

**VILLAGE OF WESTON, WISCONSIN
AGENDA ITEM COVER SHEET**

MTG/DATE: Board of Trustees – 04/16/18

FROM: Jennifer Higgins, Director of Planning & Development
Jared Wehner, Assistant Planner

DESCRIPTION: Resolution No. 2018-016 A Resolution Authorizing the Enforcement of Missing and Non-Visible Addresses in the Village.

ACTION:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Proclamation
	<input type="checkbox"/> Deny	<input type="checkbox"/> Policy	<input type="checkbox"/> Report
	<input type="checkbox"/> Expenditure	<input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Resolution

QUESTION:

Should the Village Board authorize staff to begin enforcement on properties within the Village who do not have visible address numbers displayed on their homes and businesses?

BRIEF:

On 11/20/17, the Village Board adopted Res. No. 2017-033 which rescinded the original Res. No. 2015-049, adopted 12/21/15, and therefore Village participation in the Countywide Addressing Project. In this 2017 resolution, the Village Board directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances. Village Planning & Development Staff completed a Windshield Survey of all residential properties in the summer of 2017 in preparation for the Village's participation in the Marathon County Uniform Addressing Project. It was found that over 1600 residential properties had missing or non-visible address numbers or flag signs, which is in violation of the Village addressing ordinance found in Chapter 14 of the Village Ordinances. Public Safety reviewed and recommended, at their 3/26 meeting, that the Board approve the resolution. By the Board, adopting this resolution, it will direct staff to begin working with residents to bring their properties into compliance and ensure that EMS have visible address numbers on properties to assist with emergency response.

RECOMMEND: Staff recommends approval of the Resolution.

COMMITTEE: Public Safety Committee & BOT has reviewed addressing related issues at a number of meetings throughout 2017. A presentation was most recently given by staff at the 2/26/18 PS meeting.

Endorsed by the Public Safety Committee on 3/26/18

REQUEST: Approve Resolution 2018-016.

Is there an additional briefer with this agenda item?

Are there additional reference documents which have been attached to this report?

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2018-016**

- A RESOLUTION,** Authorizing the Enforcement of Missing and Non-Visible Addresses in the Village.
- WHEREAS,** Chapter 14, Article V. *House and Building Numbering* is the Village Ordinance which regulates addressing within the village.
- WHEREAS,** The intent of this article is to assist the police and fire departments in quickly finding the correct residence at which to provide emergency services by requiring house and building numbers to be placed in prominently visible locations
- WHEREAS,** Planning & Development Staff completed a Windshield Survey of all residential properties within the Village in the summer of 2017 to collect data for the Village's participation in the Marathon County Uniform Addressing Project and compliance with Chapter 14, Article V.
- WHEREAS,** It was found that over 1500 residential properties contained missing or non-visible address numbers or flag signs.
- WHEREAS,** in November 2017, the Board of Trustees rescinded the Village's participation in the Marathon County Uniform Addressing Project by adopting Resolution No. 2017-033.
- WHEREAS,** Resolution No. 2017-033 directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances
- WHEREAS,** Over the course of the last few months, Staff has been meeting with the Public Safety Committee to determine the best approach to meeting the wishes of the Board outlined in Resolution No. 2017-033.
- WHEREAS,** Due to the number of properties currently containing missing or non-visible address numbers, the Public Safety Committee, at their March 26, 2018 meeting, has determined this to be a public safety issue in need of immediate attention and

recommend to the Board they direct staff to begin working with property owners, through this Resolution, to obtain compliance with Chapter 14, Article V in regard to missing and non-visible address numbers.

BE IT RESOLVED by the Board of Trustee for the Village of Weston they direct staff to begin working with property owners to obtain compliance with Chapter 14, Article V in regard to missing and non-visible address numbers.

BE IT FURTHER RESOLVED that the Board of Trustees authorize staff to use enforcement procedures outlined in Chapter 14, Article V, if property owners chose not to comply following the initial notification letter.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 16 day of April 2018.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: 
BARBARA ERMELING, President

ATTEST:

By: 
SHERRY WEINKAUF, Clerk

VILLAGE OF WESTON, WISCONSIN

AGENDA ITEM BRIEFER

1. Policy Question:

Should the Village Board direct staff to begin enforcement of missing and non-visible address numbers within the village?

2. Purpose:

The purpose of asking this question is to receive guidance and feedback from Village policymakers regarding the “policy question” written out above.

3. Background:

On 11/20/17, the Village Board adopted Res. No. 2017-033 which rescinded the original Res. No. 2015-049, adopted 12/21/15, and therefore Village participation in the Countywide Addressing Project. In this 2017 resolution, the Village Board directed Village Staff to withdraw from the county-wide uniform address project and instead focus on code enforcement, citations and public education, as well as, other locally lead initiatives to effect compliance with current village ordinances. Village Planning & Development Staff completed a Windshield Survey of all residential properties in the summer of 2017 in preparation for the Village’s participation in the Marathon County Uniform Addressing Project. It was found that over 1600 residential properties had missing or non-visible address numbers or flag signs, which is in violation of the Village addressing ordinance found in Chapter 14 of the Village Ordinances. Public Safety reviewed and recommended, at their 3/26 meeting, that the Board approve the resolution. By the Board, adopting this resolution, it will direct staff to begin working with residents to bring their properties into compliance and ensure that EMS have visible address numbers on properties to assist with emergency response.

4. Issue Analysis:

There are over 1500 properties within the Village where the address number/flag sign is either missing or non-visible from the street.

5. Fiscal Impact:

Property owners will be responsible for the installation of their own address numbers following notification by the Village.

Costs to the Village will be staff time and mailings. Staff time will be to draft the letters, mail them, and do follow up inspections. There will also be staff time devoted to any enforcement proceedings that need to occur.

6. Legal Impact:

It is legal and is consistent with past practice. In the past when address errors were found, the Village staff notified the property owner of the issue and gave them a deadline, typically a few months due to the changing of mailing addresses, to comply.

With the knowledge of 1500+ properties not complying with our current ordinance, I feel there could be legal ramifications if we do nothing and a tragedy occurs due to response times being compromised due to the addressing problems.

7. Prior Review:

Planning and Development Staff has completed a windshield survey (2017) and has a spreadsheet of all addressing errors within the Village.

Public Safety and Village Board have been involved in the review of addressing issues since 2015 when the Village first pledged participation in the Marathon County Uniform Addressing Project.

8. Policy Choices:

1. Approve Resolution No. 2018-016 as presented.
2. Make changes to the Resolution and approve.
3. Defer action to the next meeting.
4. Deny the Resolution.

9. Recommendation:

I recommend the Board approve the Resolution and therefore direct staff to begin enforcement of missing and non-visible addresses in the Village.

10. Attachments:

Resolution No. 2018-016