES

CONTACT



RESEARCH
FIELD

Contig Angeles
City of
Build to

400 SCHOFIELD AVENUE
BUILDING
12,445 S.F.

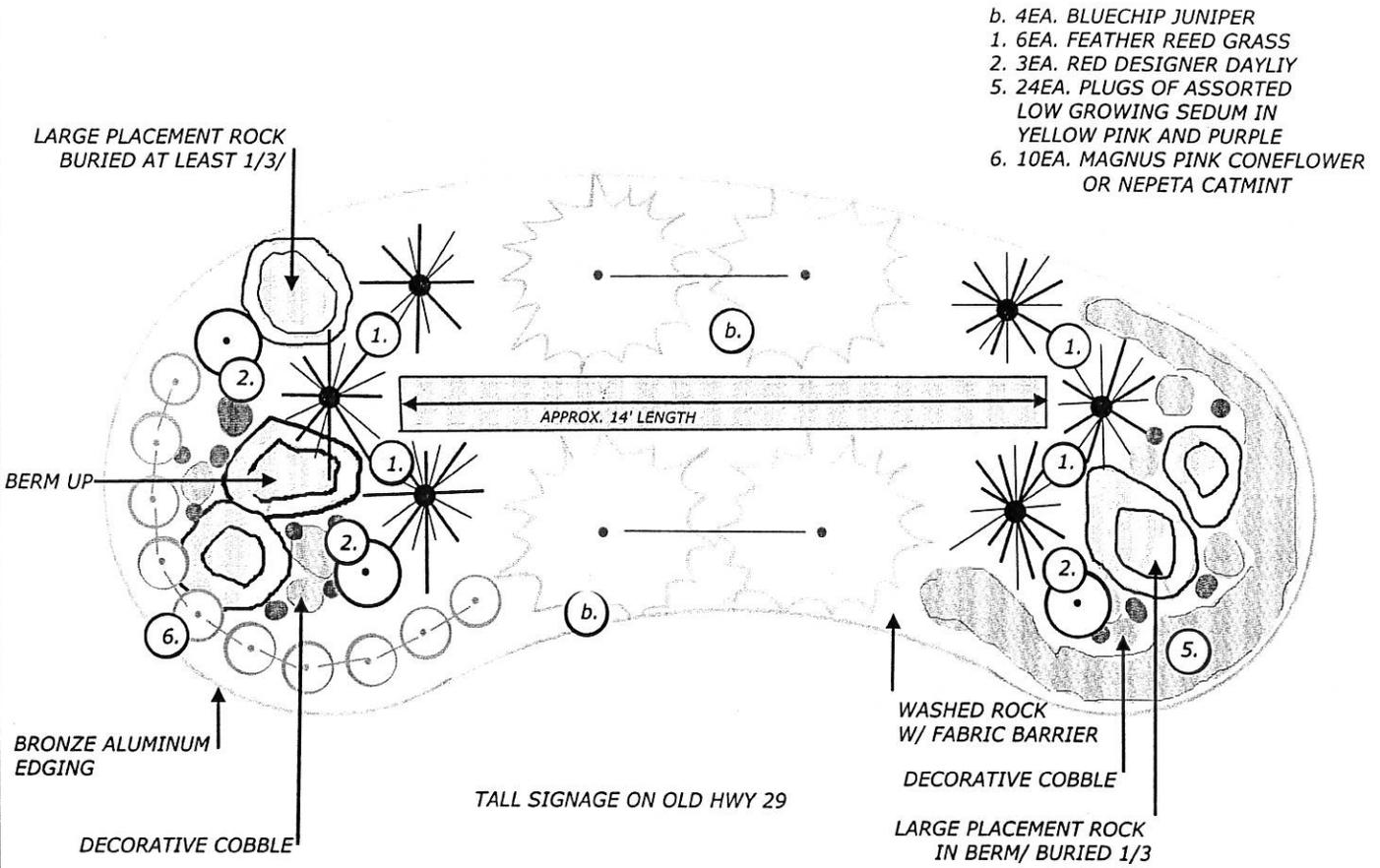
N 01°05'33" E 601.92'

CAMP PHILLIPS ROAD

BIKEWAY

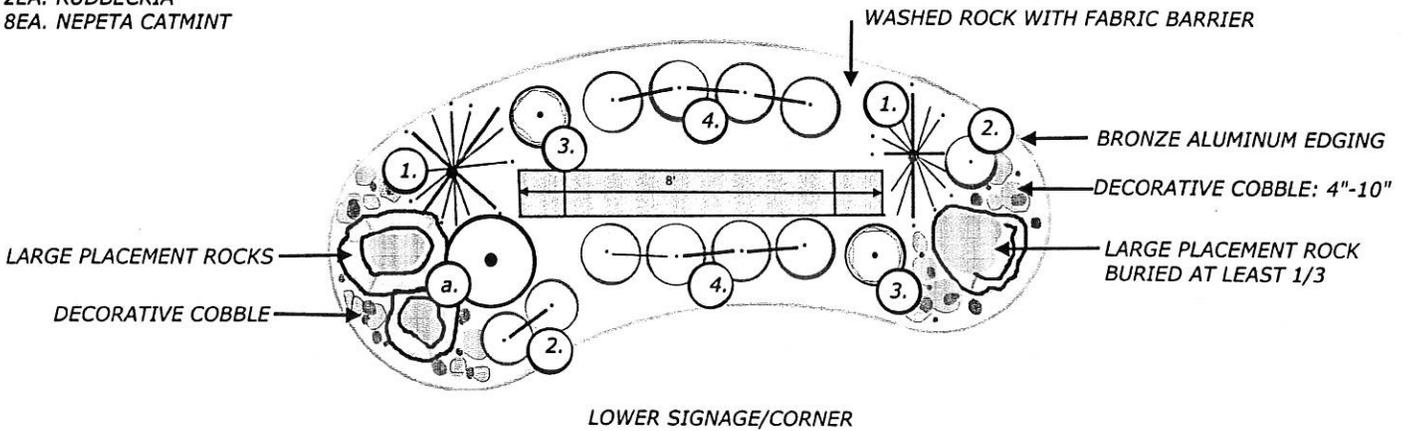
WOOD PILE

SIDE WALK



- b. 4EA. BLUECHIP JUNIPER
- 1. 6EA. FEATHER REED GRASS
- 2. 3EA. RED DESIGNER DAYLIY
- 5. 24EA. PLUGS OF ASSORTED LOW GROWING SEDUM IN YELLOW PINK AND PURPLE
- 6. 10EA. MAGNUS PINK CONEFLOWER OR NEPETA CATMINT

- a. 1EA. RED BARBERRY
- 1. 2EA. FEATHER REED GRASS
- 2. 3EA. PINK/YELLOW DESIGNER DAYLILY
- 3. 2EA. RUDBECKIA
- 4. 8EA. NEPETA CATMINT





landscapesolutions@frontier.com 715.355.1771 landscapesolutionsbysusanmurphy.com

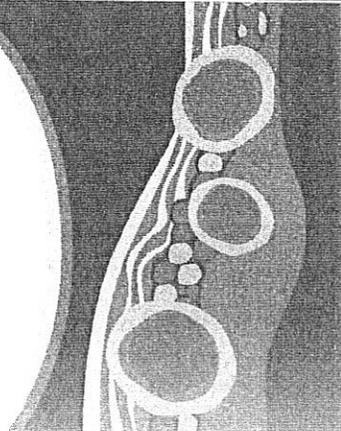
Project: WESTON MARKETPLACE
VICTOR ANDERSON

Date: APRIL 20, 2015

Scale: 1"=4'0"

Sheet: _____

Number: _____





phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
2/25/2015	1277869

Description	Quantity	Per Item Cost	TOTAL
<p>Weston Center - Main Pylon Sign / EMC</p> <p>1. Qty. (1) 32'H x 14'5"L x 40"W two sided internally lit "WESTON CENTER" sign per the layout supplied. Top sign faces will be routed .125"thk. aluminum with routed and push thru 3/4" thk. acrylic lettering. Sign bodies and roof will be formed and welded .080" aluminum. Lower sign cabinet will have horizontal T-Bar dividers for the panel retainers. All lower sign faces will be .150"thk. White Poly, graphics not included in sign price. All lighting will be supplied by Sloan White LEDs with power supplies and switch. Sign will be installed on (2) 10" x 10" steel poles with 1"thk. steel plates. Plates will be installed on (2) 3' Dia x 9' Deep concrete piers with (8) 1 1/4" Dia anchor bolts per pier. Brick Masonry sign pillars will match the building material as close as possible. This may not be an exact match. Entire sign will have a urethane paint finish with a satin clear coat, colors as shown.</p> <p>New Electronic Message Center will be 53"H x 147"L two sided Full Color with a wireless communication with a compatible computer inside the building. Sign will have from one line of 29"H characters, 8 per line up to 8 lines of 4.9" characters, 28 per line. EMC has a 48"H x 11'10"L display area. Pixel pitch will be 25 mm. 5 year limited gold parts warranty included with 5 hours of on site training. EMC will be installed on the new structure as shown.</p> <p>***Primary 110V power supply to sign location will be additional or by others.</p>	1	65,800.00	65,800.00

TOTAL



phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
2/25/2015	1277869

Description	Quantity	Per Item Cost	TOTAL
<p>Quote Notes</p> <ol style="list-style-type: none"> All work quoted is complete and installed, Weston, WI. Delivery 8 - 10 weeks after order. Payment terms: 1/2 Down at the time of order, Net 30 on the remaining. PLEASE REVIEW SPECS AND PROOF CAREFULLY <ul style="list-style-type: none"> Check for typographical errors, omissions, layout accuracy, etc. Customer is responsibility to correct any errors. The colors on your screen or printed from your copier/printer may vary from the final printed piece. PMS colors must be requested at time of order and additional fee may apply if sample is required. PMS color matching may not be guaranteed. Quote is based on information known at time of request. Any changes made after this pricing will be revisited and may reflect additional fees. Site survey performed may incur additional fee and may delay production. Sign quoted is UL listed. 1 year warranty on all electrical. Sign permits with the Village of Weston are based on permit cost and acquisition fee. Quote is valid for 60 days and price may change after this time. To proceed with this order, please sign, date and return this form. Thanks Vic. <p>Customer Signature _____ Date _____ Wisconsin Sales Tax</p>			
		5.50%	3,619.00

TOTAL	\$69,419.00
--------------	--------------------



Permit

Permit NO. **SIGN-4-15-5837**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **4/17/2015**

No Expiration

Project Address 4002 SCHOFIELD AVE WESTON, WI 54476	Project Name Weston Lifestyle Center now "Weston Marketplace"	Applicant Lokre Development
--	--	---------------------------------------

Parcel Number 19228081740894	Subdivision CSM#11806, Vol. 50, Pg. 94	Block / Lot 0 / 1	Zoning
--	--	-----------------------------	---------------

Owner Information Lokre Development	Address PO Box 215 Plover, WI 54467	Phone	Cell (715)574-1677
---	--	--------------	------------------------------

Contractor(s) Stratford Sign Company	Address 110 Connor Avenue Stratford WI 54484	Phone (715)687-3250	Cell	Contractor Type None
--	---	-------------------------------	-------------	--------------------------------

Description of Work: New Monument Sign

Valuation: \$4,600.00
Total Sq Feet: 48.6

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
Electric Wiring Fee	\$30.00	\$80.00	\$80.00	\$0.00
New Sign Permit Fee	\$50.00			
Total:	\$80.00	Payment Type: Check / Number: 17381		

Comments: Approved by Plan Commission on 4/13/2015. 90-day timeframe to complete project.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ **April 17, 2015**
Date

Jared Wehner  _____ **April 17, 2015**
Issued By: Village of Weston, WI Authorized Signature Date

Customer Copy

Qty 2 Entrance Signs

Entrance Sign No 1



5500 Schofield Ave
Weston, WI 54476

Permanent Sign

Permit

Permit #: SIGN-4-15-5837

Village of Weston

Payment Type: Cash Check 17381

Date: 3/09/15

FULL COMPLETION OF FORM IS REQUIRED FOR PROCESSING

-- PLEASE PRINT --

Permanent Sign Type:

Face Replacement of Existing Sign

NO FEE – Existing Businesses only
-Replacing equal or less square footage
-No new electrical work

New Signs [44/4463] – Including re-facing [44/4461]

\$50.00 + \$1.00/foot after 50ft²=\$ _____
-Both sides must be included.

Electric Sign

+\$30.00 FEE

Total Fee: \$ 80.00

Business Name: Weston Marketplace

Contractor Name: Stratford Sign Company

Business Owner: Vic Lokre

Contact Name: Kristi or Dan

Physical Address: Weston Marketplace

Address: 110 Connor Ave

Camp Phillips Rd/Schofield Ave

Stratford, WI 54484

Mailing Address: PO Box 215

Phone: 715-687-3250

Plover, WI 54467

Email: kristi@stratfordsign.com

Contact Name: Victor

Property Owner: Lokre Development

Business Phone: 715-342-9200 xt 202

Address: PO Box 215

Business Email: victor@lokre.com

Plover, WI 54467

Phone: 715-342-9200 xt 202

Property Zone: B-3 w/ Design-Weston Center

Email: victor@lokre.com

Sign Classification: Article IX: Section 94.156 through 94.168

Flat Wall Sign

Ground Sign (Equal to or less than 6ft)

-Landscape Site Plan REQUIRED per Section 94.137(7)(d).

Projecting Sign

Freestanding (Pylon) Sign (Greater than 6ft)

-Landscape Site Plan REQUIRED per Section 94.137(7)(d).

Electric Message Unit Sign

Sign Specifications:

Width: 9 ft Height: 2.6 ft

Single Sided

Double Sided

Total Height of Sign on building or pylon: 5

Total Square Footage: 23.25 46.8

Will the sign be illuminated? Yes No Type of illumination: LED

Composition of Sign: Metal Wood Vinyl Other: _____

Total cost of sign: \$ 4600.00

Text on Sign: Weston MARKETPLACE

Legal Description of property on which the sign is located, including Highway or Street. A SITE PLAN IS REQUIRED to show placement of the sign on the property. All signs must be 5 FEET from ROW (Right-of-way) and 10 FEET from any structure, side and rear setbacks: _____

What is the square footage of the building's front façade on said property? _____
***Signs CANNOT exceed 10% of the building façade.

Is the business located in a strip mall? Yes No

What other business are located in the strip mall? _____

Is there an existing sign on the property? Yes No

Width: _____ Sign Height: _____ Double sided? Yes No Square Ft: _____

Total Sign Height: _____

-Please provide pictures of ALL existing signs on the property.

-Sign specification, schematics and building elevations must be provided in order to show placement and scale.

I have read and understand Section 94.156 through Section 94.168 of the Village of Weston Municipal Code and the information attached to this application and shall be in accordance with said Sections of the Village of Weston Municipal Code.

Applicant Signature: Kusti Amund Date: 3-17-15

Contractor Signature: Kusti Amund Date: 3-17-15

-- OFFICE USE ONLY --

PERMIT NUMBER: SIGN-4-15-5837

Contingencies placed on approval: PLAN COMMISSION APPROVED NAME CHANGE ON 4/13/2015
WITH SIGN PLAN. 90-DAY DEADLINE (JULY 13, 2015)

Approved By: Jared Wickham - PLAN COMMISSION Date: 4/17/2015

Staff Approval Only Plan Commission notified via PC consent agenda on: _____

Requires Plan Commission Approval Date of Approval: 4/13/2015

Requires Village Board Approval Date of Approval: _____

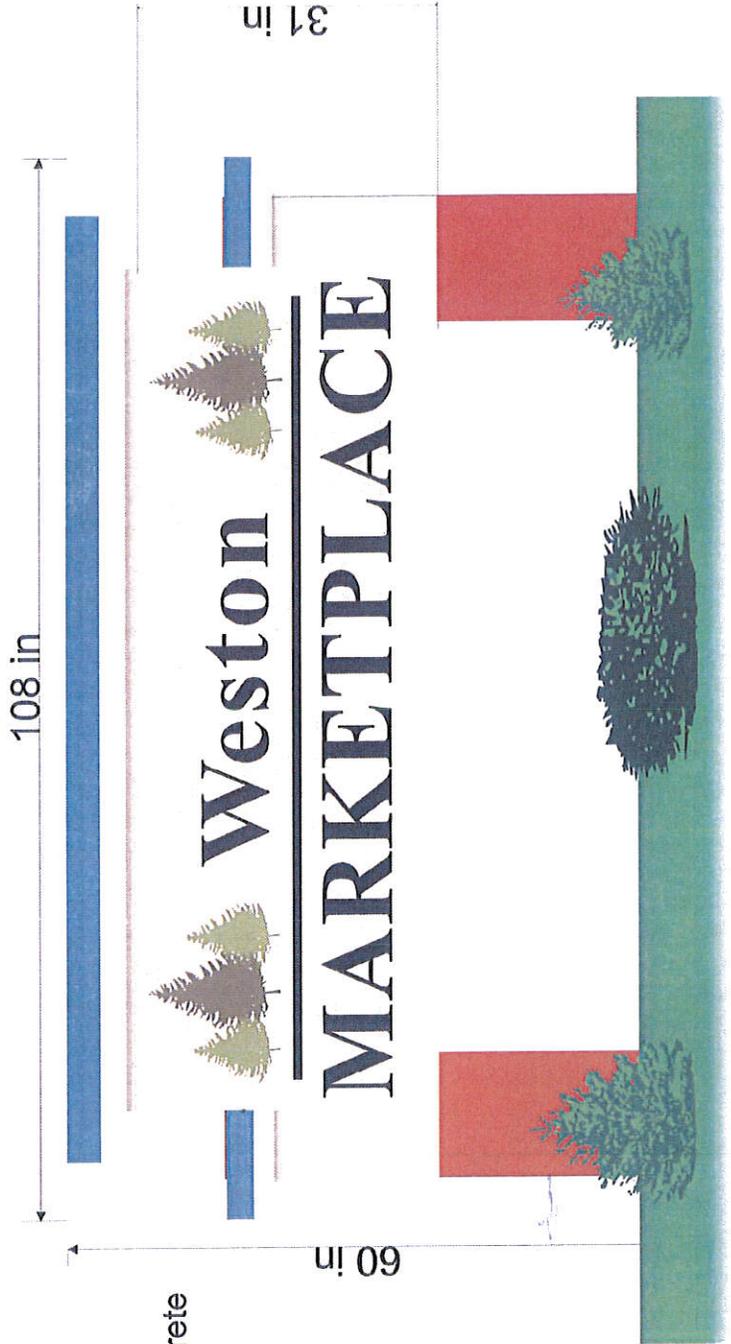
**If sign is illuminated, a copy of approved permit forwarded to Electrical Inspector on: 4/17/2015

Applicant notified of approval on: 4/17/2015

CALL FOR ELECTRICAL INSPECTION!

DESIGNER / SALES REP: Kristi Ormand DATE: 3/9/15 MATERIAL: CONTACT: vic

COLORS: NOTES:



qty 2 2-sided internally lit signs installed in existing concrete

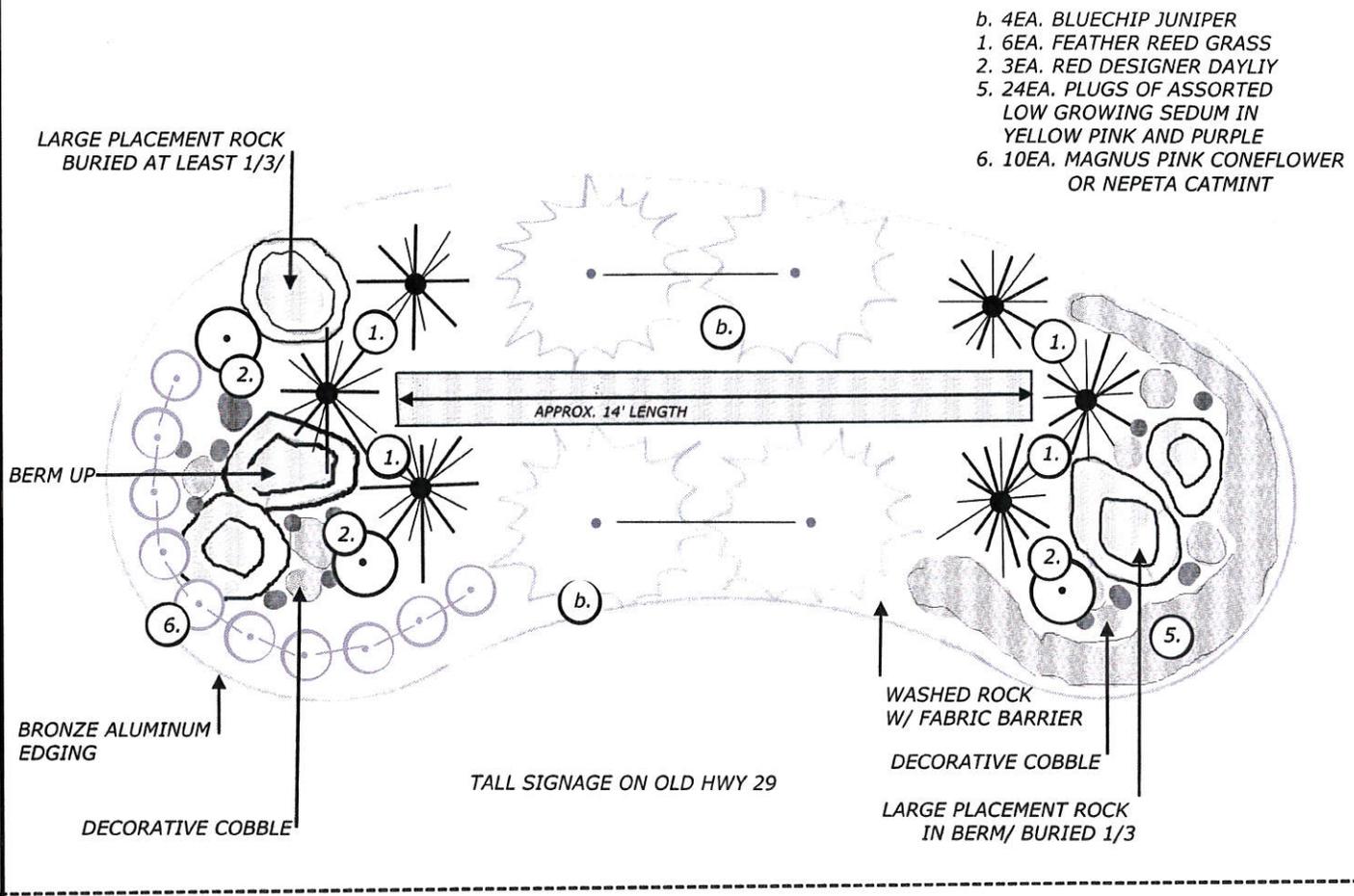
EXISTING CONCRETE IN GROUND 6/2013

ACTUAL PAINT OR VINYL GRAPHIC COLORS MAY NOT MATCH COLORS ON PRINTED LAYOUT



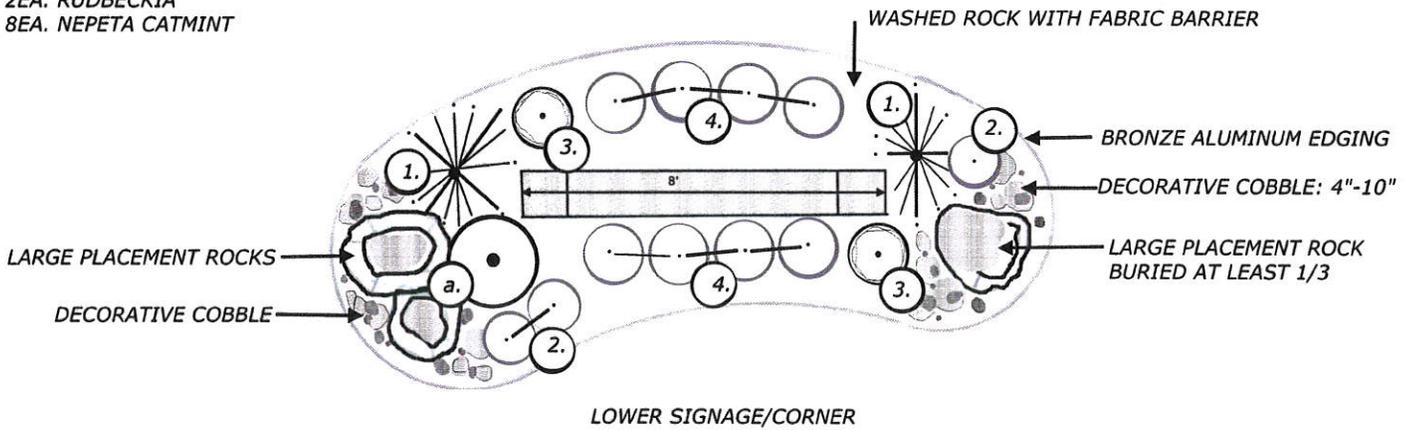
110 CONNOR AVE • STRATFORD, WI 54484
CALL 715-687-3250 OR 888-264-4459 FAX-687-4657

SIDE WALK



- b. 4EA. BLUECHIP JUNIPER
- 1. 6EA. FEATHER REED GRASS
- 2. 3EA. RED DESIGNER DAYLIY
- 5. 24EA. PLUGS OF ASSORTED LOW GROWING SEDUM IN YELLOW PINK AND PURPLE
- 6. 10EA. MAGNUS PINK CONEFLOWER OR NEPETA CATMINT

- a. 1EA. RED BARBERRY
- 1. 2EA. FEATHER REED GRASS
- 2. 3EA. PINK/YELLOW DESIGNER DAYLILY
- 3. 2EA. RUDBECKIA
- 4. 8EA. NEPETA CATMINT





Landscape Solutions

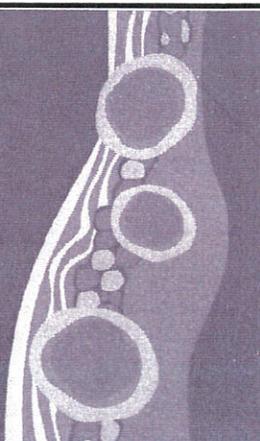
Project: **WESTON MARKETPLACE**
VICTOR ANDERSON

Date: **APRIL 20, 2015**

Scale: **1"=4'0"**

Sheet: _____

Number: _____



landscapesolutions@frontier.com 715.355.1771 landscapesolutionsbysusanmurphy.com



phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
3/7/2015	1277866

Description	Quantity	Per Item Cost	TOTAL
Weston Center - Driveway Entrance Signs 1. Qty. (2) 60"H x 108"L x 18"W two sided internally lit "WESTON MARKETPLACE" signs per the layout supplied. Top sign faces will be routed .125"thk. aluminum with routed flat cut acrylic lettering and applied 3M Translucent graphics. Sign bodies, roof and pole covers will be formed and welded .080" aluminum. All lighting will be supplied by Sloan White LEDs with power supplies and switch. Sign will be installed on (2) 6" x 6" steel poles with 3/4"thk. steel plates. Plates will be installed on the existing concrete piers with previously installed. Entire sign will have a urethane paint finish with a satin clear coat, colors as shown. ***Primary 110V power supply to sign location will be additional or by others.	2	4,600.00	9,200.00

TOTAL



phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
3/7/2015	1277866

Description	Quantity	Per Item Cost	TOTAL
<p>Quote Notes</p> <ol style="list-style-type: none"> All work quoted is complete and installed, Weston, WI. Delivery 4 weeks after order. Payment terms: 1/2 Down at the time of order, Net 30 on the remaining. PLEASE REVIEW SPECS AND PROOF CAREFULLY <ul style="list-style-type: none"> Check for typographical errors, omissions, layout accuracy, etc. Customer is responsibility to correct any errors. The colors on your screen or printed from your copier/printer may vary from the final printed piece. PMS colors must be requested at time of order and additional fee may apply if sample is required. PMS color matching may not be guaranteed. Quote is based on information known at time of request. Any changes made after this pricing will be revisited and may reflect additional fees. Site survey performed may incur additional fee and may delay production. Sign quoted is UL listed. 1 year warranty on all electrical. Sign permits when necessary are based on permit cost and acquisition fee. Quote is valid for 60 days and price may change after this time. To proceed with this order, please sign, date and return this form. Thanks Vic. <p>Customer Signature _____ Date _____ Wisconsin Sales Tax</p>		5.50%	506.00

TOTAL	\$9,706.00
--------------	-------------------



Permit

Permit NO. **SIGN-4-15-5838**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **4/17/2015**

No Expiration

Project Address 4002 SCHOFIELD AVE WESTON, WI 54476	Project Name Weston Lifestyle Center now "Weston Marketplace"	Applicant Lokre Development
--	--	---------------------------------------

Parcel Number 19228081740894	Subdivision CSM#11806, Vol. 50, Pg. 94	Block / Lot 0 / 1	Zoning
--	--	-----------------------------	---------------

Owner Information Lokre Development	Address PO Box 215 Plover, WI 54467	Phone	Cell (715)574-1677
---	--	--------------	------------------------------

Contractor(s) Stratford Sign Company	Address 110 Connor Avenue Stratford WI 54484	Phone (715)687-3250	Cell	Contractor Type None
--	---	-------------------------------	-------------	--------------------------------

Description of Work: New Monument Sign

Valuation: \$4,600.00
Total Sq Feet: 46.8

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
Electric Wiring Fee	\$30.00	\$80.00	\$80.00	\$0.00
New Sign Permit Fee	\$50.00			
Total:	\$80.00	Payment Type: Check / Number: 17381		

Comments: Approved by Plan Commission on 4/13/2015. 90-day timeframe to complete project.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ **April 17, 2015**
Date

Jared Wehner  _____ **April 17, 2015**
Issued By: Village of Weston, WI Authorized Signature Date

Customer Copy

Qty 2 Entrance Signs

Entrance Sign No 2



5500 Schofield Ave
Weston, WI 54476

Permanent Sign

Permit

Permit #: SIGN-4-15-5838

Village of Weston

Payment Type: Cash Check 17381

Date: 3/09/15

FULL COMPLETION OF FORM IS REQUIRED FOR PROCESSING

-- PLEASE PRINT --

Permanent Sign Type:

Face Replacement of Existing Sign

NO FEE – Existing Businesses only
-Replacing equal or less square footage
-No new electrical work

New Signs [44/4463] – Including re-facing [44/4461]

\$50.00 + \$1.00/foot after 50ft²= \$ _____
-Both sides must be included.

Electric Sign

+\$30.00 FEE

Total Fee: \$ 80.00

Business Name: Weston Marketplace

Contractor Name: Stratford Sign Company

Business Owner: Vic Lokre

Contact Name: Kristi or Dan

Physical Address: Weston Marketplace

Address: 110 Connor Ave

Camp Phillips Rd / Schofield Ave

Stratford, WI 54484

Mailing Address: PO Box 215

Phone: 715-687-3250

Plover, WI 54467

Email: kristi@stratfordsign.com

Contact Name: Victor

Property Owner: Lokre Development

Business Phone: 715-342-9200 xt 202

Address: PO Box 215

Business Email: victor@lokre.com

Plover, WI 54467

Phone: 715-342-9200 xt 202

Property Zone: B-3 w/ Design-Weston Center

Email: victor@lokre.com

Sign Classification: Article IX: Section 94.156 through 94.168

Flat Wall Sign

Ground Sign (Equal to or less than 6ft)

-Landscape Site Plan REQUIRED per Section 94.137(7)(d).

Projecting Sign

Freestanding (Pylon) Sign (Greater than 6ft)

-Landscape Site Plan REQUIRED per Section 94.137(7)(d).

Electric Message Unit Sign

Sign Specifications:

Width: 9 ft Height: 2.6 ft

Single Sided

Double Sided

Total Height of Sign on building or pylon: 5

Total Square Footage: 23.25 46.8

Will the sign be illuminated? Yes No Type of illumination: LED

Composition of Sign: Metal Wood Vinyl Other: _____

Total cost of sign: \$ 4600.00

Text on Sign: Weston MARKETPLACE

Legal Description of property on which the sign is located, including Highway or Street. A SITE PLAN IS REQUIRED to show placement of the sign on the property. All signs must be 5 FEET from ROW (Right-of-way) and 10 FEET from any structure, side and rear setbacks: _____

What is the square footage of the building's front façade on said property? _____
***Signs CANNOT exceed 10% of the building façade.

Is the business located in a strip mall? Yes No

What other business are located in the strip mall? _____

Is there an existing sign on the property? Yes No

Width: _____ Sign Height: _____ Double sided? Yes No Square Ft: _____

Total Sign Height: _____

-Please provide pictures of ALL existing signs on the property.

-Sign specification, schematics and building elevations must be provided in order to show placement and scale.

I have read and understand Section 94.156 through Section 94.168 of the Village of Weston Municipal Code and the information attached to this application and shall be in accordance with said Sections of the Village of Weston Municipal Code.

Applicant Signature: Kristi Amund Date: 3-17-15

Contractor Signature: Kristi Amund Date: 3-17-15

-- OFFICE USE ONLY -- PERMIT NUMBER: SIGN-4-15-5836
Contingencies placed on approval: PLAN COMMISSION APPROVED NAME CHANGE DN 4/13/2015
WITH SIGN PLAN

Approved By: [Signature] Date: 4/17/2015

Staff Approval Only Plan Commission notified via PC consent agenda on: _____

Requires Plan Commission Approval Date of Approval: 4/13/2015

Requires Village Board Approval Date of Approval: _____

**If sign is illuminated, a copy of approved permit forwarded to Electrical Inspector on: _____

Applicant notified of approval on: 4/17/15

DESIGNER / SALES REP: Kristi Ormond

DATE: 3/9/15

MATERIAL:

CONTACT: vic

COLORS:

NOTES:

qty 2 2-sided
internally lit signs

installed in existing concrete

ACTUAL PAINT OR VINYL GRAPHIC COLORS MAY NOT MATCH COLORS ON PRINTED LAYOUT



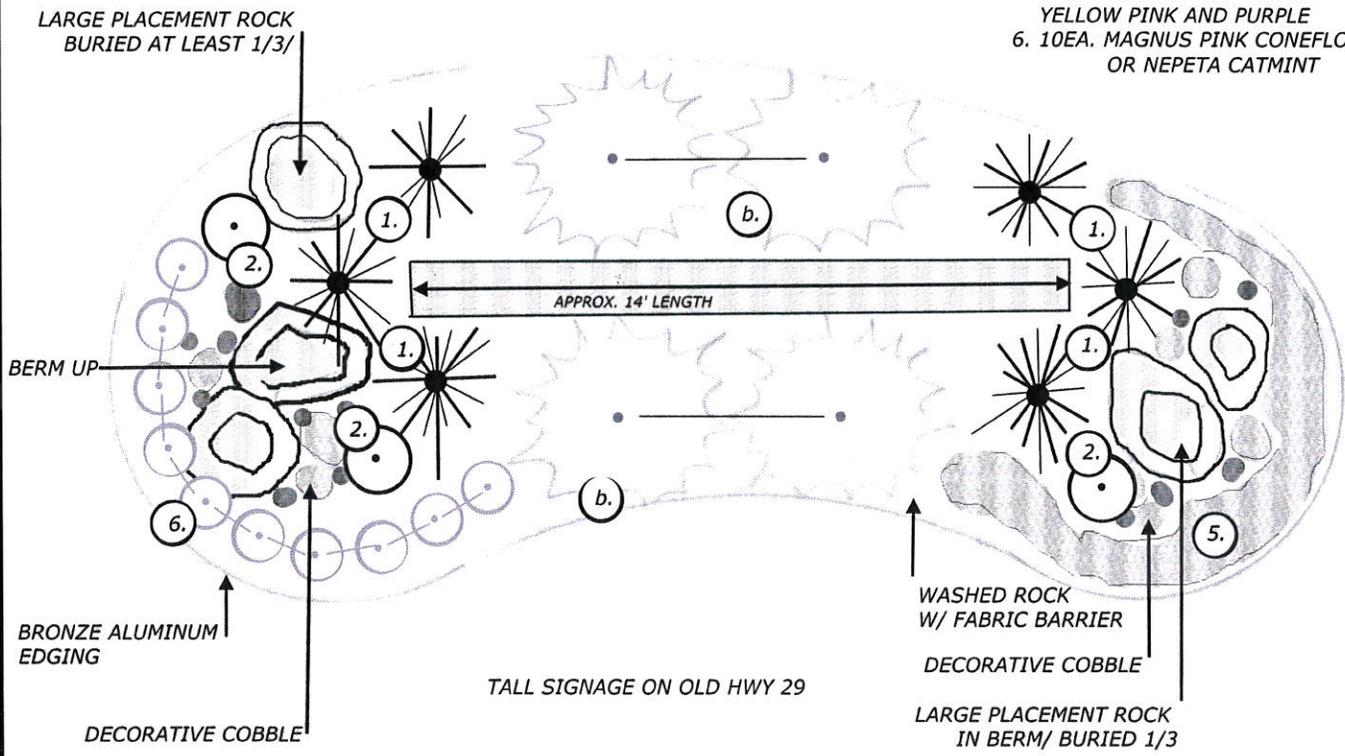
EXISTING CONCRETE IN GROUND 6/2013



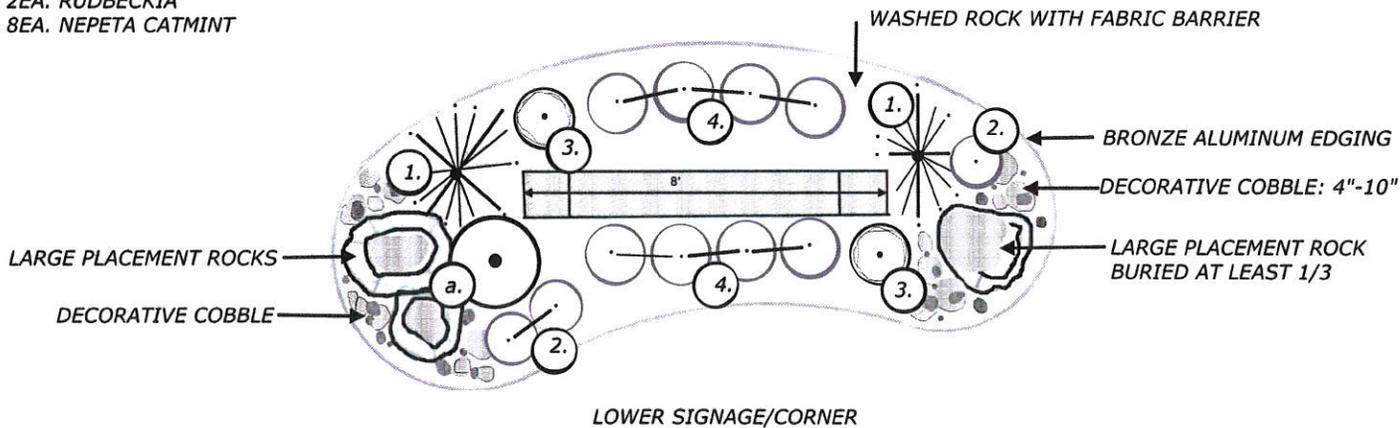
110 CONNOR AVE • STRATFORD, WI 54484
CALL 715-687-3250 OR 888-264-4459 FAX-687-4657

SIDE WALK

- b. 4EA. BLUECHIP JUNIPER
- 1. 6EA. FEATHER REED GRASS
- 2. 3EA. RED DESIGNER DAYLIY
- 5. 24EA. PLUGS OF ASSORTED LOW GROWING SEDUM IN YELLOW PINK AND PURPLE
- 6. 10EA. MAGNUS PINK CONEFLOWER OR NEPETA CATMINT



- a. 1EA. RED BARBERRY
- 1. 2EA. FEATHER REED GRASS
- 2. 3EA. PINK/YELLOW DESIGNER DAYLILY
- 3. 2EA. RUDBECKIA
- 4. 8EA. NEPETA CATMINT



Project: WESTON MARKETPLACE
VICTOR ANDERSON

Date: APRIL 20, 2015
Scale: 1"=4'0"
Sheet:
Number:



phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
3/7/2015	1277866

Description	Quantity	Per Item Cost	TOTAL
Weston Center - Driveway Entrance Signs 1. Qty. (2) 60"H x 108"L x 18"W two sided internally lit "WESTON MARKETPLACE" signs per the layout supplied. Top sign faces will be routed .125"thk. aluminum with routed flat cut acrylic lettering and applied 3M Translucent graphics. Sign bodies, roof and pole covers will be formed and welded .080" aluminum. All lighting will be supplied by Sloan White LEDs with power supplies and switch. Sign will be installed on (2) 6" x 6" steel poles with 3/4"thk. steel plates. Plates will be installed on the existing concrete piers with previously installed. Entire sign will have a urethane paint finish with a satin clear coat, colors as shown. ***Primary 110V power supply to sign location will be additional or by others.	2	4,600.00	9,200.00

TOTAL



phone 888-264-4459 ▶ 715-687-3250
 fax 715-687-4657

P.O. BOX 134, STRATFORD, WI 54484
 ADDRESS SERVICE REQUESTED

Customer Quote

Customer Name
Lokre Development PO Box 215 Plover, WI 54467-0215 Attn: Victor Anderson From: Dan Drexler

Date	Quote Number
3/7/2015	1277866

Description	Quantity	Per Item Cost	TOTAL
<p>Quote Notes</p> <ol style="list-style-type: none"> All work quoted is complete and installed, Weston, WI. Delivery 4 weeks after order. Payment terms: 1/2 Down at the time of order, Net 30 on the remaining. PLEASE REVIEW SPECS AND PROOF CAREFULLY <ul style="list-style-type: none"> Check for typographical errors, omissions, layout accuracy, etc. Customer is responsibility to correct any errors. The colors on your screen or printed from your copier/printer may vary from the final printed piece. PMS colors must be requested at time of order and additional fee may apply if sample is required. PMS color matching may not be guaranteed. Quote is based on information known at time of request. Any changes made after this pricing will be revisited and may reflect additional fees. Site survey performed may incur additional fee and may delay production. Sign quoted is UL listed. 1 year warranty on all electrical. Sign permits when necessary are based on permit cost and acquisition fee. Quote is valid for 60 days and price may change after this time. To proceed with this order, please sign, date and return this form. Thanks Vic. <p>Customer Signature _____ Date _____ Wisconsin Sales Tax</p>		5.50%	506.00

TOTAL	\$9,706.00
--------------	-------------------



Permit

Permit NO. **SIGN-4-15-5902**

Permit Type: **Sign**

Work Classification: **Face Replacement Exis**

Permit Status: **Final**

Issue Date: **4/30/2015**

No Expiration

Project Address 3105 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Molitor Properties LLC
--	-------------------------------	--

Parcel Number 19228081730985	Subdivision	Block / Lot 0 / 0	Zoning
--	--------------------	-----------------------------	---------------

Owner Information Molitor Properties LLC	Address 517 Poplar Lane Hatley, WI 54440	Phone	Cell
--	---	--------------	-------------

Contractor(s) Wausau Signs	Address 1609 Bovine Circle Wausau WI 54401	Phone (715)675-3302	Cell	Contractor Type Sign
--------------------------------------	---	-------------------------------	-------------	--------------------------------

Description of Work: Refacing Sign - Existing Business

Valuation: \$0.00
Total Sq Feet: 238.3

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR
------------------	-----

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
	\$0.00		\$0.00	
Total:	\$0.00			

Payment Type:

Comments:

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 30, 2015**

Jared Wehner  _____ Date **April 30, 2015**
Issued By: Village of Weston, WI Authorized Signature

Customer Copy

Permanent Sign

Permit

Village of Weston

Date: 4-27-15

Permit #: _____

Payment Type: Cash Check _____

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

-- PLEASE USE THE ONLINE FILLABLE PDF --



5500 Schofield Ave
Weston, WI 54476

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

<input checked="" type="checkbox"/> Face Replacement (Existing Business Only. No change in sign size or location)		NO FEE
<input type="checkbox"/> Wall Sign(s)	\$25.00 +\$1.00/ft ² over 50ft ² per sign	\$ _____ [44/4461]
<input type="checkbox"/> Freestanding Sign(s)	\$50.00 +\$1.00/ft ² over 50ft ² per sign	\$ _____ [44/4462]
<input type="checkbox"/> Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$ _____ [44/4463]
<input type="checkbox"/> Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$ 25.00 [44/4464]
<input type="checkbox"/> Panel Replacement in a Development Sign	\$25.00 per business	\$ 25.00 [44/4465]
TOTAL FEE:		\$ <u>0.00</u>

APPLICANT INFORMATION

Business Name: AUTO SELECT

Contact Name: MIKE MOLITOR

Business Owner: MIKE MOLITOR

Project Address: 3103 SCHOFIELD AVE

Mailing Address: 3103 SCHOFIELD AVE
WESTON WI 54476

Phone: 715-241-0007

Website: WWW.AUTOSELECTONLINE.COM

Email: AUTO.SELECT@FRONTIER.COM

Property Owner: MIKE MOLITOR

Contact Name: MOLITOR PROPERTIES, LLC

Mailing Address: 517 Poplar Lane
HATLEY, WI 54440

Phone: 715-446-3086

Email: AUTO.SELECT@FRONTIER.COM

Property Zone: B-3 GENERAL BUSINESS

- Current Use of Property: (Check all that apply)
- Multiple Family Residential
 - Mixed Commercial/Residential
 - Office
 - Retail/Services
 - Industrial/Manufacturing
 - Institutional
 - Parking
 - Other: _____

CONTRACTOR INFORMATION

Sign Contractor: WAUSAU SIGNS

Contact Name: ANDY BUDNICK

Address: 1609 BOVINE LN
WAUSAU WI 54401

Phone: 715-675-3302

Email: WAUSAUSIGNS@AOL.COM

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). NOTE: This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment

of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WIDOT.

Are the following requirements shown on the site plan? Yes No N/A
Has the State of Wisconsin Department of Transportation approval been attached (if required)? Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

How many wall signs are being proposed? (New, replacement and re-facing) NONE
How many freestanding signs are being proposed? (New, replacement and re-facing) RE-FACING
Will there be a sandwich board or pedestal sign (only one is allowed per business)? Yes No
Has the diagram been attached for each proposed sign? Yes No
Does each diagram have ALL the required components listed above? Yes No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

How many signs are existing on the subject property? 3
Has the specifications of each existing sign been attached? Yes No N/A
Has the picture of each existing sign been attached? Yes No N/A

BASIS FOR GRANTING AND ISSUANCE

Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application? Yes No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

YES

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

NO

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

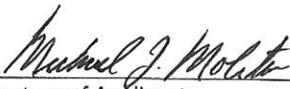
The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

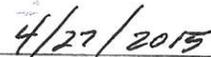
The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.



Signature of Applicant


Date

Property Owner Contractor

120"

119"
24"
108"



LAYOUT 1 2 3 4 5 6 Wausau Signs will produce one original layout and one revised layout per sign order at no cost to the customer. Anything thereafter will include a fee of \$60.00 per hour.

Customer: _____
 Company: _____
 Address: _____
 City/State: _____ ZIP: _____
 Phone: _____
 Email: _____

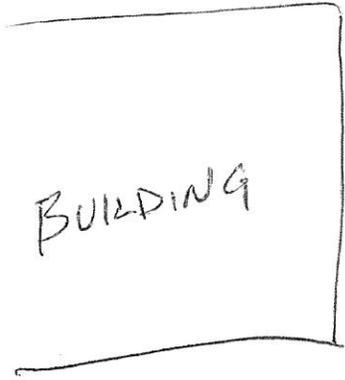
Customer Approval/Date: _____

Notice: Prints are the exclusive property of Wausau Signs. Any unauthorized use or duplication of this print will result in a \$1,000 charge. Any and all costs of collection, including attorney's fees, administrative fees, interest fees and any others shall be paid by the customer.



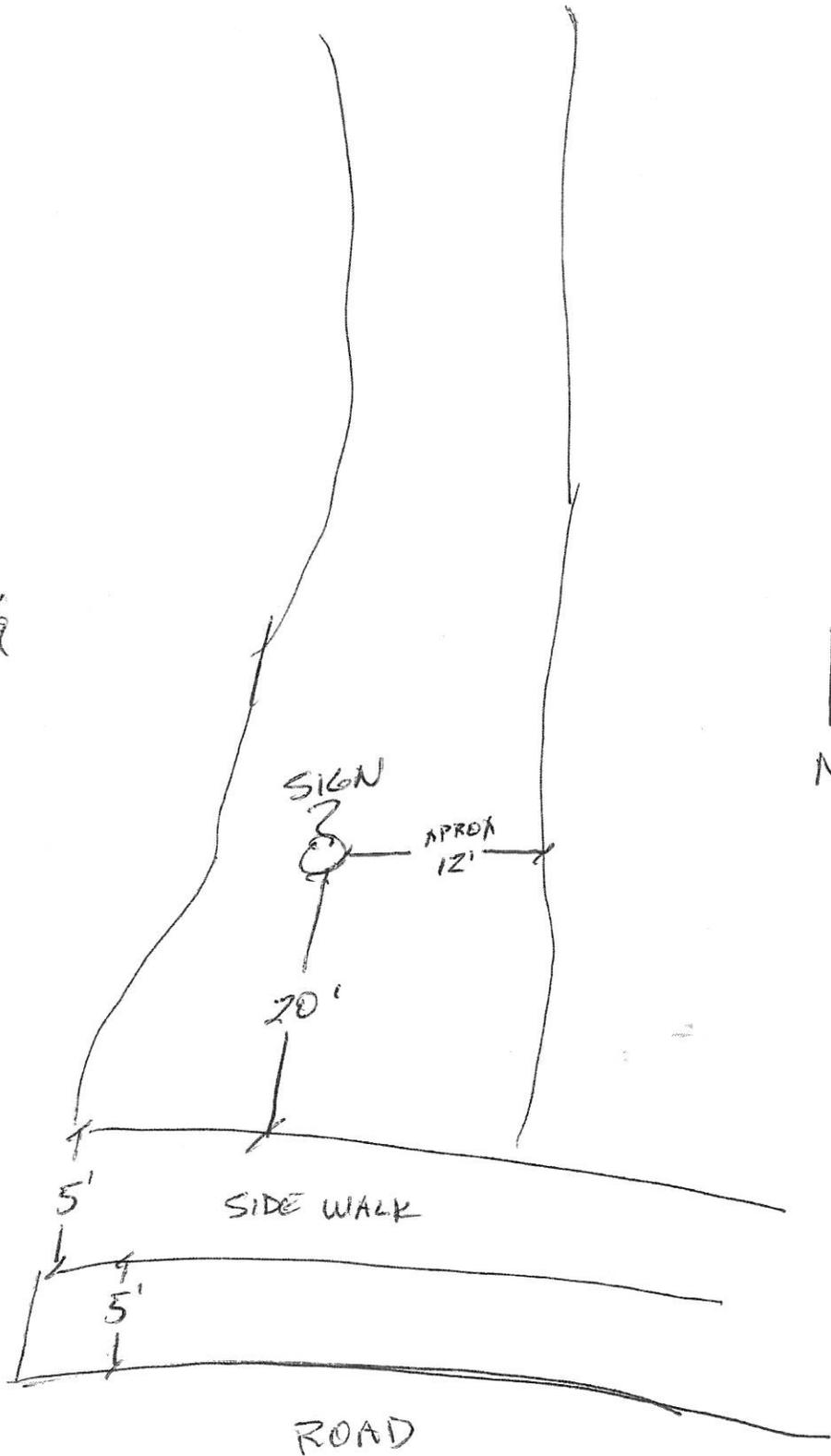
Ph. (715) 675-3302
 Email: wausausigns@aol.com

Job No.:	Date: 4/27/2015
Order Date:	Salesperson:
Sign Dimensions:	Estimate: \$
Comments:	



BUILDING

PARKING



SIGN

APPROX
12'

20'

5'

SIDE WALK

5'

ROAD

N

STAFF REVIEW

PIN: 19228081730985 Zoning: B-3 General Business [X] Village [] ETZ
Filed After the Fact: [] Yes [X] No Fine Imposed: [] Yes [X] No Amount:

Sign 1 Specification:

Permit No.: SIGN-4-15-5902

Width: 10' Height: 20.9' [] Single [X] Double Total Square Feet: 238.3
Total Height: 20.9' Sign Type: Pylon Setbacks: 20' Front, 12' side yard
Value: NOT PROVIDED Illuminated: [X] Yes [] No Type: Florescent
Sign meets requirements? [X] Yes [] No [] Conforming [X] Legally Non-Conforming
Conditions/Modifications for approval: No Conditions or modifications. Sign is legally non-conforming due to the sign height being 20.9'. Setbacks from all parcel lines is to equal the height of the sign.

Sign 2 Specification:

Permit No.:

Width: Height: [] Single [] Double Total Square Feet:
Total Height: Sign Type: Setbacks:
Value: Illuminated: [] Yes [] No Type:
Sign meets requirements? [] Yes [] No [] Conforming [] Legally Non-Conforming
Conditions/Modifications for approval:

Sign 3 Specification:

Permit No.:

Width: Height: [] Single [] Double Total Square Feet:
Total Height: Sign Type: Setbacks:
Value: Illuminated: [] Yes [] No Type:
Sign meets requirements? [] Yes [] No [] Conforming [] Legally Non-Conforming
Conditions/Modifications for approval:

Sign 4 Specification:

Permit No.:

Width: Height: [] Single [] Double Total Square Feet:
Total Height: Sign Type: Setbacks:
Value: Illuminated: [] Yes [] No Type:
Sign meets requirements? [] Yes [] No [] Conforming [] Legally Non-Conforming
Conditions/Modifications for approval:

Signature of Zoning Administrator or Designee

4/30/2015 Date

Permit Number(s) SIGN-4-15-5902

[X] Approved [] Denied

Jared Wehner

From: Andy Budnick <wausausigns@aol.com>
Sent: Tuesday, April 28, 2015 5:42 PM
To: Jared Wehner
Subject: Re: Sign Permit

That sounds much better. Let me know if you need anything else for this permit.

Andy Budnick
Wausau Signs

Sent from my iPhone

On Apr 28, 2015, at 3:22 PM, Jared Wehner <jwehner@westonwi.gov> wrote:

Thank you for this, that is not a problem. The rest of the permit is filled out correctly.

We have added the following statement to the permits for the Reimbursement statement:

“In the event the Village should chooses to exercises the above stated policy, and as stated in the Zoning Code, the applicant shall be notified and consulted with prior to Staff expending additional time that is not already built into the review process fee and/or the hiring of a professional consultant for the review, processing and investigation of this application. The intent of the Zoning Administrator is to exercise this policy in extreme and unusual circumstances or in the absence of the Zoning Administrator.”

I hope this addresses any concerns that you may have had.

Thank you,

Jared Wehner

Assistant Planner | Planning and Development | Village of Weston
(715) 241-2639 – Direct | jwehner@westonwi.gov

From: WAUSAUSIGNS@aol.com [<mailto:WAUSAUSIGNS@aol.com>]
Sent: Tuesday, April 28, 2015 3:15 PM
To: Jared Wehner
Subject: Re: Sign Permit

I didn't have a chance yesterday to get the location drawing for the pylon sign with dimensions but I wanted to get the permit going. I did get it today and I have attached it. Sorry I should have told that to you yesterday. Did I fill out the rest of the permit correctly?

In regarding to the “Reimbursement for Development Review Services,” statement part of the Zoning Code. I as the sign company who is not the owner of the site don't want to be responsible for any issues with the Village of Weston that might be additional fees to the business owner. I am sure you can understand, I do this as a service to the company helping them get the sign permit. I just feel more comfortable with the owner of the location signing the permits so they are aware of the Village of

Weston's policies. I can tell you I received a nasty email from Mike Molitor and I had to explain it to him.

Thank Jared. Any questions please e-mail me.

Thank You
Andy Budnick
Wausau Signs, Inc.
1609 Bovine Lane
Wausau, WI 54401

715-675-3302
wausausigns@aol.com

Like us on Facebook

In a message dated 4/27/2015 4:09:05 P.M. Central Daylight Time, jwehner@westonwi.gov writes:

Andy,

I have received the sign permit for Auto Select. I need the setback information for the pylon, so we can confirm that the sign is a non-conforming sign for our records, which will not affect the approval of the permit. I cannot issue the permit without that information. The more information regarding the existing signs that are in the Village the easier it will be in the future.

Regarding the "Reimbursement for Development Review Services," that statement is part of our Zoning Code. The statement is on the permits so that applicants are aware that the ability exists for the Village to charge for services that are above and beyond the scope of issuing a permit or if the applicant refuses to provide the necessary information, the applicant is misrepresenting the situation or other similar situations. That being said, that statement is always in effect regardless if you sign the permit or not. Staff does not plan to use that ability unless it is a last resort. It just allows the Village to cover unforeseen costs, as budgets are extremely tight and are shrinking from year to year. I will approve this sign permit, but going forward I will not approve unsigned permits.

If you have any other concerns or questions, please feel free to contact me. Remember, I am just a phone call away if need be.

Thank you,

Jared Wehner

(715) 241-2639 – Direct | jwehner@westonwi.gov

From: WAUSAUSIGNS@aol.com [<mailto:WAUSAUSIGNS@aol.com>]

Sent: Monday, April 27, 2015 3:06 PM

To: Jared Wehner

Cc: auto.select@frontier.com

Subject: Re: Sign Permit

Attached is the permit and also the drawing with dimensions for the pylon re-face. I will not ever sign your permit because of the "Reimbursement" statement and also the "Statements of understanding and signatures" statement. These, if taken to a businesses attorney, would be advised to also not sign. These give the Village of Weston free rein and open a business to an unlimited fee charge.

I will allow the locations owner to sign if he wishes.

Thank You
Andy Budnick
Wausau Signs, Inc.
1609 Bovine Lane
Wausau, WI 54401

715-675-3302
wausausigns@aol.com

Like us on Facebook

In a message dated 4/27/2015 9:19:10 A.M. Central Daylight Time, jwehner@westonwi.gov writes:

Andy,

No problem. Attached is the latest version of the permit. If you have any questions, let me know. Also, here is the link to the [new sign code](#).

I was also wondering if you had sent out the check for the Greenville Colorant sign?

Thank you,

Jared Wehner

Assistant Planner | Planning and Development | Village of Weston

(715) 241-2639 – Direct | jwehner@westonwi.gov

From: WAUSAUSIGNS@aol.com [<mailto:WAUSAUSIGNS@aol.com>]

Sent: Monday, April 27, 2015 8:39 AM

To: Jared Wehner

Subject: Sign Permit

Jared,

I was going to apply for a sign permit this morning but the site said it is under construction. Auto Select wants me to start on their pylon sign reface and I want to get the permit in. Can you email me the form? Mike Molitor wants me to have the sign done last week if you know what I mean. I want to also make sure the permit is taken care of too.

Thank You
Andy Budnick
Wausau Signs, Inc.
1609 Bovine Lane
Wausau, WI 54401

715-675-3302
wausausigns@aol.com

Like us on Facebook



Permit

Permit NO. **SIGN-4-15-5904**

Permit Type: **Sign**

Work Classification: **Special Event**

Permit Status: **Active**

Issue Date: **4/30/2015**

Expiration: **05/30/2015**

Project Address 5503 BUSINESS HIGHWAY 51 WESTON, WI 54476	Project Name <NONE>	Applicant DuPage LLP
--	-------------------------------	--------------------------------

Parcel Number 19228081830025	Subdivision	Block / Lot 0 / 0	Zoning B-3
--	--------------------	-----------------------------	----------------------

Owner Information DuPage LLP	Address N649 Corning Road Merrill, WI 54452	Phone	Cell
--	--	--------------	-------------

Contractor(s) Finishing Touch Signs	Address 723 72nd Avenue Wausau WI 54401	Phone (715)845-0500	Cell	Contractor Type Sign
---	--	-------------------------------	-------------	--------------------------------

Description of Work: Temporary Sign

Valuation: \$0.00
Total Sq Feet: 32

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
Special Event Sign Permit Fee	\$0.00		\$0.00	
Total:	\$0.00			

Payment Type:

Comments:
30-day approval

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 30, 2015**

Jared Wehner _____ Date **April 30, 2015**
Issued By: Village of Weston, WI *Jared Wehner* Authorized Signature

Customer Copy

Temporary Sign
Permit
Village of Weston
Date: 4/29/2015

Permit #: SIGN-4-15-5904

Payment Type: Cash Check NO FEE PER SW
FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

TEMPORARY SIGN TYPE AND FEE

Commercial Signs or Banners \$ 25.00 [44/4461]
 Variable Message Sign (VMS) \$ 25.00 [44/4462]

TEMPORARY SIGN ORDINANCE

Temporary Commercial Signs and Banners. For sales, limited time offers, grand openings, or other special events only, with such signs not greater than 8 feet in height if ground-mounted, nor extending above the roof line if building mounted. Except as may be allowed below or by site plan approval under Section 94.16.09, no single use is permitted to display more than one temporary commercial sign or banner at a single time and no single lot is permitted to display more than two temporary commercial signs and banners at a single time. No temporary commercial sign or banner shall be placed on a lot for greater than 30 consecutive days (14 days for any variable message sign (VMS)), up to five times per calendar year. An advertising vehicle sign is not a permitted temporary commercial sign, but a mobile sign is permitted. A sign permit shall be required for a temporary sign serving this purpose.

APPLICANT INFORMATION

Business Name: EZ Auto Credit Contact Name: Dylan Alwin
Business Owner: Jack Pagel Project Address: 5503 US-51 Bus.
Mailing Address: NW49 Corning Rd. Schofield, WI 54476
Merrill, WI 54452 Phone: 715-212-0291
Website: _____ Email: dylan@ftsign.com
Property Owner: Jack Pagel Contact Name: Tara Teske
Mailing Address: NW49 Corning Rd. Phone: 715-845-0500
Merrill, WI 54452 Email: tara@ftsign.com
Property Zone: COMMERCIAL

Current Use of Property: Multiple Family Residential Mixed Commercial/Residential Office
(Check all that apply) Retail/Services Industrial/Manufacturing Institutional
 Parking

Other: COMMERCIAL

CONTRACTOR INFORMATION (VMS ONLY)

Sign Contractor: Finishing Touch Contact Name: Tara Teske
Address: 723 S. 72nd Ave Ste B Phone: 715-845-0500
WAUSAU, WI 54401 Email: tara@ftsign.com

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). NOTE: This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, shall be submitted with this application. If the proposed sign(s) is a banner

sign that is being placed on the exterior wall, only then the attachment of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?

Yes No N/A

Does the site plan include ALL the required components listed above?

Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

Has the diagram been attached for each proposed sign?

Yes No

Does each diagram have ALL the required components listed above?

Yes No

BASIS FOR GRANTING AND ISSUANCE

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

temporary signs.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

Yara Gheske

Signature of Applicant

4-29-15

Date

Property Owner Business Owner Contractor

STAFF REVIEW

PIN: 19228081830025

Zoning: B-2 HIGHWAY BUSINESS Village ETZ

Filed After the Fact: Yes No

Fine Imposed: Yes No

Amount: \$0.00

Sign Specification:

Permit No.: SIGN-4-15-5904

Width: 8'

Height: 4'

Single Double

Total Square Feet: 32

Total Height: 8'

Sign Type: Standard VMS

Setbacks: N/A

Sign meets requirements? Yes No

Conditions/Modifications for approval: 30 DAY APPROVAL

[Signature]
Signature of Zoning Administrator or Designee

4/30/2015
Date

Permit Number(s) SIGN-4-15-5904

Approved Denied

STAFF TIME TABLE CHECKLIST

Pre-application conference with Planning and Development Department Staff (optional).

Date: _____ Participants: _____

Application and required plans filed with the Village.

Date: 4/29/15 Received by: *[Signature]*

Application fee received by Village.

Date: N/A Received by: _____

Application and submitted application verified as being complete.

Date: 4/29/15 Reviewed by: *[Signature]*

Zoning Administrator (or designee) action.

Designee: *[Signature]*

Date: 4/30/2015 Action Taken: Approved as presented Approved with modifications Denied

Applicant notified of decision.

Date: 4/30/15 Sent by: *[Signature]*

Attached in Smart Search.

Date: 4/30/15 Attached by: *[Signature]*

Attached and closed in Beehive.

Date: 4/30/15 Closed by: *[Signature]*



E-Z AUTO CREDIT
715-355-5452

4'x8'





Permit

Permit NO. **SIGN-5-15-5911**

Permit Type: **Sign**

Work Classification: **Special Event**

Permit Status: **Final**

Issue Date: **5/1/2015**

Expiration: **05/15/2015**

Project Address 3409 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Express Employment Profession
--	-------------------------------	---

Parcel Number 19228081740054	Subdivision	Block / Lot 0 / 0	Zoning B-3
--	--------------------	-----------------------------	----------------------

Owner Information RJFC HOLDINGS LLC	Address 207 Grand Avenue Wausau, WI 54403	Phone (715)845-9000	Cell
---	--	-------------------------------	-------------

Contractor(s) Finishing Touch Signs	Address 723 72nd Avenue Wausau WI 54401	Phone (715)845-0500	Cell	Contractor Type Sign
---	--	-------------------------------	-------------	--------------------------------

Description of Work: Variable Message Sign

Valuation: \$0.00
Total Sq Feet: 50

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
Special Event Sign Permit Fee	\$25.00	\$25.00	\$25.00	\$0.00
Total:	\$25.00	Payment Type: Check / Number: 3104		

Comments:

14-day approval. The use of the ambient light sensor is required.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 01, 2015**

Jared Wehner
Issued By: Village of Weston, WI

Jared Wehner
Authorized Signature

May 01, 2015
Date

Customer Copy

Temporary Sign

Permit

Village of Weston

Date: 4/30/15

Permit #: SIGN-5-15-5911

Payment Type: Cash Check 3109

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

TEMPORARY SIGN TYPE AND FEE

- Commercial Signs or Banners \$ 25.00 [44/4461]
- Variable Message Sign (VMS) \$ 25.00 [44/4462]

TEMPORARY SIGN ORDINANCE

Temporary Commercial Signs and Banners. For sales, limited time offers, grand openings, or other special events only, with such signs not greater than 8 feet in height if ground-mounted, nor extending above the roof line if building mounted. Except as may be allowed below or by site plan approval under Section 94.16.09, no single use is permitted to display more than one temporary commercial sign or banner at a single time and no single lot is permitted to display more than two temporary commercial signs and banners at a single time. No temporary commercial sign or banner shall be placed on a lot for greater than 30 consecutive days (14 days for any variable message sign (VMS)), up to five times per calendar year. An advertising vehicle sign is not a permitted temporary commercial sign, but a mobile sign is permitted. A sign permit shall be required for a temporary sign serving this purpose.

APPLICANT INFORMATION

Business Name: Express Employment **Contact Name:** Justin Bangton
Business Owner: Justin Bangton **Project Address:** 3409 Schofield Ave
Mailing Address: 3409 Schofield Ave Weston, WI 54476 **Phone:** 715 241-6721
Weston, WI 54476 **Email:** justin.bangton@expresspros.com
Website: www.expresspros.com
Property Owner: John Jokela **Contact Name:** _____
Mailing Address: 207 Grand Ave. **Phone:** (715) 895-9000
Wausau, WI 54403 **Email:** johnjokela@frontier.com

Property Zone: B3-GENERAL BUSINESS w/ D-CC OVERLAY

- Current Use of Property:** Multiple Family Residential Mixed Commercial/Residential Office
 (Check all that apply) Retail/Services Industrial/Manufacturing Institutional
 Parking Other: _____

CONTRACTOR INFORMATION (VMS ONLY)

Sign Contractor: Finishing Touch Signs **Contact Name:** David Alwin
Address: 723 S. 72nd Ave **Phone:** 715 895-0500
Wausau, WI 54401 **Email:** dylan@ftsign.com

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, shall be submitted with this application. If the proposed sign(s) is a banner

sign that is being placed on the exterior wall, only then the attachment of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?

Yes No N/A

Does the site plan include ALL the required components listed above?

Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

Has the diagram been attached for each proposed sign?

Yes No

Does each diagram have ALL the required components listed above?

Yes No

BASIS FOR GRANTING AND ISSUANCE

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

N/A

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

Signature of Applicant



Date

4/30/15

Property Owner Business Owner Contractor

STAFF REVIEW

PIN: 19228081740054 Zoning: B-3 w/ D-CC [X] Village [] ETZ
Filed After the Fact: [] Yes [X] No Fine Imposed: [] Yes [X] No Amount: 0.00

Sign Specification:

Permit No.: SIGN-5-15-5911

Width: 82" Height: 44" [] Single [X] Double Total Square Feet: 50ft²
Total Height: 6' Sign Type: [] Standard [X] VMS Setbacks: 6' FRONT
Sign meets requirements? [] Yes [] No

Conditions/Modifications for approval: 14-DAY APPROVAL. VMS MUST ADHERE TO SECTION 94.13.04(4).

[Signature] Signature of Zoning Administrator or Designee

Date

Permit Number(s)

[X] Approved [] Denied

STAFF TIME TABLE CHECKLIST

- [] Pre-application conference with Planning and Development Department Staff (optional). Date: Participants:
- [X] Application and required plans filed with the Village. Date: 4/30/2015 Received by: JW
- [X] Application fee received by Village. Date: 4/30/2015 Received by: JW
- [X] Application and submitted application verified as being complete. Date: 4/30/2015 Reviewed by: JW
- [X] Zoning Administrator (or designee) action. Designee: JARED WEHNER Date: 4/22/2015 5/1/15 Action Taken: [X] Approved as presented [] Approved with modifications [] Denied
- [X] Applicant notified of decision. Date: 5/1/2015 Sent by: JW
- [X] Attached in Smart Search. Date: 5/1/2015 Attached by: JW
- [X] Attached and closed in Beehive. Date: 5/1/2015 Closed by: JW



Land Information Mapping System



Legend

- Parcels
- Land Hooks
- Section Lines/Numbers
- Right Of Ways
- Road Names
- Named Places
- Municipalities
- 2010 Orthos
- Red: Band_1
- Green: Band_2
- Blue: Band_3

61.53 0 61.53Feet



User_Defined_Lambert_Conformal_Conic

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

- (e) Shall not be counted as adding to the area of signage on the property on which it is placed for the purposes of regulating sign area.
- (f) Shall not exceed 16 square feet in sign area per business or other destination, up to a maximum of 32 square feet if two or more businesses or other destinations are included on the same sign or if the sign is placed in public parkland (such as on an outfield fence).
- (g) Shall not exceed 10 feet in height, except where the sign is installed by a unit of government such as the Village or WisDOT.
- (h) If off-premise, may total not more than one per business, except where the sign is installed by a unit of government such as the Village or WisDOT.
- (i) If advertising or providing directions to a product or business, shall not be located within any residential or RR zoning district, except where such copy is associated with public event, public facility, or public activity sponsors or where such copy is integral to a community entrance or wayfinding sign.
- (j) May be subject to restrictions on lighting, color, duration of placement (e.g., seasonal limitations) as part of sign permit approval, provided that such restrictions are consistent with the purposes of this Article and Chapter.

(4) Variable Message Signs (VMS).

- (a) Allowable Districts and Land Uses. No VMS shall be allowed within any agricultural, rural, open space, residential, or N district, or for any residential use regardless of district.
- (b) Length of Cycle. Messages and non-text images shall not change appearance more than once every 10 seconds and transitions between messages shall be via instantaneous change. Use of variable message signs for images, text, or lighting that change appearance in a manner not permitted above shall be considered prohibited flashing or animated signs. No scrolling messages are permitted.
- (c) Brightness Adjustment. All VMS shall be equipped with photosensitive equipment that automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. Light output shall not exceed that allowed under Section 94.12.11.
- (d) Dimensions. The illuminated or message display area of the VMS is subject to the same height and area requirements as other on-premise business signs in the zoning district. All variable message signs shall be included in the calculation of total permitted sign area for the type of on-premise business sign (wall or freestanding) and the zoning district in which the sign is located.
- (e) Maintenance. Each VMS shall be maintained so as to be able to display messages in a complete and legible manner.
- (f) Location. In addition to standard setback requirements for the applicable sign type, no VMS shall be positioned to be visible from any permitted residential use unless the sign is located at least 100 feet from said use.

(5) Window Signs.

- (a) Installation. Window signs shall be confined within the transparent area of the window and shall not encroach upon the frame, mullions, or other supporting features of the glass. All permanent window signs that have their lettering or graphic elements directly on the surface of the glass shall be painted, metal leafed, vinyl transferred, or in some other manner permanently applied to the building window or door.

days of completion of such work. Construction or project identification signs shall not exceed 64 square feet in area and 12 feet in height.

- (3) **Temporary Commercial Signs and Banners.** For sales, limited time offers, grand openings, or other special events only, with such signs not greater than 8 feet in height if ground-mounted, nor extending above the roof line if building mounted. Except as may be allowed below or by site plan approval under Section 94.16.09, no single use is permitted to display more than one temporary commercial sign or banner at a single time and no single lot is permitted to display more than two temporary commercial signs and banners at a single time. No temporary commercial sign or banner shall be placed on a lot for greater than 30 consecutive days (14 days for any variable message sign), up to five times per calendar year. An advertising vehicle sign is not a permitted temporary commercial sign, but a mobile sign is permitted. A sign permit shall be required for a temporary sign serving this purpose. Does not include price or temporary item signs, as described below.
- (4) **Price or Temporary Item Signs.** Signs that advertise the price of products or services offered on the premises or of special temporary goods or services being sold or offered, up to 6 square feet in area per sign face for each double sided sign, not illuminated, no more than two signs per street frontage, and no closer than five feet to any property lines. Each price or temporary sign must be removed within 24 hours of the special being sold or offered, and within 30 days of its placement on the property in any case. Any temporary sign not meeting these limitations but serving a similar purpose shall instead be classified as a temporary commercial sign or banner.
- (5) **Temporary Individual Residential Signs.** Not larger than 6 square feet each, to advertise garage sales, yard sales, or similar merchandise sales during the time the sale is taking place. Such signs shall not be erected more than 1 day before the event and shall be removed within 1 day after the event.
- (6) **Temporary Signs for Events of Public Interest.** For a temporary event of public interest hosted by and/or held at a governmental entity, community organization, or institutional facility (e.g., farmers market, fair operated by a nonprofit organization), two signs of up to 32 square feet each may be located upon the site of the event. Additional off-premise signs shall be allowed, up to one per premise, and up to 9 square feet per sign. Temporary Signs for Events of Public Interest shall not be erected more than 30 days before the event and shall be removed within 7 days after the event.
- (7) **Over-street Banners for Events of Public Interest.** Banners promoting public events of Village-wide interest displayed over a public street, alley, or highway, when approved by the Zoning Administrator. Such signs shall not be erected more than 30 days before the event and shall be removed within 7 days after the event. A sign permit shall be required for a temporary sign serving this purpose. The Zoning Administrator may also require the sponsoring person, firm, organization, or corporation to provide a certificate of liability insurance with the Village named as an additional insured.
- (8) **Political/Election Signs.** Temporary political signs are permitted without restriction so long as they locate per the requirements of this Article, including not being allowed within the public right-of-way. Signs promoting a candidate or position on an issue for an upcoming election may not be placed in a manner that would impede vehicular or pedestrian safety, must be outside of required vision triangles, and must meet the requirements of Wis. Stat. Chapter 12. Signs related to an election or referendum may be erected no earlier than the first day of circulation of nomination papers for candidates for office, in the case of an election; or the date on which a referendum question is submitted to the electors, in the case of a referendum. All such signs must be removed within 7 days after any election or referendum to which they relate.
- (9) **Personal Greeting or Congratulatory Signs.** Permitted for up to 7 days, with such signs not greater than 8 feet in height if ground-mounted, nor extending above the roof line if building mounted.
- (10) **Temporary Window Signs.** Signs temporarily affixed to the inside of a window that advertise commercial situations relating to goods or services sold on premises shall be allowed without restriction



Permit

Permit NO. **SIGN-5-15-5912**

Permit Type: **Sign**

Work Classification: **Special Event**

Permit Status: **Final**

Issue Date: **5/1/2015**

Expiration: **06/01/2015**

Project Address 2410 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Great Clips
---	-------------------------------------	---------------------------------

Parcel Number 19228081810052	Subdivision	Block / Lot 0 / 0	Zoning
--	-------------	-----------------------------	--------

Owner Information Family Video Movie Club Inc	Address 1022 Adams Springfield, IL 62703	Phone	Cell
---	--	-------	------

Contractor(s)	Address	Phone	Cell	Contractor Type

Description of Work: **On-wall banner**

Valuation: **\$0.00**

Total Sq Feet: **16**

Inspection Request Line:
[\(715\) 241 - 2616](tel:(715)241-2616)

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.

Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
Special Event Sign Permit Fee	\$25.00	\$25.00	\$25.00	\$0.00
Total:	\$25.00			

Payment Type: Check / Number: 1481

Comments:
30-day approval

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 01, 2015**

Jared Wehner
Issued By: Village of Weston, WI

Jared Wehner
Authorized Signature

_____ Date **May 01, 2015**

Customer Copy



Temporary Sign

Permit

Village of Weston

Date: 4-28-15

Permit #: SIGN-5-15-5972

Payment Type: Cash Check #1481

FULL COMPLETION OF FORM IS REQUIRED FOR PROCESSING

-- PLEASE PRINT --

Temporary Sign Type:

Special Event Sign [44/4465]

\$20.00

-30 day limitation

-No more than five per year

New Development/Subdivision Sign

\$50.00

-Approval for up to one year

Business Name: Park Street Properties, Inc. dba Great Clips

Contractor Name: n/a

Business Owner: Christopher A. Malm

Contact Name: _____

Physical Address: 2410 Schofield Avenue

Address: _____

Weston, WI 54476

Mailing Address: P.O. Box 35

Phone: _____

Merrill, WI 54452

Email: _____

Contact Name: Chris Malm or Amber Schoessow

Property Owner: FAMILY VIDEO MOVIE CLUB

Business Phone: 715-298-4200

Address: 1022 EAST ADAMS ST.

Business Email: malmca@msn.com

SPRINGFIELD, IL 62703

Phone: 847-904-9136

Property Zone: B3- GENERAL BUSINESS w P-CC

Email: N/A

Sign Classification: Article IX: Section 94.156 through 94.168

Flat Wall Sign

Projecting Sign

Portable Electric Message Unit Sign

Portable Reader Board Sign

Banner

Sign Specifications:

Width: 8 ft Height: 2 ft

Single Sided

Double Sided

Total Height of Sign: 2

Total Square Footage: 16

Will the sign be illuminated? Yes No Type of illumination: _____

Composition of Sign: Metal Wood Vinyl Other: _____

Text on Sign: Great Haircut Sale \$6.99

Legal Description of property on which the sign is located, including Highway or Street. **A SITE PLAN IS REQUIRED** to show placement of the sign on the property. All signs must be **5 FEET** from ROW (Right-of-way) and **10 FEET** from any structure, side and rear setbacks: _____

What is the square footage of the building's front façade on said property? 160
***Signs CANNOT exceed 10% of the building façade.

Is the business located in a strip mall? Yes No

What other business are located in the strip mall? Family Video, Papa Murphy's Pizza

Date of Expected Placement of Sign on Property: 05/01/2015

Date of Expected Removal of Sign from Property: 05/08/2015

Please note, special event signs will only be approved for **30 DAYS** per permit and will not be granted more than **5 TIMES PER YEAR**.

-Sign specification, schematics and building elevations must be provided in order to show placement and scale.

I have read and understand Section 94.156 through Section 94.168 of the Village of Weston Municipal Code and the information attached to this application and shall be in accordance with said Sections of the Village of Weston Municipal Code.

Applicant Signature: *Adriano A. Malin* Date: 4/28/15

-- OFFICE USE ONLY --

PERMIT NUMBER: SIGN - 5-15-5912

Contingencies placed on approval: 30-DAY APPROVAL

Approved By: *Jane Wehr* Date: 5/1/2015

Staff Approval Only Plan Commission notified via PC consent agenda on: 5/11/2015

Requires Plan Commission Approval Date of Approval: _____

Requires Village Board Approval Date of Approval: _____

**If sign is illuminated, a copy of approved permit forwarded to Electrical Inspector on: _____

Applicant notified of approval on: 5/1/2015



Permit

Permit NO. **SIGN-5-15-5919**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **5/4/2015**

No Expiration

Project Address 1922 SCHOFIELD Avenue WESTON, WI 54476	Project Name <NONE>	Applicant Chuck and Kris's Auto Repair, LL
---	-------------------------------	--

Parcel Number 19228081810984	Subdivision	Block / Lot 0 / 0	Zoning B-3
--	--------------------	-----------------------------	----------------------

Owner Information Betty Hasse	Address 1920 Schofield Avenue Weston, WI 54476	Phone (715)218-8112	Cell
---	---	-------------------------------	-------------

Contractor(s)	Address	Phone	Cell	Contractor Type

Description of Work: New Wall Sign

Valuation: \$0.00
Total Sq Feet: 48

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
New Sign Permit Fee	\$25.00	\$100.00	\$100.00	\$0.00
Sign Permit Penalty Fee	\$75.00			
Total:	\$100.00	Payment Type: Check / Number: 37533		

Comments: None.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 04, 2015**

Jared Wehner _____ Date **May 04, 2015**
Issued By: Village of Weston, WI *Jared Wehner* Authorized Signature

Customer Copy

Permanent Sign

Permit

Village of Weston

Date: 04/17/2015

Permit #: _____

Payment Type: Cash Check 37533 (VALLEY COMMUNITY CU)

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

		NO FEE
<input type="checkbox"/> Face Replacement (Existing Business Only. No change in sign size or location)		
<input checked="" type="checkbox"/> Wall Sign(s)	\$25.00 + \$1.00/ft ² over 50ft ² per sign	\$ <u>50.00 + 75.00</u> ^{PAVE} [44/4461]
<input type="checkbox"/> Freestanding Sign(s)	\$50.00 + \$1.00/ft ² over 50ft ² per sign	\$ _____ [44/4462]
<input type="checkbox"/> Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$ _____ [44/4463]
<input checked="" type="checkbox"/> Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$ <u>25.00</u> [44/4464]
<input type="checkbox"/> Panel Replacement in a Development Sign	\$25.00 per business	\$ <u>25.00</u> [44/4465]
TOTAL FEE:		\$ 75.00 <u>200.00</u>

APPLICANT INFORMATION

Business Name: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus
Business Owner: Charles Nikolaus **Project Address:** 1918 Schofield Ave
Mailing Address: 1918 Schofield Ave Schofield, WI 54476
Schofield, WI 54476 **Phone:** (715) 571-8558
Website: _____ **Email:** Chucknikii@charter.net

Property Owner: Betty Hasse **Contact Name:** Betty Hasse
Mailing Address: 1920 Schofield Ave **Phone:** (715) 218-8112
Schofield, WI 54476 **Email:** _____

Property Zone: B3 - GENERAL BUSINESS W/ D-CC AND WHP-A

Current Use of Property: Multiple Family Residential Mixed Commercial/Residential Office
 (Check all that apply) Retail/Services Industrial/Manufacturing Institutional
 Parking Other: _____

CONTRACTOR INFORMATION

Sign Contractor: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus
Address: 1918 Schofield Ave **Phone:** (715) 571-2888
Schofield, WI 54476 **Email:** Chucknikii@charter.net

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment

of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

- Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WIDOT.

- Are the following requirements shown on the site plan? Yes No N/A
Has the State of Wisconsin Department of Transportation approval been attached (if required)? Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

- How many wall signs are being proposed? (New, replacement and re-facing) 2
How many freestanding signs are being proposed? (New, replacement and re-facing) 0
Will there be a sandwich board or pedestal sign (*only one is allowed per business*)? Yes No
Has the diagram been attached for **each** proposed sign? Yes No
Does each diagram have **ALL** the required components listed above? Yes No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

- How many signs are existing on the subject property? 2
Has the specifications of each existing sign been attached? Yes No N/A
Has the picture of each existing sign been attached? Yes No N/A

BASIS FOR GRANTING AND ISSUANCE

- Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application? Yes No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

YES

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

NONE

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

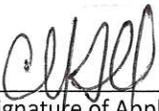
The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.



Signature of Applicant

04/17/2015

Date

Property Owner Contractor

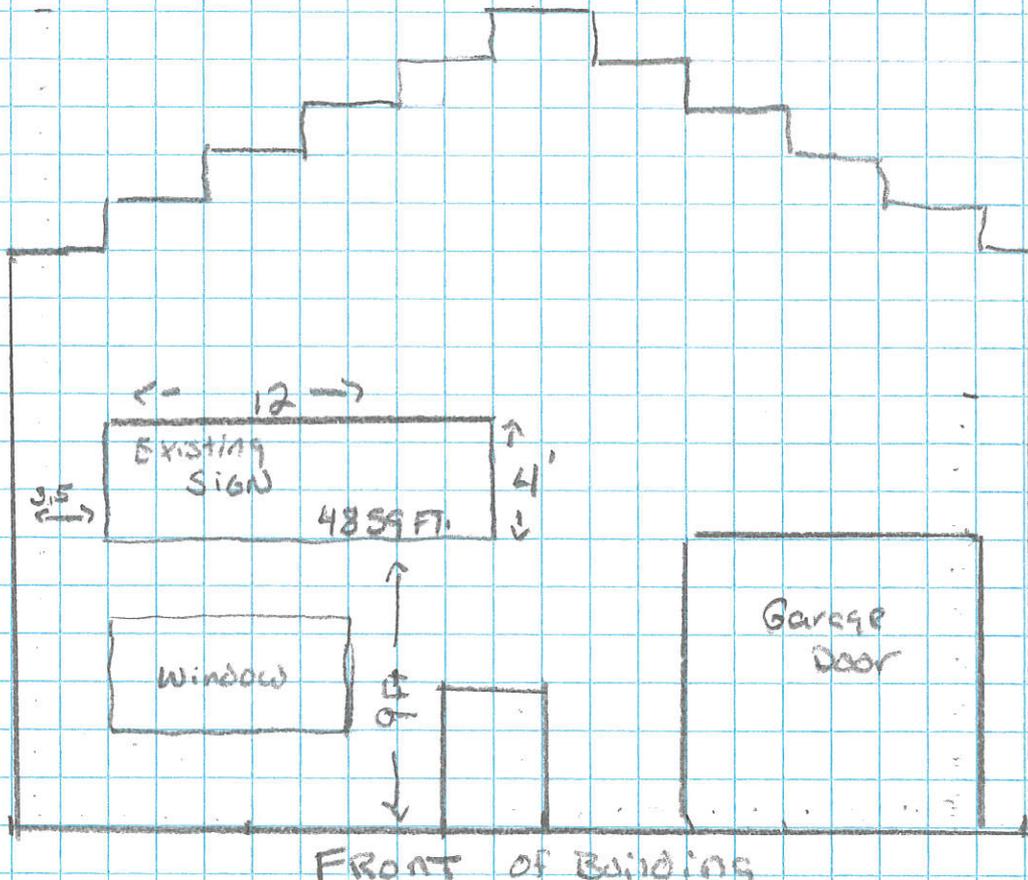
Chuck & Kris's
Auto Repair, LLC

Aluminum Frame w/ lights
Permitted Affixed to building
Sign holder.

Face of sign made of PVC

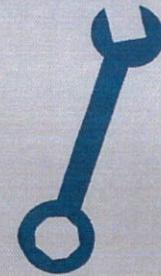
Both signs.

Floresent Tubes.





Chuck & Kris's
Auto
Repair LLC



1918 Schofield Ave Schofield WI 54476

STAFF REVIEW

PIN: 19228081810984 Zoning: B-3 W/D-CC AND WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$75.00

Sign 1 Specification:

Permit No.: SIGN-5-15-5919

Width: 12' Height: 4' Single Double Total Square Feet: 48 sq ft
Total Height: 13' Sign Type: WALL Setbacks: SOUTH FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: NONE

Sign 2 Specification:

Permit No.: SIGN-5-15-5920

Width: 6' Height: 4' Single Double Total Square Feet: 24'
Total Height: 13' Sign Type: WALL Setbacks: WEST FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 3 Specification:

Permit No.: SIGN-5-15-5921

Width: 4' Height: 6' Single Double Total Square Feet: 48'
Total Height: 6' Sign Type: SANDWICH Setbacks: MUST BE NEXT TO BUILDING
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: SIGN CANNOT EXCEED 6 FEET IN HEIGHT. NON-ILLUMINATED
MUST BE PLACED NEXT TO THE BUILDING.

Sign 4 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____


Signature of Zoning Administrator or Designee

5/4/2015
Date

Permit Number(s) SIGN-5-15-5919, 5920, 5921 Approved Denied

STAFF TIME TABLE CHECKLIST

- Pre-application conference with Planning and Development Department Staff (optional).**
Date: _____ Participants: _____

- Application and required plans filed with the Village.**
Date: 4/24/2015 Received by: JW

- Application fee received by Village.**
Date: 4/24/2015 Received by: JW

- Application and submitted plans verified as being complete.**
Date: 4/24/2015 Reviewed by: JW

- Determination by Zoning Administrator as to whether requested sign requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: STAFF Meeting Date: _____

Action Taken: Approved as presented Approved with modifications Denied

- Zoning Administrator (or designee) action.** Designee: James Wehner
Date: 5/4/2015 Action Taken: Approved as presented Approved with modifications Denied

- Building Inspector electrical inspection.**
Date: N/A Inspection: Pass Requires Re-inspection Denied

- Applicant notified of decision.**
Date: 5/4/2015 Sent by: JW

- Attached in Smart Search.**
Date: 5/4/2015 Attached by: JW

- Attached and closed in Beehive.**
Date: 5/4/2015 Closed by: JW



Permit

Permit NO. **SIGN-5-15-5920**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **5/4/2015**

No Expiration

Project Address 1922 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Chuck and Kris's Auto Repair, LL
--	-------------------------------	--

Parcel Number 19228081810984	Subdivision	Block / Lot 0 / 0	Zoning B-3
--	--------------------	-----------------------------	----------------------

Owner Information Betty Hasse	Address 1920 Schofield Avenue Weston, WI 54476	Phone (715)218-8112	Cell
---	---	-------------------------------	-------------

1920 Schofield Avenue
Weston, WI 54476

Contractor(s)	Address	Phone	Cell	Contractor Type

Description of Work: New Wall Sign

Valuation: \$0.00

Total Sq Feet: 24

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.

Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
New Sign Permit Fee	\$25.00	\$25.00	\$25.00	\$0.00
Total:	\$25.00			

Payment Type: Check / Number: 37533

Comments: None.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 04, 2015**

Jared Wehner _____ Date **May 04, 2015**
Issued By: Village of Weston, WI Authorized Signature

Customer Copy

Permanent Sign

Permit

Village of Weston

Date: 04/17/2015

Permit #: _____

Payment Type: Cash Check 37533 (VALLEY COMMUNITY CU)

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

		NO FEE
<input type="checkbox"/> Face Replacement (Existing Business Only. No change in sign size or location)		
<input checked="" type="checkbox"/> Wall Sign(s)	\$25.00 + \$1.00/ft ² over 50ft ² per sign	\$ <u>50.00 + 75.00</u> ^{PAVE} [44/4461]
<input type="checkbox"/> Freestanding Sign(s)	\$50.00 + \$1.00/ft ² over 50ft ² per sign	\$ _____ [44/4462]
<input type="checkbox"/> Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$ _____ [44/4463]
<input checked="" type="checkbox"/> Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$ <u>25.00</u> [44/4464]
<input type="checkbox"/> Panel Replacement in a Development Sign	\$25.00 per business	\$ <u>25.00</u> [44/4465]
TOTAL FEE:		\$ 75.00 <u>200.00</u>

APPLICANT INFORMATION

Business Name: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus

Business Owner: Charles Nikolaus **Project Address:** 1918 Schofield Ave

Mailing Address: 1918 Schofield Ave
Schofield, WI 54476 **Phone:** (715) 571-8558

Website: _____ **Email:** Chucknikii@charter.net

Property Owner: Betty Hasse **Contact Name:** Betty Hasse

Mailing Address: 1920 Schofield Ave
Schofield, WI 54476 **Phone:** (715) 218-8112

Property Zone: B3 - GENERAL BUSINESS W/ D-CC AND WHP-A **Email:** _____

Current Use of Property: Multiple Family Residential Mixed Commercial/Residential Office

(Check all that apply) Retail/Services Industrial/Manufacturing Institutional

Parking Other: _____

CONTRACTOR INFORMATION

Sign Contractor: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus

Address: 1918 Schofield Ave **Phone:** (715) 571-2888

Schofield, WI 54476 **Email:** Chucknikii@charter.net

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment

of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

- Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WIDOT.

- Are the following requirements shown on the site plan? Yes No N/A
Has the State of Wisconsin Department of Transportation approval been attached (if required)? Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

- How many wall signs are being proposed? (New, replacement and re-facing) 2
How many freestanding signs are being proposed? (New, replacement and re-facing) 0
Will there be a sandwich board or pedestal sign (*only one is allowed per business*)? Yes No
Has the diagram been attached for **each** proposed sign? Yes No
Does each diagram have **ALL** the required components listed above? Yes No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

- How many signs are existing on the subject property? 2
Has the specifications of each existing sign been attached? Yes No N/A
Has the picture of each existing sign been attached? Yes No N/A

BASIS FOR GRANTING AND ISSUANCE

- Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application? Yes No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

YES

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

NONE

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

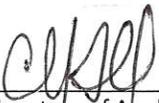
The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.



Signature of Applicant

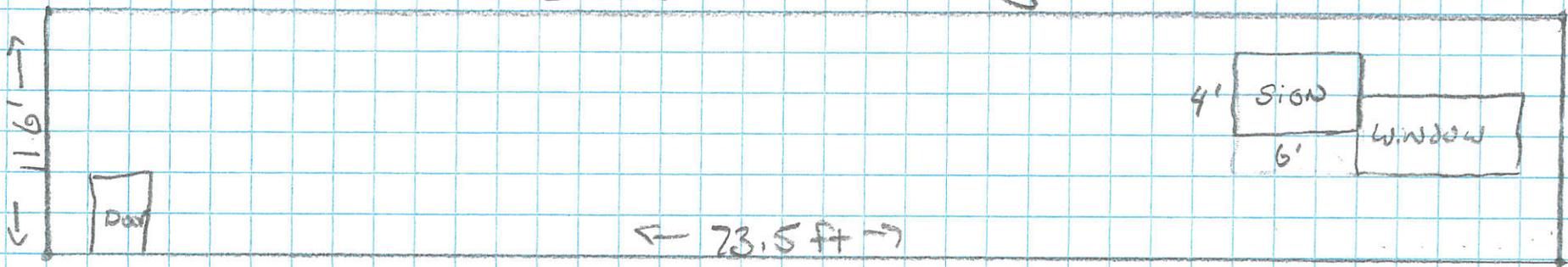
04/17/2015

Date

Property Owner Contractor

CHUCK & KRIS'S
AUTO REPAIR, LLC

Side of building



STAFF REVIEW

PIN: 19228081810984 Zoning: B-3 W/D-CC AND WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$75.00

Sign 1 Specification:

Permit No.: SIGN-5-15-5919

Width: 12' Height: 4' Single Double Total Square Feet: 48 sq ft
Total Height: 13' Sign Type: WALL Setbacks: SOUTH FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: NONE

Sign 2 Specification:

Permit No.: SIGN-5-15-5920

Width: 6' Height: 4' Single Double Total Square Feet: 24'
Total Height: 13' Sign Type: WALL Setbacks: WEST FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 3 Specification:

Permit No.: SIGN-5-15-5921

Width: 4' Height: 6' Single Double Total Square Feet: 48'
Total Height: 6' Sign Type: SANDWICH Setbacks: MUST BE NEXT TO BUILDING
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: SIGN CANNOT EXCEED 6 FEET IN HEIGHT. NON-ILLUMINATED
MUST BE PLACED NEXT TO THE BUILDING.

Sign 4 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____


Signature of Zoning Administrator or Designee

5/4/2015
Date

Permit Number(s) SIGN-5-15-5919, 5920, 5921 Approved Denied

STAFF TIME TABLE CHECKLIST

- Pre-application conference with Planning and Development Department Staff (optional).**
Date: _____ Participants: _____

- Application and required plans filed with the Village.**
Date: 4/24/2015 Received by: JW

- Application fee received by Village.**
Date: 4/24/2015 Received by: JW

- Application and submitted plans verified as being complete.**
Date: 4/24/2015 Reviewed by: JW

- Determination by Zoning Administrator as to whether requested sign requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: STAFF Meeting Date: _____

Action Taken: Approved as presented Approved with modifications Denied

- Zoning Administrator (or designee) action.** Designee: James Wehner
Date: 5/4/2015 Action Taken: Approved as presented Approved with modifications Denied

- Building Inspector electrical inspection.**
Date: N/A Inspection: Pass Requires Re-inspection Denied

- Applicant notified of decision.**
Date: 5/4/2015 Sent by: JW

- Attached in Smart Search.**
Date: 5/4/2015 Attached by: JW

- Attached and closed in Beehive.**
Date: 5/4/2015 Closed by: JW



Permit

Permit NO. **SIGN-5-15-5921**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **5/4/2015**

No Expiration

Project Address 1922 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Chuck and Kris's Auto Repair, LL
--	-------------------------------	--

Parcel Number 19228081810984	Subdivision	Block / Lot 0 / 0	Zoning
--	--------------------	-----------------------------	---------------

Owner Information Betty Hasse	Address 1920 Schofield Avenue Weston, WI 54476	Phone (715)218-8112	Cell
---	---	-------------------------------	-------------

1920 Schofield Avenue
Weston, WI 54476

Contractor(s)	Address	Phone	Cell	Contractor Type

Description of Work: New Sandwich Board

Valuation: \$0.00
Total Sq Feet: 24

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
New Sign Permit Fee	\$25.00	\$25.00	\$25.00	\$0.00
Total:	\$25.00			

Payment Type: Check / Number: 37533

Comments: Sign cannot be over 6' tall, not illuminated, and must be placed next to the building.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 04, 2015**

Jared Wehner _____ Date **May 04, 2015**
Issued By: Village of Weston, WI Authorized Signature

Customer Copy

Permanent Sign

Permit

Village of Weston

Date: 04/17/2015

Permit #:

Payment Type: Cash Check 37533 (VALLEY COMMUNITY CU)

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

		NO FEE
<input type="checkbox"/> Face Replacement (Existing Business Only. No change in sign size or location)		
<input checked="" type="checkbox"/> Wall Sign(s)	\$25.00 + \$1.00/ft ² over 50ft ² per sign	\$ <u>50.00 + 75.00</u> ^{PAVE} [44/4461]
<input type="checkbox"/> Freestanding Sign(s)	\$50.00 + \$1.00/ft ² over 50ft ² per sign	\$ _____ [44/4462]
<input type="checkbox"/> Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$ _____ [44/4463]
<input checked="" type="checkbox"/> Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$ <u>25.00</u> [44/4464]
<input type="checkbox"/> Panel Replacement in a Development Sign	\$25.00 per business	\$ <u>25.00</u> [44/4465]
TOTAL FEE:		\$ 75.00 <u>200.00</u>

APPLICANT INFORMATION

Business Name: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus
Business Owner: Charles Nikolaus **Project Address:** 1918 Schofield Ave
Mailing Address: 1918 Schofield Ave Schofield, WI 54476
Schofield, WI 54476 **Phone:** (715) 571-8558
Website: _____ **Email:** Chucknikii@charter.net

Property Owner: Betty Hasse **Contact Name:** Betty Hasse
Mailing Address: 1920 Schofield Ave **Phone:** (715) 218-8112
Schofield, WI 54476 **Email:** _____

Property Zone: B3 - GENERAL BUSINESS W/ D-CC AND WHP-A

Current Use of Property: Multiple Family Residential Mixed Commercial/Residential Office
 (Check all that apply) Retail/Services Industrial/Manufacturing Institutional
 Parking Other: _____

CONTRACTOR INFORMATION

Sign Contractor: Chuck & Kris's Auto Repair, LLC **Contact Name:** Charles Nikolaus
Address: 1918 Schofield Ave **Phone:** (715) 571-2888
Schofield, WI 54476 **Email:** Chucknikii@charter.net

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment

of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

- Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WIDOT.

- Are the following requirements shown on the site plan? Yes No N/A
Has the State of Wisconsin Department of Transportation approval been attached (if required)? Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

- How many wall signs are being proposed? (New, replacement and re-facing) 2
How many freestanding signs are being proposed? (New, replacement and re-facing) 0
Will there be a sandwich board or pedestal sign (*only one is allowed per business*)? Yes No
Has the diagram been attached for **each** proposed sign? Yes No
Does each diagram have **ALL** the required components listed above? Yes No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

- How many signs are existing on the subject property? 2
Has the specifications of each existing sign been attached? Yes No N/A
Has the picture of each existing sign been attached? Yes No N/A

BASIS FOR GRANTING AND ISSUANCE

- Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application? Yes No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

YES

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

NONE

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

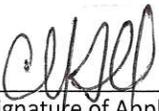
The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.



Signature of Applicant

04/17/2015

Date

Property Owner Contractor

STAFF REVIEW

PIN: 19228081810984 Zoning: B-3 W/D-CC AND WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$75.00

Sign 1 Specification:

Permit No.: SIGN-5-15-5919

Width: 12' Height: 4' Single Double Total Square Feet: 48 sq ft
Total Height: 13' Sign Type: WALL Setbacks: SOUTH FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: NONE

Sign 2 Specification:

Permit No.: SIGN-5-15-5920

Width: 6' Height: 4' Single Double Total Square Feet: 24'
Total Height: 13' Sign Type: WALL Setbacks: WEST FACADE
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 3 Specification:

Permit No.: SIGN-5-15-5921

Width: 4' Height: 6' Single Double Total Square Feet: 48'
Total Height: 6' Sign Type: SANDWICH Setbacks: MUST BE NEXT TO BUILDING
Value: 0.00 Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: SIGN CANNOT EXCEED 6 FEET IN HEIGHT. NON-ILLUMINATED
MUST BE PLACED NEXT TO THE BUILDING.

Sign 4 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____


Signature of Zoning Administrator or Designee

5/4/2015
Date

Permit Number(s) SIGN-5-15-5919, 5920, 5921 Approved Denied

STAFF TIME TABLE CHECKLIST

- Pre-application conference with Planning and Development Department Staff (optional).**
Date: _____ Participants: _____

- Application and required plans filed with the Village.**
Date: 4/24/2015 Received by: JW

- Application fee received by Village.**
Date: 4/24/2015 Received by: JW

- Application and submitted plans verified as being complete.**
Date: 4/24/2015 Reviewed by: JW

- Determination by Zoning Administrator as to whether requested sign requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)**
Review Authority: STAFF Meeting Date: _____

Action Taken: Approved as presented Approved with modifications Denied

- Zoning Administrator (or designee) action.** Designee: James Wehner
Date: 5/4/2015 Action Taken: Approved as presented Approved with modifications Denied

- Building Inspector electrical inspection.**
Date: N/A Inspection: Pass Requires Re-inspection Denied

- Applicant notified of decision.**
Date: 5/4/2015 Sent by: JW

- Attached in Smart Search.**
Date: 5/4/2015 Attached by: JW

- Attached and closed in Beehive.**
Date: 5/4/2015 Closed by: JW



Permit

Permit NO. **SIGN-5-15-5924**

Permit Type: **Sign**

Work Classification: **New**

Permit Status: **Final**

Issue Date: **5/4/2015**

No Expiration

Project Address 2407 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Melanie's Studio
---	-------------------------------------	--------------------------------------

Parcel Number 19228081840231	Subdivision	Block / Lot 0 / 0	Zoning
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Owner Information Abby Bank	Address 2405 Schofield Avenue Weston, WI 54476	Phone	Cell
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Contractor(s)	Address	Phone	Cell	Contractor Type

Description of Work: **Panel Replacement in Development Sign**

Valuation: **\$0.00**
 Total Sq Feet: **90**

Inspection Request Line:
(715) 241 - 2616

AVAILABLE INSPECTIONS

Inspection Type:	IVR

Setbacks:

Front: ft. Rear: ft.
 Left: ft. Right: ft.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
New Sign Permit Fee - Panel Replacement	\$25.00	\$25.00	\$25.00	\$0.00
Total:	\$25.00	Payment Type: Check / Number: 3346		

Comments: None

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **May 04, 2015**

Jared Wehner  _____ Date **May 04, 2015**
 Issued By: Village of Weston, WI Authorized Signature

Customer Copy

Permanent Sign
Permit
Village of Weston
Date: 04/30/2015

Permit #: SIGN-5-15-5925

Payment Type: Cash Check \$13346

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

NEW, REPLACEMENT AND RE-FACING SIGN PROJECT TYPE AND FEES

		NO FEE	
<input type="checkbox"/> Face Replacement (Existing Business Only. No change in sign size or location)			
<input type="checkbox"/> Wall Sign(s)	\$25.00 +\$1.00/ft ² over 50ft ² per sign	\$	[44/4461]
<input type="checkbox"/> Freestanding Sign(s)	\$50.00 +\$1.00/ft ² over 50ft ² per sign	\$	[44/4462]
<input type="checkbox"/> Electrical Inspection: <i>New Only</i>	\$50.00 per sign	\$	[44/4463]
<input type="checkbox"/> Sandwich Board/Pedestal Sign	\$25.00 – one sign per business	\$ 25.00	[44/4464]
<input checked="" type="checkbox"/> Panel Replacement in a Development Sign	\$25.00 per business	\$ 25.00	[44/4465]
TOTAL FEE:		\$ <u>25.00</u>	

APPLICANT INFORMATION

Business Name: Melanie's Studio
Business Owner: Melanie Damask
Mailing Address: 681 South County Road X
Mosinee, WI 54455
Website: www.melaniesmassagestudio.massagetherapy.com

Contact Name: Melanie Damask
Project Address: 2405 Schofield Avenue
Suite 200
Phone: (715) 248-0028
Email: meldamask@mtc.net

Property Owner: Melanie Damask
Mailing Address: 2405 Schofield Avenue
Suite 200
Property Zone: B-2 - Highway Business

Contact Name: Melanie Damask
Phone: (715) 573-6706
Email: meldamask@mtc.net

Current Use of Property: Multiple Family Residential Mixed Commercial/Residential Office
(Check all that apply) Retail/Services Industrial/Manufacturing Institutional
 Parking Other: _____

CONTRACTOR INFORMATION

Sign Contractor: Super Lettering
Address: 4308 Transport Way
Weston, WI 54476

Contact Name: Bruce Flora
Phone: (715) 355-1177
Email: n/a

SITE PLAN REQUIRED

A site plan for the property showing, at a minimum, the location of the proposed sign(s). **NOTE:** This includes all sandwich boards or pedestal sign, as they are considered permanent signs that may be used on a temporary basis. Please see the definitions in Section 94.13.03(2)(k); the location and specifications of all existing signs on the property and building(s); all property lines and buildings on the property; and parking areas, driveways, public roads, and buildings within 50 feet of the proposed sign and landscaping shall be submitted with this application. If the proposed sign(s) is a new wall sign, panel replacement or re-facing of an existing wall sign and no other signs exists on the property or all freestanding signs are proposed to be removed and not replaced, only then the attachment

of the required site plan be waived. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?

Yes No N/A

Does the site plan include ALL the required components listed above?

Yes No N/A

FOR PROPERTIES ADJACENT TO STATE HIGHWAY 29:

A line marking a distance equal to 660 feet from the nearest right-of-way from any U.S. Highway, State Highway, or Interstate. Any sign on property within a U.S. or State Highway right-of-way or setback jurisdiction may also require approval from the WIDOT.

Are the following requirements shown on the site plan?

Yes No N/A

Has the State of Wisconsin Department of Transportation approval been attached (if required)?

Yes No N/A

DIAGRAM(S) REQUIRED

A diagram for each of the proposed signs, drawn to a recognized scale, and listing and depicting the type, height, total height (on pylon or building etc...), width, total sign square footage, square footage of each sign component, method of attachment, structural support, method of illumination, sign materials and value shall be submitted with this application. A picture showing the proposed sign superimposed over or at the proposed placement shall be submitted with this application.

How many wall signs are being proposed? (New, replacement and re-facing)

0 2

How many freestanding signs are being proposed? (New, replacement and re-facing)

0

Will there be a sandwich board or pedestal sign (*only one is allowed per business*)?

Yes No

Has the diagram been attached for **each** proposed sign?

Yes No

Does each diagram have **ALL** the required components listed above?

Yes No

EXISTING SIGNS

The specifications for all existing signs, which include height, width, total height on building or pylon, square footage, number of sides, type of sign, and type of illumination is to be included on a separate document with the submittal of this application. A picture of each existing sign is to be included as well.

How many signs are existing on the subject property?

1

Has the specifications of each existing sign been attached?

Yes No N/A

Has the picture of each existing sign been attached?

Yes No N/A

BASIS FOR GRANTING AND ISSUANCE

Has the applicant reviewed [ARTICLE 13](#) prior to submitting this application?

Yes No

Have all standards of Article 13 of the Village zoning ordinance and other applicable Village, Town, State, and Federal regulations been met? If not, please explain which standards are not met or not yet met, and why.

Yes

Are there any traffic safety, traffic visibility, sign setbacks, and structural integrity matters associated with this sign(s)? Explain which ones, or what measures have been taken to assure that these matters have been addressed.

no

Under the Village's zoning ordinance, is a conditional use permit or site plan approval required for the sign? If so, has one been granted? Conditional use permits or site plan approvals are required for certain types of signs (e.g., community information signs), where normal dimensions of certain types of signs are proposed to be exceeded (e.g., for freestanding signs in agricultural zoning districts), or for signs within certain types of developments (e.g., large scale retail).

no

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENTS OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach the ALL OF THE REQUIRED COMPONENTS, when applicable, will result in the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains as incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

Malvance Damask

04/30/2015

Signature of Applicant

Date

Property Owner Contractor

MASSAGE THERAPY

715-298-0028

MELANIE'S STUDIO

2 FEET

15 FEET

7.5 sqft per side

30 SQUARE FEET PER SIGN (x3)



* Jennifer Higgins (Vingst)

STAFF REVIEW

PIN: 19228081840231 Zoning: B-3 w/ D-CC and WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$0.00

Sign 1 Specification:

Permit No.: SIGN-5-15-5924

Width: 15' Height: 2' Single 3-sided Total Square Feet: 90
Total Height: N/A Sign Type: Panel Rep Setbacks: N/A
Value: Unknown Illuminated: Yes No Type: Unknown
Sign meets requirements? Yes No Conforming Legally Non-Conforming Unknown
Conditions/Modifications for approval: None

Sign 2 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 3 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____

Sign 4 Specification:

Permit No.: _____

Width: _____ Height: _____ Single Double Total Square Feet: _____
Total Height: _____ Sign Type: _____ Setbacks: _____
Value: _____ Illuminated: Yes No Type: _____
Sign meets requirements? Yes No Conforming Legally Non-Conforming
Conditions/Modifications for approval: _____


Signature of Zoning Administer or Designee

5/4/2015
Date

Permit Number(s) SIGN-5-15-5924 Approved Denied



Permit

Permit NO. **ZONE-4-15-5875**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: **4/17/2015**

Expiration: **on Change of Use**

Project Address 2901 SCHOFIELD AVE WESTON, WI 54476		Project Name <NONE>	Applicant Patriot Auto Repair LLC
Parcel Number 19228081730941	Subdivision	Block / Lot 0 / 0	Zoning B-3
Owner Information Anthony Morice	Address 710 Azalea Drive W Chandler, AZ 85248	Phone	Cell

Proposed Land Use: Outdoor and Vehicle Repair and Maintenance - Section 94.4.05(8)

ZONING:
Base District: B-3
Overlay District: WHP-A / D-CC
Conditional Uses: No

Description of Work: Vehicle Repair and Service

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner COMMERCIA	\$25.00	\$25.00	\$25.00	\$0.00
C.O. Existing Building Addition Commencie	\$0.00			
C.O. New Commercial Fee	\$0.00			
Certificate of Occupancy Fee	\$50.00	Payment Type: Check / Number: 2040		
Total:	\$75.00			

Comments:

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 17, 2015**

Jared Wehner _____ Date **April 17, 2015**
 Issued By: Village of Weston, WI Authorized Signature

Office Copy

Commercial Zoning

Permit

Village of Weston/ETZ

Date: 4/1/15

Permit No.: ZONE-4-15-5875

Payment: Cash Check No. 2040

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

-- PLEASE USE THE ONLINE FILLABLE PDF --



5500 Schofield Ave
Weston, WI 54476

ZONING AND OCCUPANCY TYPE AND FEES

- New Construction \$150.00 FEE [43/4341]
- Existing Building: Building Addition \$100.00 FEE [43/4345]
- Existing Building: Change of Owner or Use \$25.00 FEE [43/4343]

EXPLANATION OF PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit and a Certificate of Occupancy shall be made to the Department of Planning and Development prior to or at the same time as an application for a site plan review, building permit or certificate of occupancy not involving a building permit. **THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING.**

APPLICANT INFORMATION

Business Name: Patriot Auto Repair LLC **Contractor Name:** _____

Business Owner: Jim Pinsonneault **Contact Name:** _____

Physical Address: 2901 Schofield Ave **Address:** _____
Weston WI 54476

Mailing Address: 5002 Arrow St **Phone:** _____
Weston WI 54476 **Email:** _____

Contact Name: Jim Pinsonneault **Property Owner:** Tony Morice

Business Phone: 715 212 0540 **Address:** _____

Business Email: Patriotautorepairllc@gmail.com

Website: N/A **Phone:** 715 297 9100

Property Zone: B-3 GENERAL BUSINESS **Email:** tdmorice@aol.com

Date Opening: May 1 2015 **Applicant will be:** Renting Leasing Owning

EXISTING AND PROPOSED USES

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- | | | |
|---|---|--|
| Multiple Family Residential – 3 or more units | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Mixed Commercial/Residential | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Office | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Commercial Retail/Service | <input checked="" type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |
| Industrial and Warehousing | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Institutional | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Parking | <input checked="" type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |
| Excavation/Mining/Significant Earth Movement | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Other: _____ | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |

OPERATIONAL PLAN REQUIRED

The following components are required in the operational plan: (1) detailed description of the activities and process which will be taking place on the above stated property. This includes all principal uses, accessory uses and temporary uses (please see the use chart in Chapter 94 Article 3 of the zoning code); (2) a statement regarding outdoor storage and a detailed description of the materials being proposed to be stored (are there hazardous materials?); (3) a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); (4) existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); (5) what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; (6) please include any other pertinent information.

Has the operational plan been attached?

Yes No

Does the operational plan include ALL the required components listed above?

Yes No

Failing to attach an operational plan to this application or failing to include all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.

SITE PLAN REQUIRED

A site plan shall be submitted with this application for the following circumstances: new construction and change of use in a single use building. The site plan showing the following features: subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks.

Has the site plan been attached?

Yes No

Does the site plan include ALL the required components listed above?

Yes No

Failing to attach a site plan to this application or failing to include all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning compliance permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached?

Yes No

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

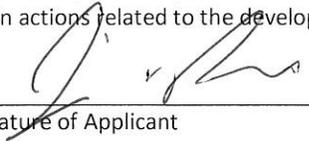
The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified.



9/6/15

Signature of Applicant

Date

Signature of Property Owner

Date

STAFF REVIEW

PIN: 192-2808-173-0941

Zoning: B-3 GENERAL BUSINESS Village ETZ

Filed After the Fact: Yes No

Fine Imposed: Yes No Amount: N/A

Conditional Use: Yes No Reason: _____

Use: _____

Proposed PC/ETZ Meeting Date: _____

CUP Number: _____

Rezone: Yes No Reason: _____

Requested Zone: _____

Proposed PC/ETZ Meeting Date: _____

Rezone Number: _____

Variance: Yes No Reason: _____

Requested Variance: _____

Proposed ZBA Meeting Date: _____

Variance Number: _____

Site Plan Application No. N/A

Approval Date: _____

Building Permit No. N/A

Approval Date: _____

Sign Permit No. _____

Permanent / Temp Date: _____

Code Section: 94.4.05(b) OUTDOOR AND VEHICLE REPAIR AND MAINTENANCE. SEE ATTACHED.

Comments: PERMITTED USE IN B-3 DISTRICTS PER TABLE IN SECTION 94.3.05 ALLOWABLE USES IN NON-RESIDENTIAL AND MIXED USE ZONING DISTRICTS.

Signature of Zoning Administer or Designee

Date

Permit Number _____

Approved Denied

(8) Outdoor and Vehicle Repair and Maintenance.

Includes all land uses, except those that are separately listed in this Section, that perform maintenance services (including repair) and have all, or any portion (beyond simply loading) of their operations located outside of an enclosed building. Also includes all businesses that repair or maintain motor vehicles designed for road use and brought in from off-site.

Performance Standards:

1. All outdoor activity areas shall be completely enclosed by an opaque fence, wall, or building section for each Outdoor and Vehicle Repair and Maintenance use no later than January 1, 2017. Such enclosure shall be located a minimum of 50 feet from any residentially zoned property.
2. Outdoor storage of vehicle parts and abandoned, unlicensed, and inoperable vehicles is prohibited, except that each inoperable vehicle being serviced may be kept outdoors for a period not exceeding 30 days.
3. A bufferyard meeting the requirements of Section 94.11.02(3)(d) shall be provided along all property borders abutting residentially zoned property.
4. Minimum Required Off-Street Parking: one space per 300 square feet of Gross Floor Area, or one space per each employee on the largest shift, whichever is less.

STAFF TIME TABLE CHECKLIST

Pre-application conference with Planning and Development Department Staff. (optional)

Date: 4/6/2015 Participants: JARED WEHNER

Application and required plans filed with the Village.

Date: 4/6/2015 Received by: JARED WEHNER

Application fee received by Village.

Date: 4/6/2015 Received by: JARED WEHNER

Application and submitted plans verified as being complete.

Date: 4/6/2015 Reviewed by: JARED WEHNER

Determination by Zoning Administrator as to whether requested zoning permit requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)

Review Authority: _____ Meeting Date: _____

Action Taken: Granted Granted with modifications Denied

Zoning Administrator (or designee) action.

Date: 4/17/2015 Action Taken: Granted Denied

Designee: Jared Wehner

Applicant notified of decision and sent Occupancy Permit Application.

Date: 4/17/2015 Sent by: JW

Attached in Smart Search.

Date: 4/17/2015 Attached by: JW

Attached and closed in Beehive.

Date: 4/17/2015 Closed by: JW

Patriot Auto Repair LLC Operational Plan

1. Repair and service of automobiles and light duty trucks. The sale of service and parts pertaining to automotive repairs.
2. Outdoor storage will include the temporary storage of vehicles. Inoperable vehicles will be placed behind the building and in zone A. Vehicles being dropped off for service and awaiting pickup will be placed in zones B and C
3. The impact on neighboring parcels will be minimal. Occasional deliveries by freight companies and parts suppliers will take place in the loading dock area zone D. The amount of traffic on Schofield Avenue and surrounding roadways will not be measurably impacted. One employee will be working on the site. Drop-off and pickup of vehicles and supplies will occur primarily between 7:00am and 5:30pm. After hours drop off of vehicles will be very limited and occur in zones B and C between the hours of 5:30pm and 7:00am.
4. The existing size of buildings will be adequate to conduct business at this time. A proposed change to the interior layout of building 1 is included, which would provide a customer waiting area. A Wisconsin Sellers permit will be required, and a copy is attached.



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-264-6884
 email: DORBusinessTax@revenue.wi.gov
 website: revenue.wi.gov

Letter ID L1139078048

PATRIOT AUTO REPAIR LLC
 5002 ARROW STREET
 WESTON WI 54476

Wisconsin Department of Revenue Seller's Permit

Legal/real name: PATRIOT AUTO REPAIR LLC
Business name: PATRIOT AUTO REPAIR LLC
 5002 ARROW STREET
 WESTON WI 54476

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1028610699-02



US

Land Information Mapping System

HALSEY	BERLIN	TEXASHEWITT
BERN	MAINE	HEASTON
HOLTON	STETIN	FRANZEN
HULL	WIENCAS	FRANZEN
BRIGHTON	EMMET	REID
J. BAY	MISSISSIPPI	BEVENT
SPENCER	BRIDGES	FRANZEN

Parking Plan



Legend

- ▭ Parcels
- ▭ Land Hooks
- ▭ Section Lines/Numbers
- ▭ Right Of Ways
- ▭ County-wide Buildings
- ▭ Wausau Buildings
- ▭ Road Names
- ▭ Named Places
- ▭ Municipalities

26.45 0 26.45 Feet



User_Defined_Lambert_Conformal_Conic

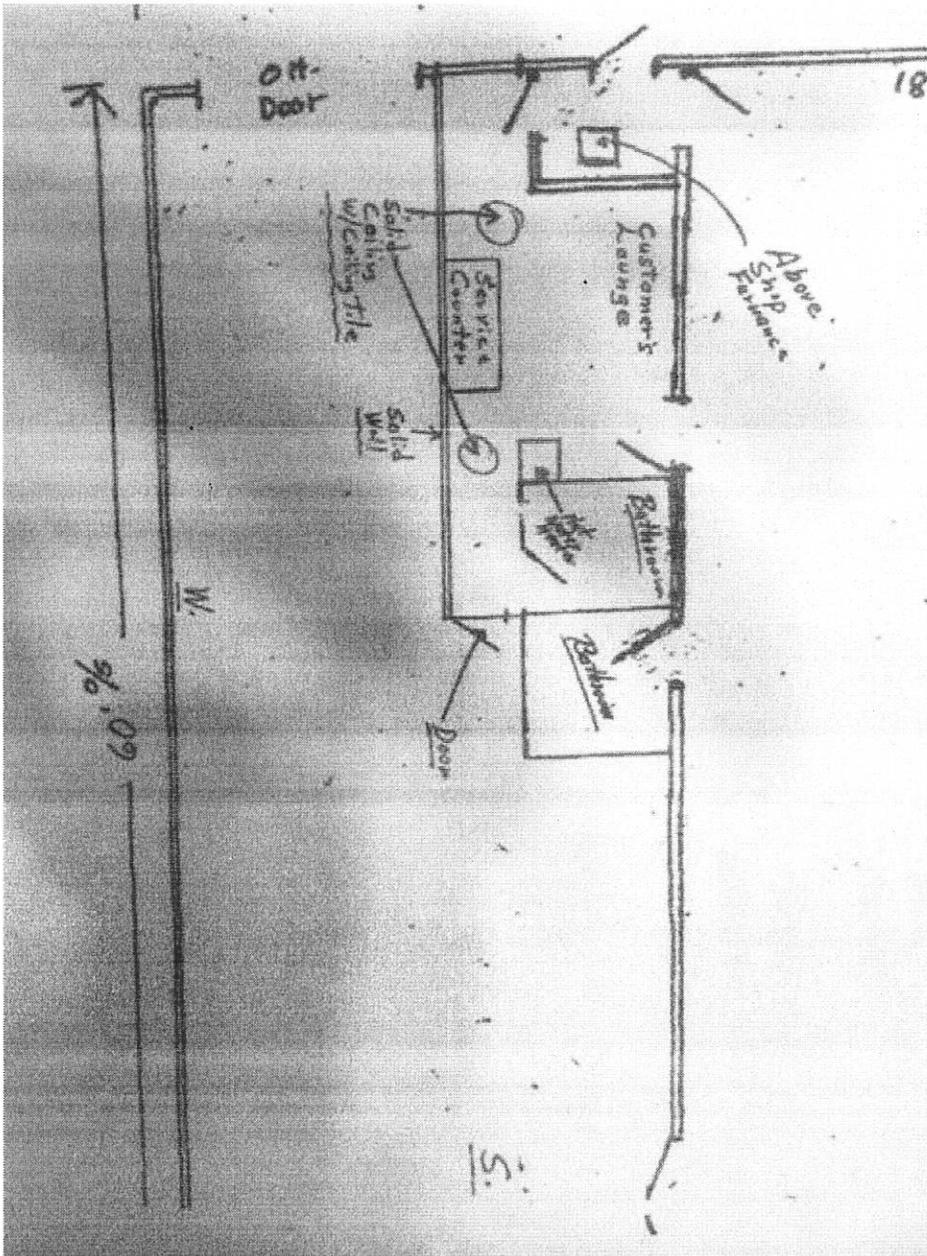
DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning. THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

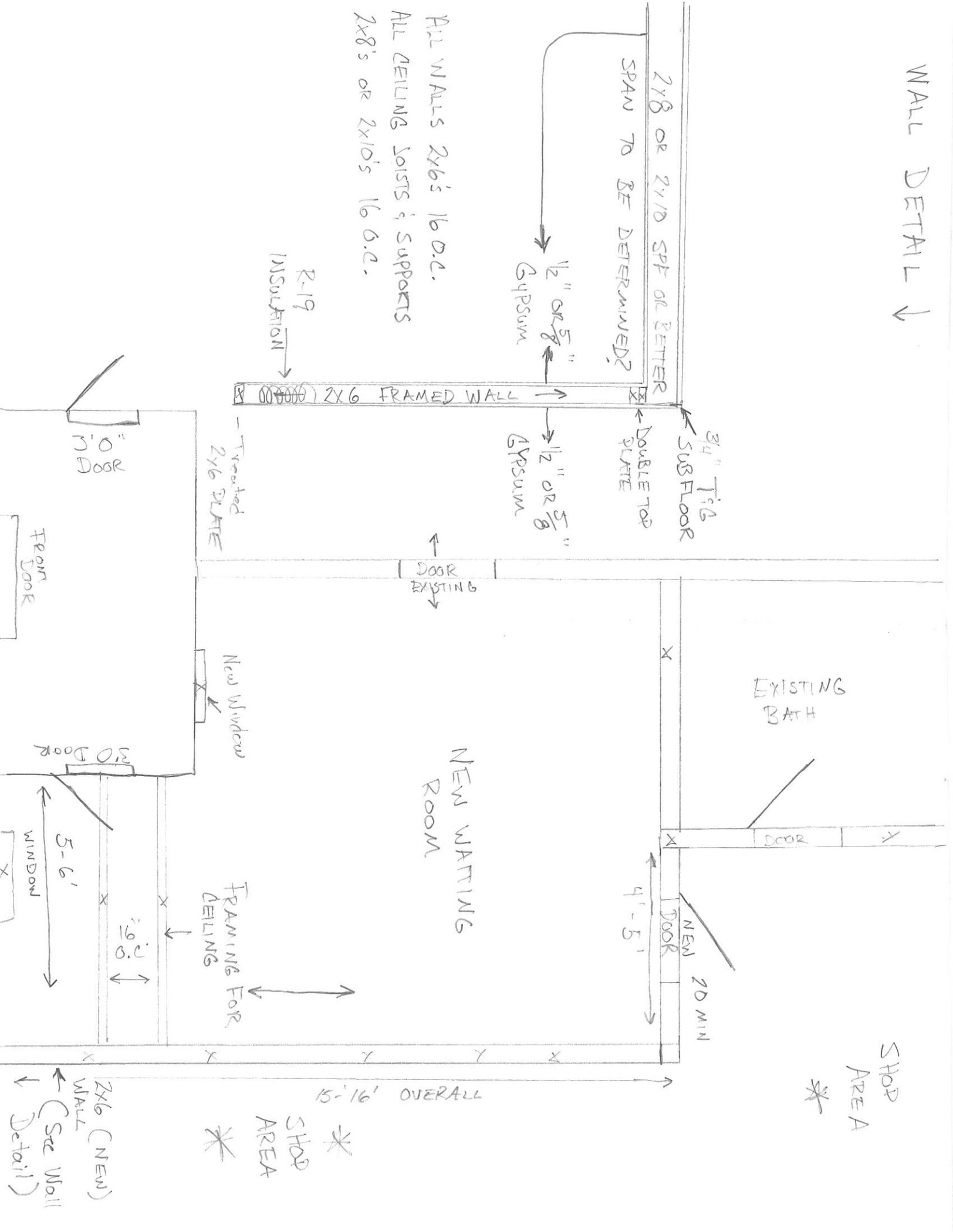
H = Handicap Parking

16 total spaces

2 Handicap
14 Standard Parking



WALL DETAIL ↓



ALL WALLS 2x6's 16 O.C.
 ALL CEILING JOISTS & SUPPORTS
 2x8's OR 2x10's 16 O.C.

2x8 OR 2x10 SPF OR BETTER
 SPAN TO BE DETERMINED?

1/2" OR 5/8"
 Gypsum

R-19
 INSULATION

2x6 FRAMED WALL

1/2" OR 5/8"
 Gypsum

3/4" TIG
 SUB FLOOR
 DOUBLE TOP
 PLATE

Treated
 2x6 PLATE

3'-0" DOOR

FRONT DOOR

DOOR
 EXISTING

New Window

EXISTING BATH

NEW WATTING ROOM

3'-0" DOOR

5'-6"
 WINDOW

FRAMING FOR
 CEILING

4'-5"
 NEW DOOR
 20 MIN

15'-16" OVERALL

SHOP AREA

SHOP AREA

2x6 (NEW)
 WALL
 (See Wall
 Detail)



Permit

Permit NO. **ZONE-5-15-5918**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: **5/4/2015**

Expiration: **on Change of Use**

Project Address 1922 SCHOFIELD AVE WESTON, WI 54476		Project Name <NONE>	Applicant Chuck and Kris's Auto Repair, LLC	
Parcel Number 19228081810984	Subdivision	Block / Lot 0 / 0	Zoning	
Owner Information Betty Hasse	Address 1920 Schofield Avenue Weston, WI 54476	Phone (715)218-8112	Cell	

Proposed Land Use: Automobile Repair Shop

ZONING:

Base District: B-3
 Overlay District: D-CC and WHP-A
 Conditional Uses: None.

Description of Work: New Use/Change of Ownership

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Fine	\$75.00	\$150.00	\$150.00	\$0.00
C.O. Change of Use/Owner	\$25.00			
Certificate of Occupancy Fee	\$50.00			
Total:	\$150.00	Payment Type: Check / Number: 37533		

Comments: 94.4.05(8) Outdoor and Vehicle Repair and Maintenance and is a permitted use-by-right in a B-3 Zoning District per Figure 3.05 'Allowable Uses in a Non-Residential and Mixed Use Zoning Districts'

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Jared Wehner
 Issued By: Village of Weston, WI

Jared Wehner
 Authorized Signature

May 04, 2015
 Date

Signature of Owner / Applicant / Contractor /

May 04, 2015
 Date

Commercial Zoning and Pre-Application

Permit
 Village of Weston/ETZ
 Date: 04/17/2015

Permit No. : ~~5-15-16~~ ZONE-5-15-5918

Payment: Cash Check No. 31533 (VALLEY COMMUNITY CU)

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
 Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

ZONING FEES

Zoning Permit **\$25.00 FEE** [43/4343]

EXPLANATION OF PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit shall be made to the Department of Planning and Development prior to the submittal of an application for a site plan review, commercial rezone, conditional use, building permit and/or certificate of occupancy. THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

APPLICANT INFORMATION

Business Name: <u>Chuck & Kris's Auto Repair, LLC</u>	Contact Name: <u>Charles Nikolaus</u>
Business Owner: <u>Charles Nikolaus</u>	Mailing Address: <u>1918 Schofield Ave</u>
Business Address: <u>1918 Schofield Ave</u>	<u>WESTON, WI 54476</u>
	Phone: <u>(715) 571-8558</u>
Website: _____	Email: <u>Chucknikii@charter.net</u>
Date Opening: <u>4/15/2015</u>	Applicant will: <input checked="" type="checkbox"/> Rent <input type="checkbox"/> Lease <input type="checkbox"/> Own

Property Owner: <u>Betty Hasse</u>	Contact Name: <u>Betty Hasse</u>
Mailing Address: <u>1920 Schofield Ave</u>	Phone: <u>(715) 218-8112</u>
<u>WESTON, WI 54476</u>	Email: _____

EXISTING AND PROPOSED USES

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

- | | | |
|---|---|--|
| Multiple Family Residential – 3 or more units | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Mixed Commercial/Residential | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Office | <input type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |
| Commercial Retail/Service | <input checked="" type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |
| Industrial and Warehousing | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Institutional | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Parking | <input type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |
| Excavation/Mining/Significant Earth Movement | <input type="checkbox"/> Current Use | <input type="checkbox"/> Proposed Use |
| Other: <u>Auto Repair Shop</u> | <input type="checkbox"/> Current Use | <input checked="" type="checkbox"/> Proposed Use |

PROJECT SITE SPECIFICATIONS

Project Type:	<u>New Use</u>	Project Address: <i>(or PIN if no address)</i>	<u>1918 Schofield Ave</u>
Building Size (ft ²):	<u>2635</u>		<u>Schofield, WI 54476</u>
Lot Size(ft ² & Acres):	<u>15472 Sq Ft</u>	Property Zone:	<u>B-3 - Neighborhood Business</u>
Legal Description:	<u>Unknown</u>		

OPERATIONAL PLAN REQUIRED

The following components are required in the operational plan: **(1)** detailed description of the activities and process which will be taking place on the above stated property. This includes all principal uses, accessory uses and temporary uses (please see the use chart in Chapter 94 [Article 3 of the zoning code](#)); **(2)** a statement regarding outdoor storage and a detailed description of the materials being proposed to be stored (are there hazardous materials?); **(3)** a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); **(4)** existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); **(5)** what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; **(6)** please include any other pertinent information.

Has the operational plan been attached? Yes No
Does the operational plan include ALL the required components listed above? Yes No

SITE PLAN REQUIRED

A site plan shall be submitted with this application. The site plan showing the following features: legal description of the property; subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas and total number of available parking spaces; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#). For new construction, building additions and accessory structures this requirement is waived for this application. A separate **Commercial Site Plan Application** will be issued once this application has been approved by staff.

Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached? Yes No N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under

the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the face shall be subject to double the fee and a \$50.00 fine.



04/17/2015

Signature of Applicant

Date

Property Owner Project/Business Owner Project Manager

PARKING FOR 3
35' 10" →

← 45' →

← Lawn →

← 168.5' →

HOUSES / LANDLORDS
NOT RENTED
BY US.

PARKING FOR 3

20' 6"

DOOR
RAMP
DOOR
STAIR

STAIRS

12' →

PARKING FOR 8

TRREE

DOOR

17' 6"

Occupied by
ANOTHER
TENANT.

105'

Chuck & Kris's
Auto Repair, LLC

↑ 100' ↓

150'

PARKING FOR OTHER TENANT

Dumpster
Dumpster



Subject

Date

Page

Operational Plan for Chuck + Kris's Auto

Description

We will be doing general AUTO REPAIR, we will be doing all types of repair except air cond. & tires. We will be doing oil changes, coolant, flushes, tune ups, suspension work, details, brakes etc.

OUTDOOR

We will be storing CARS, TRUCKS Dumpsters for metal & trash outside. We will NOT be storing any things hazardous outside.

Item 3

There should be no impact to any parcel other than our own parking. Customer parking. We have 2 employees, & will have parts drops along with safety - Klean picking up used oil & filters along with WASTE COOLANT.

Item 4

There will be no change to current facility or parking.

Outdoor and Vehicle Repair and Maintenance.

Includes all land uses, except those that are separately listed in this Section, that perform maintenance services (including repair) and have all, or any portion (beyond simply loading) of their operations located outside of an enclosed building. Also includes all businesses that repair or maintain motor vehicles designed for road use and brought in from off-site.

Performance Standards:

1. All outdoor activity areas shall be completely enclosed by an opaque fence, wall, or building section for each Outdoor and Vehicle Repair and Maintenance use no later than January 1, 2017. Such enclosure shall be located a minimum of 50 feet from any residentially zoned property.
2. Outdoor storage of vehicle parts and abandoned, unlicensed, and inoperable vehicles is prohibited, except that each inoperable vehicle being serviced may be kept outdoors for a period not exceeding 30 days.
3. A bufferyard meeting the requirements of Section 94.11.02(3)(d) shall be provided along all property borders abutting residentially zoned property.
4. Minimum Required Off-Street Parking: one space per 300 square feet of Gross Floor Area, or one space per each employee on the largest shift, whichever is less.

STAFF REVIEW

PIN: 19228081810984 Zoning: B-3 w/ D-CC and WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$75.00

Conditional Use: Yes No Reason: _____
Use: _____

Proposed PC/ETZ Meeting Date: _____ CUP Number: _____

Rezone: Yes No Reason: _____
Requested Zone: _____

Proposed PC/ETZ Meeting Date: _____ Rezone Number: _____

Variance: Yes No Reason: _____
Requested Variance: _____

Proposed ZBA Meeting Date: _____ Variance Number: _____

Site Plan Application No. None. Approval Date: _____
Building Permit No. None. Approval Date: _____
Sign Permit No. SIGN-5-15-5919/5920/5921 Permanent / Temp Date: 05/04/2015

Code Section: 94.4.05(8) Outdoor and Vehicle Repair and Maintenance.

Comments: A use-by-right in a B-3 per Figure 3.05 Allowable Uses in a Non-Residential and Mixed Use Zoning Districts.


Signature of Zoning Administrator or Designee

5/4/2015
Date

Permit Number ZONE-5-15-5918 Approved Denied



Permit

Permit NO. **ZONE-5-15-5925**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: **5/4/2015**

Expiration: on Change of Use

Project Address 2407 SCHOFIELD AVE WESTON, WI 54476	Project Name <NONE>	Applicant Melanie's Studio
--	-------------------------------	--------------------------------------

Parcel Number 19228081840231	Subdivision	Block / Lot 0 / 0	Zoning
--	--------------------	-----------------------------	---------------

Owner Information Abby Bank	Address 2405 Schofield Avenue Weston, WI 54476	Phone	Cell
---------------------------------------	---	--------------	-------------

Proposed Land Use: Personal or Professional Service (94.4.05(2)) permitted use-by-right per Figure 3.05.

ZONING:
 Base District: B-3
 Overlay District: D-CC and WHP-A
 Conditional Uses: None

**Description of Work: New Professional Service -
 Massage Studio**

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner	\$25.00	\$75.00	\$75.00	\$0.00
Certificate of Occupancy Fee	\$50.00			
Total:	\$75.00	Payment Type: Check / Number: 3346		

Comments:

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

 Signature of Owner / Applicant / Contractor / Date

Jared Wehner
 Issued By: Village of Weston, WI Authorized Signature Date

May 04, 2015

May 04, 2015

Office Copy

Commercial Zoning and Pre-Application

Permit
Village of Weston/ETZ
Date: 04/30/2015

Permit No. : ZONE-5-15-5925

Payment: Cash Check No. 3346

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

ZONING FEES

Zoning Permit \$25.00 FEE [43/4343]

EXPLANATION OF PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit shall be made to the Department of Planning and Development prior to the submittal of an application for a site plan review, commercial rezone, conditional use, building permit and/or certificate of occupancy. THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING. Permits filled after the fact shall be subject to double the fee and a \$50.00 fine.

APPLICANT INFORMATION

Business Name: <u>Melanie's Studio</u>	Contact Name: <u>Melanie Damask</u>
Business Owner: <u>Melanie Damask</u>	Mailing Address: <u>681 South County Road X</u>
Business Address: <u>2405 Schofield Avenue</u>	<u>Mosinee, WI 54455</u>
<u>Suite 200</u>	Phone: <u>(715) 573-6706</u>
Website: <u>www.melaniesmassagestudio.massagetherapy.com</u>	Email: <u>meldamask@mtc.net</u>
Date Opening: <u>5/1/2015</u>	Applicant will: <input type="checkbox"/> Rent <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Own

Property Owner: <u>Abby Bank</u>	Contact Name: <u>Philip J Pensanka</u>
Mailing Address: <u>2405 Schofield Avenue</u>	Phone: <u>(715) 241-6336</u>
<u>Suite 100</u>	Email: <u>PPensanka@abbybank.com</u>

EXISTING AND PROPOSED USES

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

Multiple Family Residential – 3 or more units	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Mixed Commercial/Residential	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Office	<input checked="" type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Commercial Retail/Service	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Industrial and Warehousing	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Institutional	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Parking	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Excavation/Mining/Significant Earth Movement	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Other: _____	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use

PROJECT SITE SPECIFICATIONS

Project Type: New Use Project Address: 2405 Schofield Avenue
(or PIN if no address) Suite 200
Building Size (ft²): 374 SQF
Lot Size(ft² & Acres): n/a Property Zone: B-2 - Highway Buisness
Legal Description: 62-0592-004-001-00-00

OPERATIONAL PLAN REQUIRED

The following components are required in the operational plan: **(1)** detailed description of the activities and process which will be taking place on the above stated property. This includes all principal uses, accessory uses and temporary uses (please see the use chart in Chapter 94 [Article 3 of the zoning code](#)); **(2)** a statement regarding outdoor storage and a detailed description of the materials being proposed to be stored (are there hazardous materials?); **(3)** a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); **(4)** existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); **(5)** what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; **(6)** please include any other pertinent information.

Has the operational plan been attached? Yes No
Does the operational plan include ALL the required components listed above? Yes No

SITE PLAN REQUIRED

A site plan shall be submitted with this application. The site plan showing the following features: legal description of the property; subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas and total number of available parking spaces; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#). For new construction, building additions and accessory structures this requirement is waived for this application. A separate **Commercial Site Plan Application** will be issued once this application has been approved by staff.

Has the site plan been attached? Yes No N/A
Does the site plan include ALL the required components listed above? Yes No N/A

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached? Yes No N/A

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under

the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.** Work on the proposed project cannot begin without the issuance of a permit. Permits filled after the face shall be subject to double the fee and a \$50.00 fine.

Melanie Damase

04/30/2015

Signature of Applicant

Date

Property Owner Project/Business Owner Project Manager

Operational Plan for Melanie's Studio

Melanie' Studio is a small business that caters to individuals that are seeking therapeutic or relaxation massage therapy. Melanie's Studio has a licensed Therapist that works within the means of their State Licensing and Regulations. Melanie's Studio will be open by appointment. Melanie's Studio will be working at 2405 Schofield Avenue Weston WI in Suite 200 (374 square feet space). Melanie's Studio has equipment of a massage table and accessories needed to perform tasks regarding to providing the service of professional massage. Melanie's Studio has been established in 2000. There will be no outside activity and there is no storage of any other sort at the above location. License is attached.

Performance Standards:

1. Except as provided in subsections 3. and 4. below, no Community Living Arrangement shall be established within 2,500 feet of any other such facility regardless of its capacity unless the Plan Commission and Village Board agree to a reduction in spacing. Two community living arrangements may be adjacent if the Village authorizes that arrangement and if both facilities comprise essential components of a single program.
2. Except as provided in subsection 3 below, the total combined capacity of all Community Living Arrangements (of all capacities) in the Village shall not exceed one percent of the combined population of the Village (unless specifically authorized by the Village Board following a public hearing). The applicant shall be responsible for providing information on the total, combined capacity of all Community Living Arrangements within the Village and its Extraterritorial Zoning Area.
3. A foster home that is the primary domicile of a foster parent and that is licensed under Wis. Stat. § 48.62, or an adult family home certified under Wis. Stat. § 50.032 (1m)(b) shall be a permitted use in all residentially zoned areas and are not subject to subsections 1. and 2. above except that foster homes operated by corporations, child welfare agencies, churches, associations, or public agencies shall be subject to subsections 1 and 2.
4. No adult family home described in Wis. Stat. §50.01(1)(b) may be established within 2,500 feet, or any lesser distance established by an ordinance of the Village, of any other adult family home described in Wis. Stat. §50.01(1)(b), or any Community Living Arrangement. An agent of an adult family home described in Wis. Stat. §50.01(1)(b) may apply for an exception to this requirement, and the exception may be granted at the discretion of the Village.
5. There shall be no maximum to the number of Community Living Arrangement facilities, except as other performance standards may indirectly establish a limit.
6. Minimum Required Off-Street Parking: three spaces, plus one space for every three residents over eight residents (except for those residents under 16 years of age and otherwise without the ability to drive).

Section 94.4.05: Commercial Land Use Types

(1) Office.

Includes all exclusively indoor land uses whose primary functions are the handling of information, administrative services, or both, generally with little direct service to customers on-site. Office uses that are accessory to a principal residential use of a property are not considered “Office” uses, but are instead regulated as “Home Occupations” or “Residential Businesses” under this chapter.

Performance Standards:

1. Minimum Required Off-Street Parking: one space per 300 square feet of Gross Floor Area.

(2) Personal or Professional Service.

Exclusively indoor land uses whose primary function is the provision of services directly to an individual on a walk-in or on-appointment basis. Examples include professional services, banks, insurance or financial services, realty offices, medical offices and clinics, veterinary clinics, barber shops, and beauty shops. Service uses that are accessory to a principal residential use of a property are not considered “Personal or Professional Service” uses, but are instead regulated as “Home Occupations” or “Residential Businesses” under this chapter.

Performance Standards:

1. Minimum Required Off-Street Parking: one space per 300 square feet of Gross Floor Area.

STAFF REVIEW

PIN: 19228081840231 Zoning: B-3 w/D-CC and WHP-A Village ETZ
Filed After the Fact: Yes No Fine Imposed: Yes No Amount: \$0.00

Conditional Use: Yes No Reason: _____
Use: _____

Proposed PC/ETZ Meeting Date: _____ CUP Number: _____

Rezone: Yes No Reason: _____
Requested Zone: _____

Proposed PC/ETZ Meeting Date: _____ Rezone Number: _____

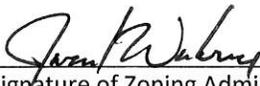
Variance: Yes No Reason: _____
Requested Variance: _____

Proposed ZBA Meeting Date: _____ Variance Number: _____

Site Plan Application No. N/A Approval Date: _____
Building Permit No. N/A Approval Date: _____
Sign Permit No. SIGN-5-15-5924 Permanent / Temp Date: 5/4/2015

Code Section: Section 94.4.05(2) Personal or Professional Services

Comments: Permit use-by-right per Figure 3.05: Allowable Uses in Non-Residential and Mixed Use Zoning Districts.


Signature of Zoning Administrator or Designee

5/4/2015
Date

Permit Number ZONE-5-15-5925 Approved Denied

Temporary Certificate of Occupancy

Village of Weston
Department of Planning and Development
Building Inspection

This certificate issued pursuant to the requirements of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the jurisdiction regulating building construction or use. For the following:

Proposed Land Use	94.4.05(10): Indoor Commercial Entertainment	Zoning Permit No.	ZONE-4-15-5880
Property Owner	Marv Anderson	Business	Burn Fitness Studio
Business Owner	Jason Lowman	Date Issued	04/23/2015
Subdivision/Project	<NONE>	Date Issued	10/23/2015
		CO Number:	TCO-1078

5703 MEMORIAL CT
WESTON WI 54476

Location

Jennifer L Higgins

Authorized Signature

Not Transferable

POST IN A CONSPICUOUS PLACE

May 6, 2015



Jason Lowman
Burn Fitness Studio
5703 Memorial Court
Weston, WI 54476

Marv Anderson
PDM Construction
5703 Memorial Court
Weston, WI 54476

RE: Basis and Conditions for the Granting of Temporary Certificate of Occupancy

Gentlemen,

On April 23, 2015, a Temporary Certificate of Occupancy was granted to Burn Fitness Studio at 5703 Memorial Court. The issuance of this certificate has been granted on the following conditions:

- 1) The parking of motorized vehicles shall occur only on hard surfaces, as defined in 94.17.01 of the Zoning Code, per Section 94.12.09(6).
- 2) Parking needs and use have been clearly defined between the two tenants
- 3) Modifications and/or expansion of the existing parking lot to meet the needs of both tenants shall be completed no later than **October 23, 2015**. All modifications or expansions are required to meet the regulations of the Zoning Code and are to be reviewed by Staff per Section 94.16.09. This does not require Plan Commission approval. It is the Village's understanding that there is an occupancy of 18 people per session and two staff members. Per Section 94.4.05(10) *Indoor Commercial Entertainment*, 20 parking spaces are required.

Failing to meet these criteria shall result in the revocation the Temporary Certificate of Occupancy. If you have any questions regarding Temporary Occupancy or the Site Plan Review process, please feel free to contact me at 715-241-2639, jwehner@westonwi.gov or in person at the Village Municipal Center.

Regards,

Jared Wehner
Assistant Planner
Village of Weston

CC: Jennifer Higgins, Director of Planning and Development, Village of Weston

Occupancy Certificate

Application
Village of Weston/ETZ
Date: _____

Occupancy No. : 700-1078,



5500 Schofield Ave
Weston, WI 54476

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

Business Name: Burn Fitness Studio Zoning Permit No.: ZONE-4-15-5880

OCCUPANCY INSPECTION FEES

<input checked="" type="checkbox"/> Building and Safety Inspection (2 included)	\$50.00 FEE	[43/4341]
<input type="checkbox"/> Building and Safety Re-inspection	\$50.00 FEE	[43/4341]

EXPLANATION OF THE CERTIFICATION PROCESS

No building or addition hereafter constructed or structurally altered shall be used for any purpose, and no addition to a previously existing building shall be occupied, no land used (except land used for garden or public recreation purposes and land without buildings or structures), and no change in a use shall occur until a Certificate of Occupancy has been issued by the Zoning Administrator. Every Certificate of Occupancy shall state that the use of occupancy complies with all of the provisions of Chapter 94 of the Municipal Code.

REQUIRED CONTACT AND EMERGENCY INFORMATION

Manager Name: Sarah Riley Phone: 715-432-1232
Mailing Address: 5705 Memorial ct Email: Sarah@BurnWausau.com
Weston, WI 54476 Website: _____

Emergency Contact 1: Jason Lowman Phone: 715-432-9324 Alt Phone: 715 432 - 9328
Emergency Contact 2: Sarah Riley Phone: ~~715~~ 608-769-4605 Alt Phone: 608-769-4605
Emergency Contact 3: _____ Phone: _____ Alt Phone: _____

Is the Business Equipped with an Alarm? Yes No Audible Alarm? Yes No
Alarm Type: _____ Monitored by: _____ Phone Number: _____
Burglar: Yes No
Fire: Yes No
Other: Yes No
Surveillance: Yes No Indoor Outdoor

What type of Fire Suppression System? Fire Extinguisher
Location of Fire Suppression Controls: _____

Is the Suppression System on an exterior alarm or via an alarm co.? _____
S.A.F.E.R. provides a *Knoxbox* Program, which would allow emergency entrance to the building by authorized emergency personnel via a key you provide located in the *Knoxbox* at the front entrance. Would you like someone from the fire department to contact you concerning this program? Yes No

Contact Name: Jason Lowman Phone No. 715 432 9324

REQUIREMENTS AND CERTIFICATIONS

Has a sign permit application been submitted? All business are required to have a sign. Yes No
Is the address visible from the roadway? Are tenant addresses on the back doors of multi-tenant buildings? Yes No
Has a copy of the Marathon County Health Department Certificate been attached? *If applicable.* Yes No
Has a copy of the Wisconsin DNR and/or DATCP Certificate(s) been attached? *If applicable.* Yes No

REFUSE AND RECYCLING

The Village of Weston and State of Wisconsin require provisions for both refuse and recycling services for all commercial and multifamily facilities. Please contact your contracted hauler to ensure that adequate services are provided.

Hauler Name: Advanced Disposal Contact Name: _____

Mailing Address: _____ Phone: _____

Email: _____

Secondary Hauler Information (if applicable):

Hauler Name: _____ Contact Name: _____

Mailing Address: _____ Phone: _____

Email: _____

Receptacle Information:

- Refuse: Number of containers: 1 45 gal cart 95 gal cart dumpster: Size: _____ Yards
- Cardboard: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: _____ Yards
- Co-Mingled: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: _____ Yards
- Single-Stream: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: _____ Yards
- Grease: Number of containers: _____ dumpster: Size: _____ Yards

ENCLOSURE REQUIREMENTS

All exterior (outside) storage of recyclable and non-recyclable containers, within multi-family dwellings and non-residential facilities and properties (all land uses other than "Single-Family Detached Residence", "Two-Family Residence", and "Agricultural Use"), shall be placed and maintained within a three-sided enclosure and enclosed on the fourth side with a gate to contain garbage, refuse, waste, recycling, and other debris. The enclosure shall further meet all of the following requirements: (1) Subject to accessory structure setback requirements included in Figures 5.01(2) and 5.02(2); (2) Must be at least 10 feet from any combustible walls, openings, or combustible roof eave lines, as per NFPA 1 (most recent addition); (3) Not placed in any minimum required front or street side yard; (4) Must be placed to the interior side or rear of the principal structure, unless such a location is not possible in the determination of the Zoning Administrator; (5) Must be a minimum of 30-feet long by 10-feet wide; (6) Must be 8-feet tall; (7) Placed on a permanent hard surface; (8) The recyclable and non-recyclable containers shall be fully screened and not visible from public rights-of-way and adjacent properties from the ground level; the screening shall consist of a solid fence constructed of masonry, commercial grade wood fencing, or other commercial grade material approved by the Zoning Administrator. Chain link fences and gates with slats are not permitted for this purpose; (9) The enclosure shall be constructed in such a manner so as to prevent paper, debris, and other refuse material from being blown through the fence; (10) The Village's Refuse and Recycling Site Application must be submitted and approved by the Village prior to installation (this application serves this purpose). The owner shall provide proof to the Zoning Administrator, from the owner's contracted solid waste/recycling hauler, that the design provides safe and reasonable access to the hauler to provide the contracted service.

Has an enclosure been shown in the site plan submitted with the Zoning Permit or Site Plan Application? Yes No

If no to previous question, has the site plan been attached? Yes No

Does the site plan include ALL the required components listed above? Yes No

The owner or designated agent may apply for a special exception from the Zoning Administrator regarding the minimum size, location, shape, and style of enclosure specified in subsection (a). The Zoning Administrator may grant a special exception if the applicant clearly shows that the ordinance requirement creates an unnecessary hardship and granting the special exception will not harm the public interest or undermine the purpose of this Chapter.

Is the applicant applying for a special exception? Explain below. Yes No

INSPECTION REQUIRED

To arrange an inspection, please call (715) 359-6114. Occupancy inspections are conducted by appointment only. **All business must be inspected prior to opening. Inspections performed after the fact shall be subject to a double fee and a \$50.00 fine.** A forty-eight (48) hour notice is required for inspection. Inspections will be made within 72 hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Certificate of Occupancy shall be issued. In some cases a Temporary Certificate of Occupancy may be issued for a period of up to and not to exceed six (6) months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permits shall not be issued under such restrictions and provisions as will adequately ensure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to provisions of Chapter 94 to such a degree as to render it unsafe for the occupancy proposed. The Certificate of Occupancy will be mailed (and/or emailed) to the business at the mailing address (email address) provided and shall be placed in a conspicuous place on site. Any re-inspections that may occur beyond the second re-inspection shall incur a cost of \$50.00 thereafter.

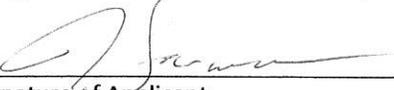
Requested date for inspection: _____ Time: _____ AM PM

Alternate date for inspection: _____ Time: _____ AM PM

Date of Opening: _____

STATEMENT OF UNDERSTANDING AND SIGNATURES

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Village Ordinances and state Laws regulating zoning and building construction, electric installation and/or heating and air conditioning installation. I agree to comply with approved drawings and I understand that any deviation from the approved plans must be authorized by the original approving authority and revised plans must be resubmitted to the Village. I also acknowledge that I am the property owner, or I am authorized to act as the owner's agent in obtaining this permit. I acknowledge that permits with no inspection activity for six (6) months shall be expired. I understand that it is the responsibility of the owner/owner agent to call for all required inspections and that as least 24 hour notice is required for all inspections. **Failing to include all the required information will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.**



Signature of Applicant

4/21/15

Date

- Property Owner Business Owner General Manager/Occupant

INSPECTIONS

Requested Inspection Date: _____ Call Back Confirmation Date: _____

Date of Inspection: 4/21/2015 Inspected By: S. TATRO

EMPD Inspected: Yes No Inspected By: _____

S.A.F.E.R. Inspected: Yes No Inspected By: M. CHRISTENSEN

Comments: _____

Inspection Approved: Yes No Date: 4/21/2015

Re-inspection Required: Yes No Date: _____

Re-inspection Approved: Yes No Date: _____

Building Inspector Report Attached: Yes No

S.A.F.E.R. Inspection Report Attached: Yes No

APPROVAL AND DEPARTMENT SIGNATURES

Temporary Approval Date: 4/23/2015 Expiration Date: 10/23/2015

Occupancy Certificate No. TCO-1078

Final Approval Date: _____

Occupancy Certificate No. _____

Signature of Zoning Administrator _____ Date _____

Signature of Building Inspector _____ Date _____

Signature of S.A.F.E.R. Inspector _____ Date _____

INSPECTION REPORT AND NOTICE OF NONCOMPLIANCE

Report Date: <i>4/21/15</i>	Inspection Date: <i>4/21/15</i>	Permit No.:	State Seal #	Parcel No.:
Project Address: <i>5705 MEMORIAL CT</i>		Subdivision:		Lot No.:
				Block No.:

Inspection Type(s):
 Footing Erosion Control Foundation Bsmt Drain Tile Underslab Plbg Rough HVAC
 Rough Plumbing Rough Electrical Construction Insulation/Energy Final Other:

Area Inspected, if Partial Inspection: _____
 If Final Inspection, Occupancy May: Take Place Now Take Place Temporarily for _____ days
 Not Take Place Until The Items Below Are Corrected and Inspected
 Other:

Owner:	Contractor:
	<i>PDM</i>
<i>BURN FITNESS</i>	

AN INSPECTION OF THE ABOVE PREMISES HAS DISCLOSED THE FOLLOWING NONCOMPLIANCES: None Noted

ORDER NO.	CODE SECTION	FINDINGS AND REQUIREMENTS
<i>1</i>		<i>EM LIGHTS EXTERIOR BROKEN SOME NOT WORKING</i>
<i>2</i>		<i>PENDANT LIGHT BOXES NO LIDS OR COVERS</i>
<i>3</i>		<i>NO HANDI-CAP PARKING & SIGN</i>
<i>4</i>		<i>NO STOPS FOR BAY ROOMS</i>
<i>5</i>		<i>PARKING NOT ENOUGH</i>

IMPORTANT: Please report when violations are corrected. AVOID DELAY

NOTICE OF NONCOMPLIANCE: All cited violations shall be corrected within 30 days after written notification unless an extension of time is granted. Each day that the violation continues after notice shall constitute a separate offense and is subject to remedies and penalties by the authority having jurisdiction. Appeals per ch. 68, WI Stats. and s. Comm 20.21.

Enforcing Jurisdiction: <input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> County OF:	Bldg Location Muni #	Authority By Municipal Ordinance Section::
Jurisdiction: <input type="checkbox"/> State Staff <input type="checkbox"/> State Insp Agency#	--	
Inspector's Name: <i>SCOTT TATRO</i>	Violations Explained To:	Compliance Date:
Inspector's Address:	Office Hours:	Telephone No.:

Orders Referred for Followup Legal Action To:	Date	Noncompliances Verified to Still Exist? (If needed, notate orders above.) <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Fees Collected(+)/Refunded(-) By State-Contracted Agency \$ Since Original Permit Issuance:
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Distribution: Ply 1 - Contractor Ply 2 - Inspector/State Ply 3 - Owner Ply 4 - File



FIRE INSPECTION REPORT FORM

5705 Memorial Ct.
LOCATION (Legal Address) Spin Fitness Studio

HEIGHT _____

CONSTRUCTION _____

NAME OF BUSINESS
Spin Fitness Studio

MAILING CITY _____

ZIP CODE _____

DATE OF INSPECTION _____

COMPLIANCE DATE _____

* Violations requiring corrective actions are circled below.

* §101.14 (2) of the Wisconsin Statutes constitutes every fire chief as being a deputy of the Wisconsin Department of Safety & Professional Services, except in cities of the 1st class, and requires chiefs or their inspectors to periodically inspect every public building and place of employment, for the purpose of determining and causing to be corrected any fire hazard or any violation of any law relating to fire hazards or to the prevention of fires per SPS 314.

<p>NFPA 1</p> <p>Ch 1 Administration [Also See SPS 314.01] 314.01(5) Temporary Use 1.7.6 Authority – Right of Entry to Inspect</p> <p>Ch 10 General Fire Safety</p> <p>10.1 Fundamental Requirements 10.2 Owner/Occupant Responsibilities [Also See SPS 314.01(8)] 10.3 Occupancy 10.4 Maintenance, Inspection, & Testing 10.5 Building Evacuation 10.6 Fire Drills 10.7 Reporting of Fires & Other Emergencies 10.8 Tampering with Fire Safety Equipment 10.10 Smoking 10.11 Open Flame, Candles, Open Fires, & Incinerators 10.12 Fire Protection Markings 10.13 Seasonal and Vacant Buildings and Premises 10.14 Combustible Vegetation 10.15 Special Outdoor Events, Carnivals, & Fairs 10.16 Outside Storage [Also See SPS 314.10(4)] 10.19 Storage of Combustible Materials 10.20 Indoor Children's Playground Structures</p> <p>Ch 11 Building Services</p> <p>11.1 Electrical Fire Safety 11.2 Heating, Ventilation, & Air-Conditioning 11.3 Elevators, Escalators, & Conveyors 11.5 Heating Appliances [Also See SPS 314.11(2)] 11.6 Rubbish Chutes, Incinerators, & Laundry Chutes 11.7 Stationary Generators and Standby Power Systems 11.8 Smoke Control 11.9 Emergency Command Center 11.11 Medical Gas and Vacuum Systems 11.12 Photovoltaic Systems</p> <p>Ch 12 Features of Fire Protection</p> <p>12.1 General 12.2 Construction 12.3 Fire-Resistive Materials & Construction 12.4 Fire Doors & Other Opening Protectives 12.5 Interior Finish 12.6 Contents & Furnishings 12.7 Fire Barriers 12.8 Smoke Partitions 12.9 Smoke Barriers</p> <p>Ch 13 Fire Protection Systems</p> <p>13.1 General 13.2 Standpipe Systems 13.3 Automatic Sprinklers [Also See SPS 314.13(1)-(2) & (6)] 13.6 Portable Fire Extinguishers 13.7 Detection, Alarm, & Communications Systems [Also See SPS 314.13(5)] 13.8 Other Fire Protection Systems 13.9 Non-Listed Fire Protection or Suppression Devices and Equipment</p> <p>Ch 14 Means of Egress</p> <p>14.4 Means of Egress Reliability 14.5 Door Openings</p>	<p>14.12 Illumination of Means of Egress 14.13 Emergency Lighting 14.14 Marking of Means of Egress</p> <p>Ch 16 Safeguards During Building Construction, Alteration, & Demolition Operations</p> <p>16.1 General Requirements 16.4 Safeguarding Construction & Alteration Operations [Also See SPS 314.16]</p> <p>Ch 17 Wildland Urban Interface</p> <p>Ch 18 Fire Department Access & Water Supply [Also See SPS 314.01(2)(a)3.a.-d.]</p> <p>18.1 General 18.2 Fire Department Access</p> <p>Ch 19 Combustible Waste & Refuse</p> <p>19.1 General 19.2 Combustible Waste & Refuse</p> <p>Ch 20 Occupancy Fire Safety</p> <p>Ch Scope: Furnishings; Contents; Decorations; Treated Finishes; Scenery; Foam; Exhibit & Display Materials; Hot Plates; Cooking Operations; Exposition Facilities & Trade Shows; Crowd Managers; Multi-Level Play Structures; High-Rise Buildings; Bulk Storage; Pesticides & Herbicides [Also See SPS 314.20 Open Flame Devices & Pyrotechnics, All Occupancies]</p> <p>Ch 21 Airports & Heliports</p> <p>Ch 22 Automobile Wrecking Yards</p> <p>Ch 23 Cleanrooms</p> <p>Ch 24 Drycleaning</p> <p>Ch 25 Grandstands & Bleachers, Folding & Telescopic Seating, Tents, & Membrane Structures</p> <p>25.1 General 25.2 Tents</p> <p>Ch 26 Laboratories Using Chemicals</p> <p>Ch 28 Marinas, Boatyards, Marine Terminals, Piers, & Wharves</p> <p>Ch 29 Parking Garages</p> <p>29.1 General</p> <p>Ch 30 Motor Fuel Dispensing Facilities & Repair Garages</p> <p>30.1 Motor Fuel Dispensing Facilities 30.2 Repair Garages 30.3 Operational Requirements</p> <p>Ch 31 Forest Products</p> <p>Ch 32 Motion Picture & Television Production Studio Soundstages & Approved Production Facilities</p> <p>Ch 33 Outside Storage of Tires</p> <p>Ch 34 General Storage</p> <p>34.1 General 34.4 Storage Arrangement 34.5 General Fire Protection 34.6 Building Equipment, Maintenance, & Operations 34.10 Storage of Idle Pallets</p> <p>Ch 40 Dust Explosion and Fire Prevention</p> <p>Ch 41 Welding, Cutting, and Other Hot Work</p> <p>41.1 General 41.2 Responsibility for Hot Work 41.3 Fire Prevention Precautions</p>	<p>Ch 42 Refueling</p> <p>42.1 General</p> <p>Ch 43 Spraying, Dipping, & Coating Using Flammable or Combustible Materials [Also See SPS 314.01(1)(f)]</p> <p>43.1 Application 43.5 Miscellaneous Spray Operations</p> <p>Ch 44 Solvent Extraction</p> <p>Ch 45 Combustible Fibers</p> <p>45.1 General 45.3 No Smoking 45.6 Baled Storage 45.7 Storage of Hay, Straw, & Other Similar Agricultural Products</p> <p>Ch 50 Commercial Cooking Equipment</p> <p>50.1 Application 50.2 General Requirements 50.4 Fire-Extinguishing Equipment 50.5 Procedures for the Use, Inspection, Testing, & Maintenance of Equipment</p> <p>50.6 Minimum Safety Requirements for Cooking Equipment</p> <p>Ch 51 Industrial Ovens & Furnaces</p> <p>Ch 52 Stationary Storage Battery Systems</p> <p>Ch 60 Hazardous Materials</p> <p>Ch 61 Aerosol Products</p> <p>Ch 63 Compressed Gases and Cryogenic Fluids</p> <p>63.1 General Provisions 63.3 Compressed Gases</p> <p>Ch 64 Corrosive Solids & Liquids</p> <p>Ch 65 Explosives, Fireworks, & Model Rocketry [Also See SPS 314.65]</p> <p>65.1 General 65.2 Display Fireworks 65.3 Pyrotechnics Before a Proximate Audience 65.10 Sale, Handling, & Storage of Consumer Fireworks</p> <p>Ch 66 Flammable & Combustible Liquids [Also See SPS 314.01(1)(f)]</p> <p>66.9 Storage of Liquids in Containers – General Requirements 66.19 Specific Operations</p> <p>Ch 67 Flammable Solids</p> <p>Ch 68 Highly Toxic and Toxic Solids & Liquids</p> <p>Ch 69 Liquefied Petroleum Gases & Liquefied Natural Gases</p> <p>69.1 General Provisions 69.2 LP-Gas Equipment & Appliances 69.3 Installation of LP-Gas Systems 69.5 Storage of Cylinders Awaiting Use, Resale, or Exchange 69.8 Liquefied Natural Gas [LNG] Facilities</p> <p>Ch 70 Oxidizer Solids & Liquids</p> <p>Ch 71 Pyrophoric Solids & Liquids</p> <p>Ch 72 Unstable [Reactive] Solids & Liquids</p> <p>Ch 73 Water-Reactive Solids & Liquids</p> <p>* Other Violations – See Remarks Below</p>
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REMARKS - A COPY OF THIS NOTICE WILL BE ON FILE IN THE OFFICE OF THE FIRE INSPECTOR FOR FURTHER ACTION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Illumination of means of egress must do work in building

Real fire extinguishers in building

[Signature]

OWNER/AGENT/MANAGER REPRESENTATIVE

INSPECTING OFFICER/FIRE DEPARTMENT



Permit

Permit NO. **ZONE-4-15-5880**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: **4/20/2015**

Expiration: **on Change of Use**

Project Address 5703 MEMORIAL CT WESTON, WI 54476		Project Name <NONE>	Applicant Burn Fitness
Parcel Number 19228081530002	Subdivision WESTON LANES COMMERCIAL PLAT	Block / Lot 0 / 2	Zoning
Owner Information AY, LLC	Address 8600 White Pine Court Wausau, WI 54403	Phone	Cell

Proposed Land Use: 94.4.05(10): Indoor Commercial Entertainment

ZONING:
Base District: B-3
Overlay District: WHP-A
Conditional Uses: None

Description of Work: Fitness Studio - Spinning (Bikes)

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner COMMERCIA	\$25.00	\$75.00	\$75.00	\$0.00
C.O. Existing Building Addition Commencie	\$0.00			
C.O. New Commercial Fee	\$0.00			
Certificate of Occupancy Fee	\$50.00			
Total:	\$75.00	Payment Type: Cash		

Comments: 22 parking spaces are provided, 18 are required.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 20, 2015**

Jared Wehner _____ Date **April 20, 2015**
 Issued By: Village of Weston, WI Authorized Signature

Office Copy

proposed to be stored (are there hazardous materials?); (3) a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); (4) existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); (5) what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; (6) please include any other pertinent information.

Has the operational plan been attached? Yes No
Does the operational plan include ALL the required components listed above? Yes No

SITE PLAN REQUIRED

A site plan shall be submitted with this application for the following circumstances: new construction, change of use in a single use building or if the Zoning Administrator sees it as a necessary requirement. The site plan showing the following features: subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached? Yes No
Does the site plan include ALL the required components listed above? Yes No

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning compliance permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached? Yes No

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.**

Jason Lowman

4/14/2015

Signature of Applicant

Date

Signature of Property Owner

Date

STAFF REVIEW

PIN: 19228081530002

Zoning: B-3 GENERAL BUSINESS Village ETZ

Filed After the Fact: Yes No

Fine Imposed: Yes No Amount: \$0.00

Conditional Use: Yes No Reason: _____

Use: _____

Proposed PC/ETZ Meeting Date: _____ CUP Number: _____

Rezone: Yes No Reason: _____

Requested Zone: _____

Proposed PC/ETZ Meeting Date: _____ Rezone Number: _____

Variance: Yes No Reason: _____

Requested Variance: _____

Proposed ZBA Meeting Date: _____ Variance Number: _____

Site Plan Application No. _____ Approval Date: _____

Building Permit No. _____ Approval Date: _____

Sign Permit No. _____ Permanent / Temp Date: _____

Code Section: 94.4.05(10) INDOOR COMMERCIAL ENTERTAINMENT

Comments: PERMITTED USE IN B-3 PER SECTION 94.3.05 ALLOWABLE USES IN NON-RESIDENTIAL AND MIXED USE ZONING DISTRICTS.



Signature of Zoning Administrator or Designee

4/20/2015
Date

Permit Number ZONE-4-15-5880

Approved Denied

STAFF TIME TABLE CHECKLIST

Pre-application conference with Planning and Development Department Staff. (optional)
Date: _____ Participants: _____

Application and required plans filed with the Village.
Date: 4/14/2015 Received by: JW

Application fee received by Village.
Date: 4/16/2015 Received by: JW

Application and submitted plans verified as being complete.
Date: 4/17/2015 Reviewed by: JW

Determination by Zoning Administrator as to whether requested zoning permit requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)
Review Authority: _____ Meeting Date: _____

Action Taken: Granted Granted with modifications Denied

Zoning Administrator (or designee) action. Designee: James Wilkey
Date: 4/20/2015 Action Taken: Granted Denied

Applicant notified of decision and sent Occupancy Permit Application.
Date: 4/20/2015 Sent by: JW

Attached in Smart Search.
Date: 4/20/2015 Attached by: JW

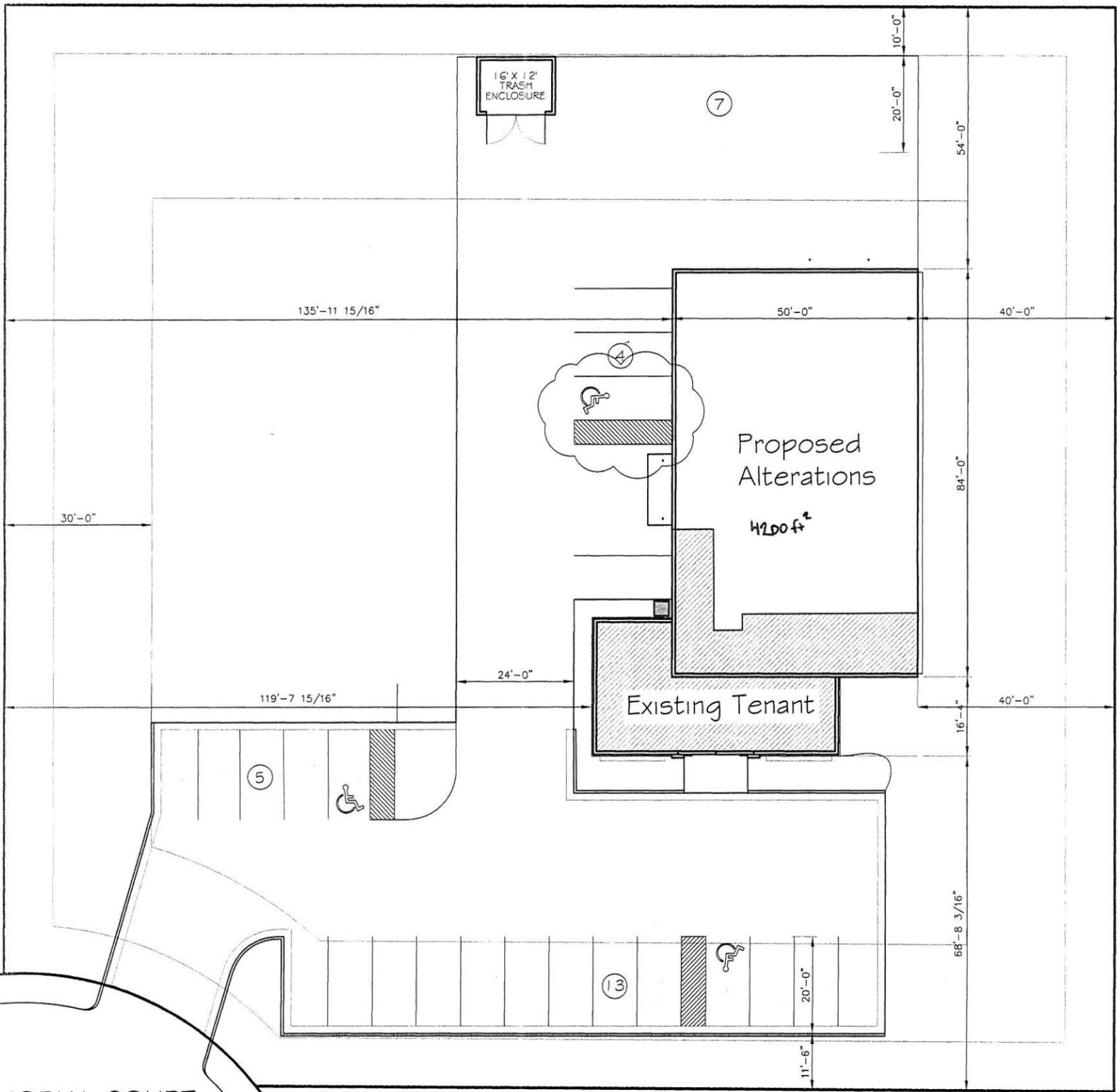
Attached and closed in Beehive.
Date: 4/20/2015 Closed by: JW

(10) Indoor Commercial Entertainment.

Includes all uses that provide entertainment services entirely within an enclosed building, or where outdoor entertainment facilities are present, the land area of such facilities is not greater than 15 percent of the gross floor area indoors. Indoor Commercial Entertainment uses often have operating hours that extend significantly later than most other commercial land uses. Examples of such land uses include restaurants, brewpubs, taverns, theaters, health or fitness centers, other indoor private recreation centers, training studios (dance, art, martial arts, etc.), bowling alleys, arcades, roller rinks, indoor shooting ranges, and pool halls. Does not include any "Microbeverage Production Facility" or "Adult Entertainment or Adult-Oriented Establishment," which instead are listed and regulated separately. Does not include permanent or seasonal dining establishments in which products are grown and served on the same farm, which are instead regulated as "On-site Agricultural Retail" uses.

Performance Standards:

1. A bufferyard meeting the requirements of Section 94.11.02(3)(d) shall be provided along all property borders abutting residentially zoned property.
2. Where the limited outdoor space allowed for Indoor Commercial Entertainment uses allows for the service or consumption of alcohol, the use requires a conditional use permit and is subject to the performance standards associated with an "Outdoor Alcohol Area" in Section 94.4.09(17).
3. Air domes may be allowed to house all or part of the indoor commercial entertainment use by conditional use permit.
4. Minimum Required Off-Street Parking: one space per every three patron seats, or the maximum capacity of the establishment (whichever is greater).



Existing Site Plan

Scale: 1" = 30'-0"

22 PARKING STALLS

- .060 MIL EPDM ROOFING (WRAP & CAP PARAPET)
 (2) LAYERS OF 3" POLYISOCYANURATE INSUL - MIN
 OVER 1 1/2" TYPE "B" DECKING



Certificate of Occupancy

Village of Weston
Department of Community Development
Building Inspection

This certificate issued pursuant to the requirements of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the jurisdiction regulating building construction or use. For the following:

Proposed Land Use	Light Industrial	Zoning Permit No.	ZONE-4-15-5839
Business Owner	Don Miller	Business	Greenville Colorants
		Date Issued	4/14/2015
		CO Number:	CO-1076



6703 Rickyval Street
Weston WI 54476

Location

A handwritten signature in black ink that reads "Jennifer L. Higgins". The signature is written in a cursive style and is positioned above a horizontal line.

Authorized Signature

Not Transferable

POST IN A CONSPICUOUS PLACE



Permit

Permit NO. **ZONE-4-15-5839**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: 4/14/2015

Expiration: on Change of Use

Project Address 6703 Rickyval Street Weston, WI 54476	Business Name Greenville Colorants	Applicant Don Miller
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Parcel Number 19228082320952	Subdivision PCL 1 & OUTLOT 1, CSM 12965, Vol. 56, Pg. 92, Doc #1337350	Zoning LI
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Business Owner Information Don Miller	Business Owner Mailing Address 105 Wood Street South, Greenville, SC 29611	Phone (704) 740-6969	E-Mail donm@greenvillecolorants.com
Property Owner Information Koury Investments	Property Owner Mailing Address 2418 Enterprise Drive, Ste A, Mondota Heights, MN 55120	Phone (651) 452-7272	E-Mail info@vikingplasticpk.com

Proposed Land Use: Light Industrial

Per the owner, there will be no outside storage, with the exception that a liquid tanker may be on location for brief periods of time. Two outgoing tanker deliveries and one raw material delivery would be a weekly average. Under growth conditions, this could triple. Normal business hours are 8am - 5pm, with 1 to 2 employees per day.

ZONING:
Base District: LI - Limited Industrial
Overlay District: N/A
Conditional Uses: N/A

Description of Work: Manufacturing brighteners for paper manufacturing companies, through a process of induction mixing to blend non-hazardous powders with soft water.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner COMMERCIA	\$0.00	\$100.00	\$100.00	\$0.00
C.O. Existing Building Addition Commercial	\$100.00			
C.O. New Commercial Fee	\$0.00			
Certificate of Occupancy Fee	\$0.00			
Total:	\$100.00			

Payment Type: Check / Number: 64367

Comments:
Code Section: 94.2.02(3)(f) Limited Industrial - Light industrial uses (as described in 94.4.08) are permitted uses in the LI District.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

April 14, 2015

Issued By: Jennifer Higgins, Director of Planning & Development

Date

Tuesday, April 14, 2015

Occupancy Certificate

Application
Village of Weston/ETZ
Date: 01/14/2015

Occupancy No. : CO-1076



5500 Schofield Ave
Weston, WI 54476

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

Business Name: Greenville Colorants Zoning Permit No.: ZONE-4-15-5839

OCCUPANCY INSPECTION FEES

<input checked="" type="checkbox"/> Building and Safety Inspection (2 included)	\$50.00 FEE	[43/4341]
<input type="checkbox"/> Building and Safety Re-inspection	\$50.00 FEE	[43/4341]

EXPLANATION OF THE CERTIFICATION PROCESS

No building or addition hereafter constructed or structurally altered shall be used for any purpose, and no addition to a previously existing building shall be occupied, no land used (except land used for garden or public recreation purposes and land without buildings or structures), and no change in a use shall occur until a Certificate of Occupancy has been issued by the Zoning Administrator. Every Certificate of Occupancy shall state that the use of occupancy complies with all of the provisions of Chapter 94 of the Municipal Code.

REQUIRED CONTACT AND EMERGENCY INFORMATION

Manager Name: Mike Bauer Phone: (201) 595-0200
Mailing Address: 6703 Rickyval Street Email: Not available at this time
Weston, WI 54476 Website: www.greenvillecolorants.com

Emergency Contact 1: Don Miller Phone: (704) 740-6969 Alt Phone: _____
Emergency Contact 2: _____ Phone: _____ Alt Phone: _____
Emergency Contact 3: _____ Phone: _____ Alt Phone: _____

Is the Business Equipped with an Alarm? Yes No Audible Alarm? Yes No
Alarm Type: _____ Monitored by: _____ Phone Number: _____
Burglar: Yes No _____
Fire: Yes No _____
Other: Yes No _____
Surveillance: Yes No Indoor Outdoor

What type of Fire Suppression System? Fire Extinguishers
Location of Fire Suppression Controls: _____

Is the Suppression System on an exterior alarm or via an alarm co.? _____

S.A.F.E.R. provides a *Knoxbox* Program, which would allow emergency entrance to the building by authorized emergency personnel via a key you provide located in the *Knoxbox* at the front entrance. Would you like someone from the fire department to contact you concerning this program? Yes No

Contact Name: _____ Phone No. _____

REQUIREMENTS AND CERTIFICATIONS

- Has a sign permit application been submitted? All business are required to have a sign. Yes No
- Is the address visible from the roadway? Are tenant addresses on the back doors of multi-tenant buildings? Yes No
- Has a copy of the Marathon County Health Department Certificate been attached? *If applicable.* Yes No
- Has a copy of the Wisconsin DNR and/or DATCP Certificate(s) been attached? *If applicable.* Yes No

REFUSE AND RECYCLING

The Village of Weston and State of Wisconsin require provisions for both refuse and recycling services for all commercial and multifamily facilities. Please contact your contracted hauler to ensure that adequate services are provided.

Hauler Name: Advanced Disposal Contact Name: Bill Rhodes
Mailing Address: 5509 Fuller Street Phone: 715-359-6637
Weston, WI 54476 Email: william.rhodes@advanceddisposal.com

Secondary Hauler Information (if applicable):

Hauler Name: N/A Contact Name: _____
Mailing Address: _____ Phone: _____
_____ Email: _____

Receptacle Information:

Refuse: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: 8 Yards
 Cardboard: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: 2 Yards
 Co-Mingled: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: _____ Yards
 Single-Stream: Number of containers: _____ 45 gal cart 95 gal cart dumpster: Size: _____ Yards
 Grease: Number of containers: _____ dumpster: Size: _____ Yards

ENCLOSURE REQUIREMENTS

All exterior (outside) storage of recyclable and non-recyclable containers, within multi-family dwellings and non-residential facilities and properties (all land uses other than "Single-Family Detached Residence", "Two-Family Residence", and "Agricultural Use"), shall be placed and maintained within a three-sided enclosure and enclosed on the fourth side with a gate to contain garbage, refuse, waste, recycling, and other debris. The enclosure shall further meet all of the following requirements: (1) Subject to accessory structure setback requirements included in Figures 5.01(2) and 5.02(2); (2) Must be at least 10 feet from any combustible walls, openings, or combustible roof eave lines, as per NFPA 1 (most recent addition); (3) Not placed in any minimum required front or street side yard; (4) Must be placed to the interior side or rear of the principal structure, unless such a location is not possible in the determination of the Zoning Administrator; (5) Must be a minimum of 30-feet long by 10-feet wide; (6) Must be 8-feet tall; (7) Placed on a permanent hard surface; (8) The recyclable and non-recyclable containers shall be fully screened and not visible from public rights-of-way and adjacent properties from the ground level; the screening shall consist of a solid fence constructed of masonry, commercial grade wood fencing, or other commercial grade material approved by the Zoning Administrator. Chain link fences and gates with slats are not permitted for this purpose; (9) The enclosure shall be constructed in such a manner so as to prevent paper, debris, and other refuse material from being blown through the fence; (10) The Village's Refuse and Recycling Site Application must be submitted and approved by the Village prior to installation (this application serves this purpose). The owner shall provide proof to the Zoning Administrator, from the owner's contracted solid waste/recycling hauler, that the design provides safe and reasonable access to the hauler to provide the contracted service.

Has an enclosure been shown in the site plan submitted with the Zoning Permit or Site Plan Application? Yes No
If no to previous question, has the site plan been attached? Yes No
Does the site plan include ALL the required components listed above? Yes No

The owner or designated agent may apply for a special exception from the Zoning Administrator regarding the minimum size, location, shape, and style of enclosure specified in subsection (a). The Zoning Administrator may grant a special exception if the applicant clearly shows that the ordinance requirement creates an unnecessary hardship and granting the special exception will not harm the public interest or undermine the purpose of this Chapter.

Is the applicant applying for a special exception? Explain below. Yes No

Refuse and recycling containers are being stored within the building.

INSPECTION REQUIRED

To arrange an inspection, please call (715) 359-6114. Occupancy inspections are conducted by appointment only. **All business must be inspected prior to opening. Inspections performed after the fact shall be subject to a double fee and a \$50.00 fine.** A forty-eight (48) hour notice is required for inspection. Inspections will be made within 72 hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Certificate of Occupancy shall be issued. In some cases a Temporary Certificate of Occupancy may be issued for a period of up to and not to exceed six (6) months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permits shall not be issued under such restrictions and provisions as will adequately ensure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to provisions of Chapter 94 to such a degree as to render it unsafe for the occupancy proposed. The Certificate of Occupancy will be mailed (and/or emailed) to the business at the mailing address (email address) provided and shall be placed in a conspicuous place on site. Any re-inspections that may occur beyond the second re-inspection shall incur a cost of \$50.00 thereafter.

Requested date for inspection: 03/26/2015 Time: 02:00 AM PM
Alternate date for inspection: 04/08/2015 Time: 11:00 AM PM
Date of Opening: 04/10/2015

STATEMENT OF UNDERSTANDING AND SIGNATURES

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Village Ordinances and state Laws regulating zoning and building construction, electric installation and/or heating and air conditioning installation. I agree to comply with approved drawings and I understand that any deviation from the approved plans must be authorized by the original approving authority and revised plans must be resubmitted to the Village. I also acknowledge that I am the property owner, or I am authorized to act as the owner's agent in obtaining this permit. I acknowledge that permits with no inspection activity for six (6) months shall be expired. I understand that it is the responsibility of the owner/owner agent to call for all required inspections and that as least 24 hour notice is required for all inspections. **Failing to include all the required information will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.**

Don Miller 01/14/2015
Signature of Applicant Date

Don Miller 01/14/2015
Signature of Property Owner Date

INSPECTIONS

Requested Inspection Date: 03-26-15 Call Back Confirmation Date: -

Date of Inspection: 03-26-15 Inspected By: Scott Tatro

EMPD Inspected: Yes No Inspected By: N/A

S.A.F.E.R. Inspected: Yes No Inspected By: Marty Christensen

Comments: See Attached 04-08-15 E-mail.

Inspection Approved: Yes No Date: 03-26-15

Re-inspection Required: Yes No Date: 04-08-15

Re-inspection Approved: Yes No Date: 04-08-15

Building Inspector Report Attached: Yes No

S.A.F.E.R. Inspection Report Attached: Yes No > see 04-08-15 e-mail

APPROVAL AND DEPARTMENT SIGNATURES

Temporary Approval Date: 04-08-15 Expiration Date: -

Occupancy Certificate No. CO-1076

Final Approval Date: 04-14-15

Occupancy Certificate No. 04-14-15

Jennifer Higgins 4/14/15
Signature of Zoning Administrator Date

Scott Tatro 4/14/15
Signature of Building Inspector Date

Marty Christensen 4/14/15
Signature of S.A.F.E.R. Inspector Date

Jared Wehner

From: Scott Tatro
Sent: Wednesday, April 8, 2015 12:08 PM
To: Marty Christiansen (mchristiansen@saferdistrict.org) (mchristiansen@saferdistrict.org)
Cc: Jared Wehner
Subject: Greenville Colorants

FYI , I went back to do the follow up inspection and all has been done, MSDS sheets are there, tanks are labeled, new fire extinguisher on fork lift as well as the electrical things I had. They are not the owners of the building but they have informed the owner about the knock box idea.

I will have Jared issue the CO unless you have an issue with anything else.

SST

Valerie Parker

To: Don Miller
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

Thanks again for your replies. I will work right away tomorrow to finish up this process and get your zoning/occupancy permits to you for your records.

Have a wonderful evening,

Valerie

From: Don Miller [mailto:DonM@GreenvilleColorants.com]
Sent: Monday, April 13, 2015 4:32 PM
To: Valerie Parker
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

We understand that there has to be a "waste charge" for water discharge no matter how small the discharge. Based on water in.....waste water out will be less than 0.25%

From: Don Miller [mailto:DonM@GreenvilleColorants.com]
Sent: Monday, April 13, 2015 4:26 PM
To: Valerie Parker
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

Each outgoing shipment will use about 32,500 lbs (3900 gals.) to 40,000 lbs (4800 gals.) water.

All washes will be returned to the production process.

We will attempt to send less than 100 gals per week of mop water (clean up of floor dust)..... other than sewage to the drain. **Sweeping will be the first line of defense against nuisance dust.**

From: Valerie Parker [mailto:vparker@westonwi.gov]
Sent: Monday, April 13, 2015 5:01 PM
To: Don Miller
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

Thanks Don.

This morning I was asked one other question to ask you to answer.

With the processing of your product, how much water usage will be used as well as what and how much bi-products will be discharged into the sanitary sewer.

Talk to you soon,

Valerie

From: Don Miller [mailto:DonM@GreenvilleColorants.com]
Sent: Monday, April 13, 2015 3:09 PM
To: Valerie Parker; Don Miller
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

Sorry for my delay, couldn't connect to network over weekend. Let me know if we need to discuss the answers.

From: Valerie Parker [mailto:vparker@westonwi.gov]
Sent: Friday, April 10, 2015 11:13 AM
To: Don Miller
Subject: RE: Greenville Colorants - 6703 Rickyval Street, Weston

04/10/15

Hi Don,

Thanks for speaking with me yesterday afternoon to help clarify contact information for the new Greenville Colorants business, here in Weston.

Again, I apologize if I am asking for things that may have previously been asked; however, as I am going through the paperwork, I am not seeing the Operational Plan for this new site. The operational plan just needs to be a small paragraph explaining the following:

1. A detailed description of the activities and process which will be taking place on the above-stated property. (Manufacturing brighteners for paper manufacturing companies)

We use a process of induction mixing to blend nonhazardous powders with soft water.

2. A statement regarding outdoor storage and detailed description of the materials being proposed to be stored (are there hazardous materials). (according to the initial application, there are no plans for outside storage)

There will be no outdoor storage with the exception that a liquid tanker may be on location for brief (hours) periods of time.

3. A statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?). (you mentioned there is only 1 employee, will there be deliveries of materials here, and how often)

At this point in time 2 out going tanker deliveries and 1 raw material delivery would be a weekly average. Under growth conditions this could triple.

Normal business hours 8 to 5, 1 to 2 employees per day

4. Existing facilities at the propose site. Will there be a need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage). (I would guess just some interior renovations for equipment?)

We built out the office space and installed process tanks.

5. What additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application.

NONE

6. Please include any other pertinent information.

I did place my comments to some of these questions (in red). If what I have is not completely correct, please add to it. The last two questions, I did not know if they would pertain to this business use or not.

I look forward to your response.

Sincerely,

Valerie

Valerie Parker
Administrative Specialist
Planning & Development Department
Village of Weston, Wisconsin
d. 715.241.2607
vparker@westonwi.gov

Municipal Center
5500 Schofield Avenue, Weston, WI 54476
p. 715.359.6114 | f. 715.359.6117
www.westonwi.gov

From: Valerie Parker
Sent: Thursday, April 9, 2015 10:35 AM
To: 'donm@greenvillecolorants.com'; 'zac.ehlers@greenvillecolorants.com'
Subject: Greenville Colorants - 6703 Rickyval Street, Weston

04/09/15

Good Morning Gentlemen,

I am working on the final processing of your zoning and occupancy application. As I complete the permit/certificate I want to be sure that I have the most up-to-date and accurate information.

It appears from an older application that Don Miller is the business owner, but out of South Carolina. Zac, are you the local business manager? Or, is someone else the main contact for the Weston Office.

Based on your main website (<http://www.greenvillecolorants.com>), I am listing the following on the business plan section of this permit:

Color Manufacturer - processing and distribution of dyes and specialty chemicals to the textile, paper, and other industries (ink, plastics, paint, stains, mulch, seed coatings, etc.).

Please let me know if what will be taking place at this Weston location is different. Also, how many employees do you anticipate here, and what will the working days/hours of operation be?

Also, as new businesses come to Weston, we like to help promote those businesses on our website and social medias, so any information you would like to provide, I can share with our Taxpayer Relations Director.

Thank you for your attention, and I look forward to your response.

Sincerely,

Valerie Parker
Administrative Specialist
Planning & Development Department
Village of Weston, Wisconsin
d. 715.241.2607
vparker@westonwi.gov

Municipal Center
5500 Schofield Avenue, Weston, WI 54476
p. 715.359.6114 | f. 715.359.6117
www.westonwi.gov

Commercial Zoning

Permit

Village of Weston/ETZ

Date: 01/14/2015

Permit No. : ZONE-4-15-583A

Payment: Cash Check No. 64367

FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING



5500 Schofield Ave
Weston, WI 54476

-- PLEASE USE THE ONLINE FILLABLE PDF --

ZONING FEES

Zoning Permit \$ 100.00 [43/4343]

EXPLANATION OF PROCESS

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit and a Certificate of Occupancy shall be made to the Department of Planning and Development prior to or at the same time as an application for a site plan review, building permit or certificate of occupancy not involving a building permit. **THIS IS AN APPLICATION AND NOT A PERMIT TO OCCUPY THE BUILDING.**

APPLICANT INFORMATION

Business Name:	<u>Greenville Colorants</u>	Contact Name:	<u>Don Miller</u>
Business Owner:	<u>Don Miller</u>	Mailing Address:	<u>105 Wood Street South</u>
Physical Address:	<u>6703 Rickyval Street</u>		<u>Greenville, SC 29611</u>
	<u>Weston, WI 54476</u>	Phone:	<u>(704) 740-6969</u>
Website:	<u>www.greenvillecolorants.com</u>	Email:	<u>donm@greenvillecolorants.com</u>
Date Opening:	<u>April, 2015</u>	Applicant will be:	<input type="checkbox"/> Renting <input checked="" type="checkbox"/> Leasing <input type="checkbox"/> Owning
Property Owner:	<u>Koury Investments LLC</u>	Contact Name:	<u>Mark Melchert (Viking Plastics)</u>
Mailing Address:	<u>2418 Enterprise Drive, STE A</u>	Phone:	<u>(651) 452-7272</u>
	<u>Mendota Heights, MN 55120</u>	Email:	<u>info@vikingplasticpkg.com</u>
Property Zone:	<u>LI - Limited Industrial</u>		

EXISTING AND PROPOSED USES

Current and proposed use of subject property (check all applicable uses, and whether each is a current use, proposed use, or both):

Multiple Family Residential – 3 or more units	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Mixed Commercial/Residential	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Office	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Commercial Retail/Service	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Industrial and Warehousing	<input type="checkbox"/> Current Use	<input checked="" type="checkbox"/> Proposed Use
Institutional	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Parking	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Excavation/Mining/Significant Earth Movement	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use
Other: _____	<input type="checkbox"/> Current Use	<input type="checkbox"/> Proposed Use

OPERATIONAL PLAN REQUIRED

The following components are required in the operational plan: (1) detailed description of the activities and process which will be taking place on the above stated property. This includes all principal uses, accessory uses and temporary uses (please see the use chart in Chapter 94 [Article 3 of the zoning code](#)); (2) a statement regarding outdoor storage and a detailed description of the materials being

proposed to be stored (are there hazardous materials?); (3) a statement regarding the impacts on the neighboring parcels. What is the anticipated increase in traffic? The number of employees working on site. Drop-off and/or pick-up of materials and/or products (what times will these occur?); (4) existing facilities at the proposed site. Will there be the need to add or reduce the facilities (this includes parking spaces and square footage of the building/space occupied or outdoor storage); (5) what additional licenses are required to operate? A copy of all licenses will be required to be submitted with the occupancy application; (6) please include any other pertinent information.

Has the operational plan been attached?

Yes No

Does the operational plan include ALL the required components listed above?

Yes No

SITE PLAN REQUIRED

A site plan shall be submitted with this application for the following circumstances: new construction, change of use in a single use building or if the Zoning Administrator sees it as a necessary requirement. The site plan showing the following features: subject site with lot dimensions, buildings, uses, fences, and other structures; easements; streets, railroads and other public right-of-ways; off-street parking areas; loading areas and driveways; outdoor storage areas; highway access restrictions and other restrictions where applicable; water ways, wetlands and floodplain boundaries; existing and proposed front, interior and rear yard setbacks. Some parcel information and maps may be obtained via the [Marathon County Land Information Mapping System](#).

Has the site plan been attached?

Yes No

Does the site plan include ALL the required components listed above?

Yes No

OTHER REQUIREMENTS

A copy or description of any prior rezoning, conditional use permit, site plan, variance or other Village actions may be required to be submitted before a zoning compliance permit may be issued. The Zoning Administrator or appointed designee will review the zoning compliance requirements with the applicant as necessary.

Has the required information been attached?

Yes No

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application; understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded. ALL FINALIZED PERMITS WILL BE SENT VIA EMAIL OR BE PICKED UP AT THE MUNICIPAL CENTER. Permits will not be sent by mail.**

Don Miller

01/14/2015

Signature of Applicant

Date

Don Miller

01/14/2015

Signature of Property Owner

Date

STAFF REVIEW

PIN: 192-2808-232-0952 Zoning: LI Village ETZ

Filed After the Fact: Yes No Fine Imposed: Yes No Amount: -

Conditional Use: Yes No Reason: -

Use: -

Proposed PC/ETZ Meeting Date: NIA CUP Number: _____

Rezone: Yes No Reason: _____

Requested Zone: _____

Proposed PC/ETZ Meeting Date: NIA Rezone Number: _____

Variance: Yes No Reason: _____

Requested Variance: _____

Proposed ZBA Meeting Date: - Variance Number: _____

Site Plan Application No. NIA Approval Date: -

Building Permit No. CBLD-1-15-5754 Approval Date: 01-19-15

Sign Permit No. SIGN-4-15-5850 + SIGN-4-15-5851 Permanent / Temp - Date: 04-10-15

Code Section: 94.2.02(3)(f) Limited Industrial

Comments: Light Industrial (described in 94.4.08) are permitted uses in the LI District

- ELEC-1-15-5755 01-19-15
- PLUM-1-15-5757 01-19-15
- HVAC-1-15-5756 01-19-15
- LCON-2-15-5770 02-09-15

Jennifer L Higgins
Signature of Zoning Administrator or Designee

4/14/15
Date

Permit Number ZONE-4-15-5839 Approved Denied

STAFF TIME TABLE CHECKLIST

Pre-application conference with Planning and Development Department Staff. (optional)
Date: 09-23-14 Participants: Jennifer Higgins, Jared Wehner, Keith Donner, Thomas McAlpine, Don Miller, Zac Ehlers, Joe Lynch, Ron Weiss, Ray O'Connor

Application and required plans filed with the Village.
Date: 01-14-15 Received by: Jared Wehner

Application fee received by Village.
Date: 01-14-15 Received by: Jared Wehner

Application and submitted plans verified as being complete.
Date: 04-13-15 Reviewed by: Valerie Parker

N/A Determination by Zoning Administrator as to whether requested zoning permit requires approval or recommendation from another body under the zoning ordinance (e.g., conditional use permit, site plan approval). (Skip if N/A)
Review Authority: _____ Meeting Date: _____

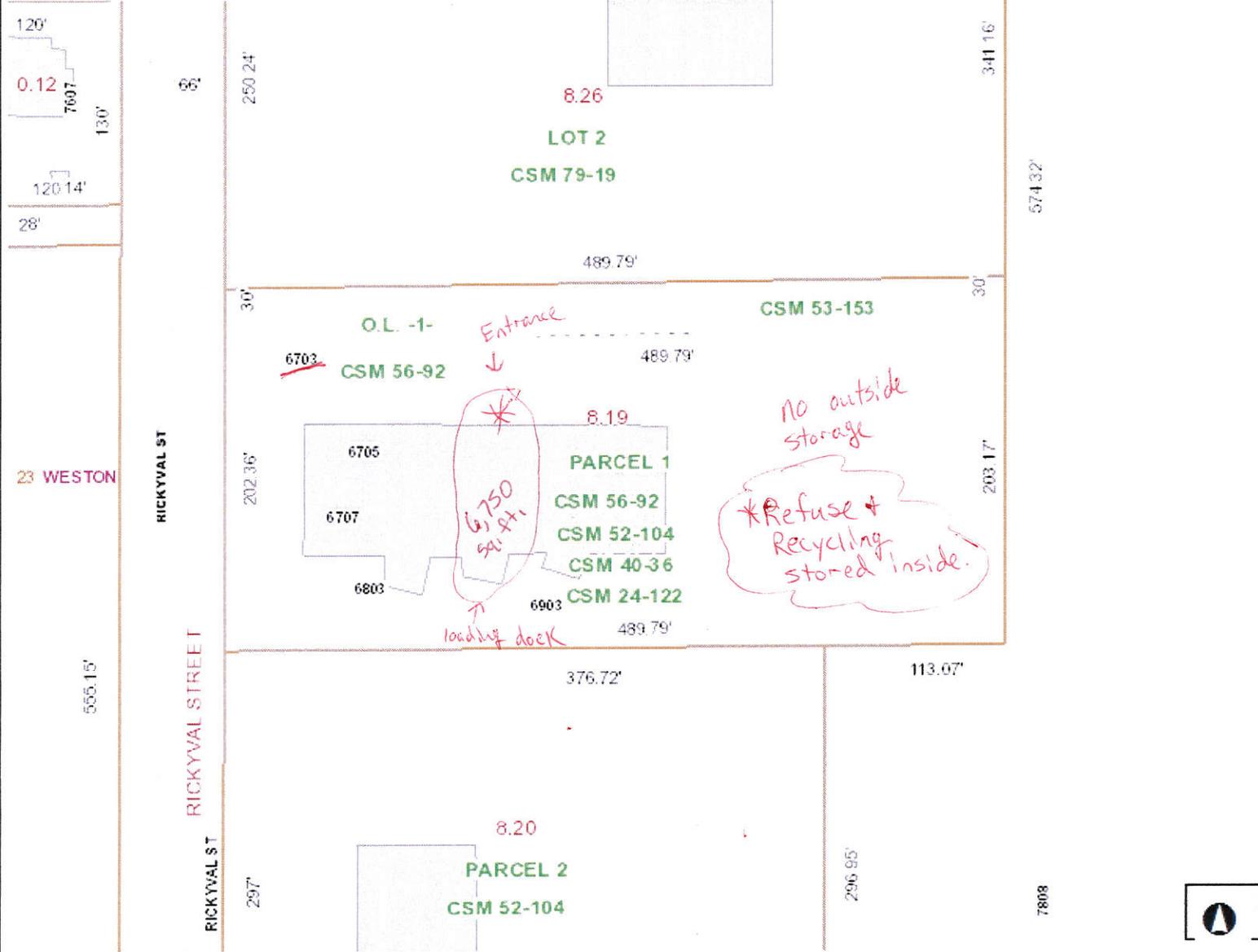
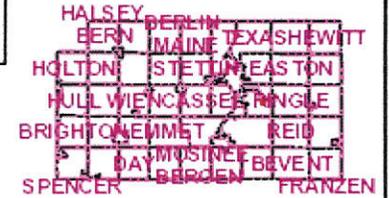
Action Taken: Granted Granted with modifications Denied

Zoning Administrator (or designee) action. Designee: ~
Date: 04-14-15 Action Taken: Granted Denied

Applicant notified of decision and sent Occupancy Permit Application.
Date: 04-14-15 Sent by: Valerie Parker

Attached in Smart Search.
Date: 04-14-15 Attached by: Valerie Parker

Attached and closed in Beehive.
Date: 04-14-15 Closed by: Valerie Parker



- ### Legend
- Parcels
 - Land Hooks
 - Addresses
 - Section Lines/Numbers
 - Right Of Ways
 - County-wide Buildings
 - Road Names
 - Named Places
 - Municipalities

47.28 0 47.28 Feet



User_Defined_Lambert_Conformal_Conic

DISCLAIMER: The information and depictions herein are for informational purposes and Marathon County-City of Wausau specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Marathon County-City of Wausau will not be responsible for any damages which result from third party use of the information and depictions herein or for use which ignores this warning.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



Valerie Parker

From: Jennifer Higgins
Sent: Thursday, September 25, 2014 3:46 PM
To: zac ehlers; Thomas J McAlpine Sr
Cc: Jared Wehner; donm@greenvillecolorants.com; Keith Donner; josephfl@greenvillecolorants.com; Ronald M Weiss; Ray Oconnor; Valerie Parker; Scott Tatro
Subject: Follow up from 6703 Rickyval Street Site
Attachments: List of Haulers.pdf; Site Plan Review - Commercial Refuse and Recycling Site Application & Or....pdf

Gentlemen,

This email is to follow up on our meeting this past Tuesday. I have attached a list of the refuse and recycling haulers in the area for your use. As I stated in the meeting, you are able to contract with whomever you like for this service. I have attached the application for Commercial Refuse and Recycling which would need to be signed by the hauler you end up contracting with and returned to the Village prior to final occupancy of the building.

We do have a business here in Weston called C&R Brokers which recycle paper, plastic, cardboard, banding (steel and plastic), pallets (wood and plastic). It is run by Craig and Ryan Emenecker. They can be reached directly at craig.emenecker@yahoo.com, phone: 715-841-4890/715-581-6851.

I believe Public Works will be following up with a map of the hydrants if they haven't done so already.

Please let us know if you need anything else or having any questions or concerns. It was a pleasure meeting with you and we look forward to your company joining our business community here in Weston.

Jennifer

JENNIFER HIGGINS

Director of Planning & Development

Village of Weston, WI

5500 Schofield Avenue, Weston, WI 54476

Phone: 715-241-2638 | Cell: 715-573-9785 | Fax: 715-359-6117

Email: jhiggins@westonwi.gov | jhigginsvow@facebook.com

Schedule appointments with me at <http://doodle.com/vowjhiggins>

Visit us on the web at www.westonwi.gov

Certificate of Occupancy

Village of Weston
Department of Community Development
Building Inspection

This certificate issued pursuant to the requirements of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the jurisdiction regulating building construction or use. For the following:

Proposed Land Use	Retail	Zoning Permit No.	ZONE-4-15-5884
Property Owner	Lokre Development	Business	The Vapour Lounge
Business Owner	Randy Hammad	Date Issued	4/21/2015
Business Manager	Jaya Charbarneau	CO Number:	CO-1077

3910 SCHOFIELD AVE SUITE 5
WESTON WI 54476

Location



Authorized Signature

Not Transferable

POST IN A CONSPICUOUS PLACE



Permit

Permit NO. **ZONE-4-15-5884**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Final**

Issue Date: **4/21/2015**

Expiration: **on Change of Use**

Project Address 4002 SCHOFIELD AVE WESTON, WI 54476	Business Name The Vapour Lounge	Applicant Jaya Charbarneau (715) 298-5957 jaya.sita.charbarneau@gmail.com
--	---	---

Parcel Number 19228081740894	Subdivision PCL 1, CSM#11806, Vol. 50, Pg. 94, Doc #1234452	Zoning B-3 with D-WC Overlay
--	---	--

Business Owner Information Randy Hammad	Business Owner Mailing Address 4501 Rib Mountain Drive, Wausau, WI 54401	Phone (612) 991-4999	E-Mail randyhammad@gmail.com
Property Owner Information Lokre Development	Property Owner Mailing Address PO Box 215, Plover, WI 54476	Phone (715) 342-9200	E-Mail victor@lokre.com

Proposed Land Use: Retail

ZONING:

Base District: B-3
 Overlay District: D-WC
 Conditional Uses: N/A

Description of Work:

Retail Sales of Vapour Cigarettes and Supplies

Website: www.thevapourshoppe.com

Number of Employees: 3 - 5

Hours of Operation:

Mon. - Thurs. 10:00 a.m. - 9:00 p.m.
 Fri. & Sat. 10:00 a.m. - 10:00 p.m.
 Sun. 11:00 a.m. - 7:00 p.m.

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner COMMERCIAL	\$25.00	\$25.00	\$25.00	\$0.00
C.O. Existing Building Addition Commercial	\$0.00			
Fee C.O. New Commercial Fee	\$0.00			
Certificate of Occupancy Fee	\$0.00			
Total:	\$25.00	Payment Type: Cash		

Comments:

Code Sections: 94.2.02(3)(d) & 94.6.02(3)(d) Indoor Sales & Services are permitted uses in the B-3 District.

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

April 21, 2015

Issued By: Jennifer Higgins, Director of Planning & Development

Date

Mon - ~~Thurs~~ = 10:00am - 9:00pm
Fri + Sat = 10:00am - 10:00pm
Sun = 11:00am - 7:00pm

Proposed Date of Opening: 3/15/15 Days and hours of Operation: _____
Is this a (Check all that apply): New Business New Building Change of Ownership
 Existing Business – Building Addition Seasonal/Temporary (Dates of Operation): _____
 Location Change (Within the Village of Weston) – Provide Address: _____

Square Footage of Space: _____ Number of Employees: 3-5
Number of Available Parking Spaces: _____

Liquor License Required: Yes (Contact the Village Clerk) No
Marathon Co. Health Dept. Cert.: Yes; Type: _____ No
Wisconsin DNR Certification: Yes; Type: _____ No

Additional Required Documents/Certifications: (Prior to Occupancy)

- COMPLETE SIGN APPLICATION PRIOR TO SIGN INSTALLATION/OPEN DATE
- ADDRESS VISABLE FROM ROAD WAY. ADDRESS ON BACK DOOR(S) OF ALL MULTI-TENANT BUILDINGS.
- PROVIDE A PROPOSED BUSINESS PLAN AND SITE OPERATIONAL PLAN AND INCLUDE ANY OUTDOOR STORAGE, HAZARDOUS MATERIALS AND/OR FLAMMABLE MATERIALS BEING STORED ON THE PREMISE IN A SEPARATE DOCUMENT.
- A GENERAL SITE PLAN WITH DETAILED LOCATIONS OF ANY OUTDOOR STORAGE AREAS ON 11'x 17' AND PDF FORMAT MUST BE PROVIDED IN ORDER FOR THE APPLICATION TO BE PROCESSED IN A TIMELY MANNER.
- PROVIDE A COPY OF ALL CERTIFICATES GRANTED BY THE MARATHON COUNTY HEALTH DEPARTMENT (If Applicable).
- PROVIDE A COPY OF ALL CERTIFICATES GRANTED BY THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (If Applicable).

Explanation of the Permit Process

No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit and a Certificate of Occupancy shall be made to the Department of Planning and Development prior to or at the same time as an application for a building permit or prior to the commencement of any use not involving a building permit.

THIS IS AN APPLICATION AND RECEIPT AND NOT A PERMIT TO OCCUPY THE BUILDING.

To arrange an inspection, please call (715) 359-6114. Occupancy inspections are conducted by appointment only. A twenty-four (24) hour notice is required for inspection. Inspections will be made within 72 hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Zoning Permit and a Certificate of Occupancy shall be issued. In some cases a Temporary Certificate of Occupancy may be issued for a period of up to and not to exceed six (6) months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permits shall not be issued under such restrictions and provisions as will adequately ensure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to provisions of Chapter 94 to such a degree as to render it unsafe for the occupancy proposed. The Certificate of Occupancy will be mailed (and/or emailed) to the business at the mailing address (email address) provided and shall be placed in a conspicuous place on site.

Applicant Agreement and Signature

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all Village Ordinances and state Laws regulating zoning and building construction, electric installation and/or heating and air conditioning installation. I agree to comply with approved drawings and I understand that any deviation from the approved plans must be authorized by the original approving authority and revised plans must be resubmitted to the Village. I also acknowledge that I am the property owner, or I am authorized to act as the owner's agent in obtaining this permit. I acknowledge that permits with no inspection activity for six (6) months shall be expired. I understand that it is the responsibility of the owner/owner agent to call for all required inspections and that as least 24 hour notice is required for all inspections.

Signature: _____ Date: _____

Print Name: _____

**Commercial Zoning
and Occupancy
Permit Review**

Permit No. : ZONE-4-15-5884
Certificate No. : CO-1077



Village of Weston

Date Filed: 02-26-15

Received by: VP

Payment Received: 02-26-15

Payment: Cash Check No. _____

Fine Imposed: Yes No

PIN: 192-2808-174-0894 Zoning: B3 w/ D-WC overlay

Conditional Use: Yes No Reason: _____

Rezone: Yes No Reason: _____

Variance: Yes No Reason: _____

Site Plan Application No. N/A Approval Date: -

Building Permit No. _____ Date: _____

Sign Permit No. SIGN-3-15-5788 Permanent/Temp Date: 03-02-2015

Comments: _____

Inspections

Requested Inspection Date: 03-19-15 Call Back Confirmation Date: _____

Date of Inspection: 03-19-15 Inspected By: _____

EMPD Inspected: Yes No Inspected By: _____

S.A.F.E.R. Inspected: Yes No Inspected By: _____

Comments: _____

Approval and Department Signatures

Director of Planning and Development [Signature] Date: 4/22/15

Building Inspector [Signature] Date: 3/19/15

S.A.F.E.R. [Signature] Date: 3/19/15

Approval Date: 04-21-15 Permanent Temporary Exp Date: -

Conditional Use Permit No. N/A Approval Date: _____

Rezone Permit No. N/A Approval Date: _____

Variance Permit No. N/A Approval Date: _____

Plan Commission Meeting Date: N/A

Valerie Parker

To: Jaya Charbarneau (jaya.sita.charbarneau@gmail.com); Randy Hammad (randyhammad@gmail.com)
Cc: Donna Van Swol; Greg Schmidt (schmidtgregd@gmail.com); Heather Meliska; Jared Wehner; Jennifer Higgins; Kristy Isberner (Kristy.Isberner2@co.marathon.wi.us); Marty Christiansen (mchristiansen@saferdistrict.org); Paul Wirth (pwirth@saferdistrict.org); Renee Hodell; Scott Tatro; Steve Meilahn (smeilahn@saferdistrict.org)
Subject: The Vapour Lounge, 3910 Schofield Avenue #5, Weston - Certificate of Occupancy
Attachments: ZONE-4-15-5884 CO-1077 The Vapour Lounge 3910-5 Schofield Avenue.pdf

04/21/15

Hi Jaya and Randy,

Attached for your records is your Certificate of Occupancy and Zoning Permit. Though I believe your location is now up and running, if by chance you are not, then you are all set to start.

Someone will need to contact our Utility Clerk, Donna Van Swol, to be sure your water/sewer account is current. She is "cc'd" in on this message, or you can contact her by calling 715-359-2876 (from 7:30 a.m. – 4:00 p.m.), or you can simply e-mail her at dvanswol@westonwi.gov. Also, per your application, you are located at 3910 Schofield Avenue, Suite 5. Please confirm that we have the correct suite.

I also have both Renee Hodell, Taxpayer Relations Coordinator, and Heather Meliska, Communications Specialist, who can help you with spreading the word of your new location here. They may reach out to you for the proper wording of an announcement (if this has not been done already).

Thanks for your attention, and have wonderful afternoon!

Sincerely,

Valerie

Valerie Parker
Administrative Specialist
Planning & Development Department
Village of Weston, Wisconsin
d. 715.241.2607
vparker@westonwi.gov

Municipal Center
5500 Schofield Avenue, Weston, WI 54476
p. 715.359.6114 | f. 715.359.6117
www.westonwi.gov

Certificate of Occupancy

Village of Weston
Department of Planning and Development
Building Inspection

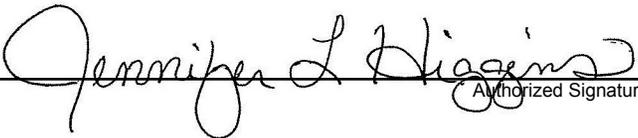
This certificate issued pursuant to the requirements of the International Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of the jurisdiction regulating building construction or use. For the following:

Proposed Land Use	94.186(b)(3) - Automobile Accessory Store	Zoning Permit No.	ZONE-4-15-5883
Owner	Patrick Tasset	Business	
Subdivision/Project	O'Reilly Auto Parts	Date Issued	5/4/2015
		CO Number:	CO-1079



3110 Schofield Avenue
Weston WI 54476

Location


Authorized Signature

Not Transferable

POST IN A CONSPICUOUS PLACE



Permit

Permit NO. **ZONE-4-15-5883**

Permit Type: **Zoning**

Work Classification: **Commercial**

Permit Status: **Active**

Issue Date: **10/24/2014**

Expiration: **on Change of Use**

Project Address 3110 Schofield Avenue Weston, WI 54476		Project Name O'Reilly Auto Parts	Applicant O'Reilly Automotive, Inc.
Parcel Number 19228081730979	Subdivision	Block / Lot 0 / 0	Zoning B-3
Owner Information O'Reilly Automotive, Inc.	Address 233 Patterson Avenue S Springfield, MO 65802	Phone (417)862-2674	Cell

Proposed Land Use: 94.186(b)(3) - Automobile Accessory Store

ZONING:
Base District: B-3
Overlay District: WHP
Conditional Uses: None

Description of Work: Retail - Auto Parts Store

FEE SUMMARY

Fees Due	Amount	Total	Amt Paid	Amt Due
C.O. Change of Use/Owner COMMERCIA	\$0.00	\$150.00	\$150.00	\$0.00
C.O. Existing Building Addition Commencie	\$0.00			
C.O. New Commercial Fee	\$150.00			
Certificate of Occupancy Fee	\$0.00			
Total:	\$150.00	Payment Type: Check / Number: 120567		

Comments:

I HEREBY UNDERSTAND THAT THIS PERMIT DOES NOT GRANT ANY RIGHT OR PRIVILEGE TO ERECT ANY STRUCTURE OR TO USE ANY PREMISE HEREIN DESCRIBED FOR ANY PURPOSE OR IN ANY MANNER PROHIBITED BY THE VILLAGE OF WESTON ZONING ORDINANCE. SPECIAL CONDITIONS AND/OR PROVISIONS STATED ON THIS BUILDING PERMIT SUPERCEDE ANY OTHER INFORMATION PROVIDED BY THE APPLICANT, INCLUDING INFORMATION PROVIDED ON THE PLANS. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HERIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Signature of Owner / Applicant / Contractor / _____ Date **April 20, 2015**

Jared Wehner _____ Date **April 20, 2015**
Issued By: Village of Weston, WI Authorized Signature

Office Copy

Commercial Zoning and Occupancy Permit Application

Village of Weston
Date: 10-17-2014

Permit No. : ZONE-4-16-5883
Certificate No. :



5500 Schofield Avenue
Weston, WI 54476
(715) 359-6114

Payment: Cash Check No. 120567

Commercial Zoning and Occupancy Permits

[FINE = FEE x 2 for late applications]

- New Construction \$150.00 FEE [43/4341]
- Existing Building: Building Addition \$100.00 FEE [43/4345]
- Existing Building: Change of Owner or Use \$25.00 FEE [43/4343]

-- ALL FIELDS MUST BE FILLED OUT TO BE PROCESSED PLEASE PRINT LEGIBLY --

Business Information:

This space is [Rented Leased Owned] by the business.

Business Name:	<u>O'Reilly Auto Parts</u>	Contact Name:	<u>Jeremy Bass</u>
Physical Address:	<u>3110 Schofield Avenue Weston, WI 54476</u>	Mailing Address:	<u>O'Reilly Auto Parts 233 South Patterson Avenue</u>
Website:		Email:	<u>jbass2@oreillyauto.com</u>
Phone:		Fax:	<u>417-874-7153</u>

Business Owner Information:

Property Owner Information:

Name:	<u>O'Reilly Automotive Stores, Inc.</u>	Name:	<u>O'Reilly Automotive Stores, Inc.</u>
Mailing Address:	<u>233 South Patterson Avenue Springfield, MO 65802</u>	Mailing Address:	<u>233 South Patterson Avenue Springfield, MO 65802</u>
Phone No.:	<u>417-829-2949</u>	Phone No.:	<u>417-829-2949</u>
Email:	<u>jbass2@oreillyauto.com</u>	Email:	<u>jbass2@oreillyauto.com</u>

Emergency Information (REQUIRED FOR EVEREST METRO PD AND S.A.F.E.R.):

Emergency Contact #1:	_____	Phone:	_____	Alt Phone:	_____
Emergency Contact #2:	_____	Phone:	_____	Alt Phone:	_____
Emergency Contact #3:	_____	Phone:	_____	Alt Phone:	_____

Is the Business Equipped with an Alarm? Yes No Audible Alarm? Yes No

Alarm Type: _____ Monitored by: _____ Phone: _____

Burglar: Yes No _____

Fire: Yes No _____

Other: Yes No _____

Is there Outdoor Storage of Materials or Product? Yes No
Please Describe in detail within the **Operational Plan**

Is there any Storage of any Flammable or Hazardous Materials on the Premise? Yes No
Please Describe in detail within the **Operational Plan**

What type of Fire Suppression System? None
Location of Fire Suppression Controls: N/A

S.A.F.E.R. provides a *Knoxbox* Program, which would allow emergency entrance to the building by authorized emergency personnel via a key you provide located in the *Knoxbox* at the front entrance. Would you like someone from the fire department to contact you concerning this program? Yes No
Contact Name: Stacy Truax Phone No. 507-440-8819

Proposed Date of Opening: 3/3/2015 Days and hours of Operation: M-Sa. 7:00-10:00 Sun 8:00-8:00

Is this a (Check all that apply): New Business New Building Change of Ownership

Existing Business – Building Addition Seasonal/Temporary (Dates of Operation): _____

Location Change (Within the Village of Weston) – Provide Address: _____

Square Footage of Space: 7,453 Number of Employees: 12

Number of Available Parking Spaces: 30

Liquor License Required: Yes (Contact the Village Clerk) No

Marathon Co. Health Dept. Cert.: Yes; Type: _____ No

Wisconsin DNR Certification: Yes; Type: Asbestos Abatement No

Additional Required Documents/Certifications: (Prior to Occupancy)

- COMPLETE SIGN APPLICATION PRIOR TO SIGN INSTALLATION/OPEN DATE
- ADDRESS VISABLE FROM ROAD WAY. ADDRESS ON BACK DOOR(S) OF ALL MULTI-TENANT BUILDINGS.
- PROVIDE A PROPOSED BUSINESS PLAN AND SITE OPERATIONAL PLAN AND INCLUDE ANY OUTDOOR STORAGE, HAZARDOUS MATERIALS AND/OR FLAMMABLE MATERIALS BEING STORED ON THE PREMISE IN A SEPARATE DOCUMENT.
- A GENERAL SITE PLAN WITH DETAILED LOCATIONS OF ANY OUTDOOR STORAGE AREAS ON 11'x 17' AND PDF FORMAT MUST BE PROVIDED IN ORDER FOR THE APPLICATION TO BE PROCESSED IN A TIMELY MANNER.
- PROVIDE A COPY OF ALL CERTIFICATES GRANTED BY THE MARATHON COUNTY HEALTH DEPARTMENT (If Applicable).
- PROVIDE A COPY OF ALL CERTIFICATES GRANTED BY THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES (If Applicable).

Explanation of the Permit Process

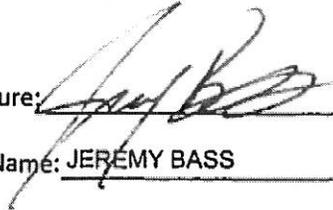
No new building and no existing building which is to be remodeled or relocated shall be issued a building permit until a zoning permit has been issued to certify that such construction or change would comply with the provisions of Chapter 94 of the Village of Weston Municipal Code, Wisconsin Uniform Building Code, and Village Building Codes. Buildings or spaces within buildings are not allowed to be occupied without a Certificate of Occupancy issued in the name of the tenant occupying that building or space. Applications for a Zoning Permit and a Certificate of Occupancy shall be made to the Department of Planning and Development prior to or at the same time as an application for a building permit or prior to the commencement of any use not involving a building permit.

THIS IS AN APPLICATION AND RECEIPT AND NOT A PERMIT TO OCCUPY THE BUILDING.

To arrange an inspection, please call (715) 359-6114. Occupancy inspections are conducted by appointment only. A twenty-four (24) hour notice is required for inspection. Inspections will be made within 72 hours after the notification of the completion, erection, alteration or relocation of the building or of intent to commence a use. If the building and its intended use of the premise comply with the requirements of Chapter 94 and all State and Village codes, a Zoning Permit and a Certificate of Occupancy shall be issued. In some cases a Temporary Certificate of Occupancy may be issued for a period of up to and not to exceed six (6) months during the completion of alterations or during partial occupancy of a building pending its permanent occupation. Such temporary permits shall not be issued under such restrictions and provisions as will adequately ensure the safety of the occupants. A temporary permit shall be voided if the building fails to conform to provisions of Chapter 94 to such a degree as to render it unsafe for the occupancy proposed. The Certificate of Occupancy will be mailed (and/or emailed) to the business at the mailing address (email address) provided and shall be placed in a conspicuous place on site.

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Signature:  Date: 10/20/2014
Print Name: JEREMY BASS

O'Reilly Auto Parts
3110 Schofield Ave
Weston, WI

Operation Plan:

Construction of a new O'Reilly Auto Parts Store is being planned for 3110 Schofield Avenue, near the intersection of Schofield Avenue and Birch Street. The property currently contains several buildings to be demolished, and is zoned B-3. Site Improvements include 30 parking spaces, parking lot and landscaping. The store will be owned by O'Reilly Automotive Stores, Inc. and is a business for the purpose of the retail sale of auto parts. 3,303 square feet at the front of the store is the primary area used by customers.

This building is planned to be open Monday through Saturday, 7:00 AM to 10:00 PM and Sunday, 8:00 AM to 8:00 PM. O'Reilly Auto Parts will employ approximately 12 people, regularly, with 3 to 8 employees in the store at all times and expects to host up to 15 customers at any given time.

Products stored in the building are automotive parts and related vehicle accessories. A semi-truck will make deliveries to the store five days of the week. The delivery door is located on the west side, near the rear of the building. These trucks and customer / employee vehicles will produce modest noise, similar to neighboring commercial properties. There will be no exterior storage of merchandise. The only hazardous materials kept in the store will be items for sale in approved containers, such as spray paint and cleaning materials. The quantity of these materials will be within code specified amounts.