

**VILLAGE OF NEW GLARUS - VILLAGE BOARD PROCEEDINGS REGULAR MEETING**

Village Hall Board Room  
319 2<sup>nd</sup> Street New Glarus, WI

Zoom Meeting Link: <https://us02web.zoom.us/j/87081769885>

7/2/2024

7:00 P.M.

<b>7:00 P.M. Regular Meeting</b>	<b>Page #</b>
1. Call to Order – Please Silence All Cell Phones	
2. Approval of agenda	
3. Public appearances and citizen comments on items not listed on this agenda. [Items will not be debated or acted upon at this meeting but will be referred to the proper staff/committee if action is required.] – <i>Please keep comments to 3 minutes</i>	
4. Approval of Consent Agenda	
A. Approval of Minutes of 6.10.2024 Joint Meeting	4
B. Approval of Minutes of 6.18.2024 Regular Meeting	5
C. Approval of Claims	8
D. Approval of Operator Licenses- Alexa McWorthy, Mary Goeke, Michelle Hanson, Steven Anderegg, Michael Hlubek, Christopher Kneeland, Cortney Barry, Karen Gempler, Logan Wettach	
5. Old Business	
A. Consideration/Discussion: Ordinance 24-04 To Amend Chapter 305 In Municipal Code Of The Village Of New Glarus, Wisconsin To Revise And Reorganize Permitted And Conditional Land Uses By Zoning District, Define And Redefine Land Uses And Related Terms And Conditions, And Make Other Related Adjustments	12
6. New Business	
A. Consideration/Discussion: Resolution 24-15 Authorizing to Commit Match Funds & Certification of Match Funds Secured	35
7. Public Works and Safety	
A. Consideration/Discussion: Ordinance 24-08 to Amend Section 288-21 Creating (Z) of the Municipal Code of the Village of New Glarus Parking Regulations	38
8. Parks and Recreation	
9. Personnel and Finance	
A. Consideration/Discussion: 18-Month Certificate of Deposit	39
B. Consideration/Discussion: Public Works & Utilities Director	40
10. President's Report	
11. Adjournment	

Roger Truttman, President

AGENDA POSTED: N.G. Village Hall      6/28/2024  
                           N.G. Post Office      6/28/2024  
                           Bank of New Glarus    6/28/2024

Kelsey Jenson, Clerk

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510

## Village Board Meeting Notes

July 2, 2024

### **Consent Agenda:**

Approval of Minutes of 6/10/24 Joint Meeting: The minutes are included in the packet for consideration.

Approval of Minutes of 6/18/24 Regular Meeting: The minutes are included in the packet for consideration.

Approval of Claims: The claims lists are included in your packet and include: ACH for payroll expenses, health insurance, retirement; wire for power bill; payroll vouchers 18226 to 18283 totaling \$50,302.80; and checks 43262 to 43298 totaling \$86,100.50.

Approval of Operator Licenses - Alexa McWorthy, Mary Goeke, Michelle Hanson, Steven Anderegg, Michael Hlubek, Christopher Kneeland, Cortney Barry, Karen Gempler, Logan Wettach: Staff recommend approval.

### **Old Business:**

Consideration/Discussion: Ordinance 24-04 To Amend Chapter 305 In Municipal Code Of The Village Of New Glarus, Wisconsin To Revise And Reorganize Permitted And Conditional Land Uses By Zoning District, Define And Redefine Land Uses And Related Terms And Conditions, And Make Other Related Adjustments: Two staff memos are included in the agenda packet for consideration.

### **New Business:**

Consideration/Discussion: Resolution 24-15 Authorizing to Commit Match Funds & Certification of Match Funds Secured: The proposed resolution would authorize the Library Board to submit a grant application with a Village match of \$500,000. The Village would borrow this money to support the construction budget. The current CIP has the Village contributing \$2 million to the library project, so this is considerably less than what was originally committed.

### **Public Works & Safety:**

Consideration/Discussion: Ordinance 24-08 to Amend Section 288-21 Creating (Z) of the Municipal Code of the Village of New Glarus Parking Regulations: The Public Works Committee met on June 12, 2024 and reviewed the request from David Way of New Glarus Bible Church to add "no parking" signs on the north side of 3<sup>rd</sup> Avenue in front of the church. The Committee recommended approval. This ordinance would formalize this action.

### **Personnel & Finance:**

Consideration/Discussion: 18-Month Certificate of Deposit: A memo is included in the agenda packet for consideration.

Consideration/Discussion: Public Works & Utilities Staffing: The recent vacancies in the Public Works Department creates an opportunity to rethink these positions. This item is an opportunity for the Village Board to discuss staffing in both Public Works and Utilities Departments.

VILLAGE OF NEW GLARUS & TOWN OF NEW GLARUS  
JOINT VILLAGE BOARD/TOWN BOARD/LIBRARY BOARD PROCEEDINGS  
6/10/2024

JOINT MEETING-CALL TO ORDER: President Truttmann called the Village Board meeting to order at 6:00 p.m. and made an announcement to silence cell phones. Town Chair Chris Narveson called the Town Board meeting to order at 6:00 p.m. and confirmed agenda posting. Library Board President Daniel Ramirez called the Library Board meeting to order at 6:01 p.m. and confirm agenda posting.

PRESENT: Peggy Kruse, Jaime Craig, Jesse Donahue, Michael Bell, Larry Stuessy, Gof Thomson, and Roger Truttmann – Village of New Glarus; Chris Narveson, Matt Streiff, Mark Pernitz, Troy Pauli, Robert Elkins (at 6:14 p.m.) – Town of New Glarus; Daniel Ramirez, Joanne Landry, Beth Blahut, Tiffany Kuenzi, Kelly Ruschmann, Shelly Truttmann – Library Board.

ALSO PRESENT: Jon Ziltner, Kim Bright, Steve Landry, Mary Usher, Tim Usher, Sara Beth Hahner (Town Deputy Clerk), Amy Trumble (Library Director), Lauren Freeman (Village Administrator), Kelsey Jenson (Village Clerk-Treasurer)

APPROVAL OF AGENDA: Motion by Peggy Kruse, second by Larry Stuessy to approve the 6.10.24 agenda. Motion carried (17-0, R. Elkins absent).

NOMINATION OF CHAIR TO RUN THE MEETING: Motion by Chris Narveson to nominate Roger Truttmann as Chair, second by Daniel Ramirez. Motion carried (17-0, R. Elkins absent).

PUBLIC APPEARANCES AND CITIZEN COMMENTS: Town of New Glarus resident Kim Bright stated he was in attendance on behalf of the Swiss Church and could answer any questions the Boards would have for the Church. Village of New Glarus resident Steve Landry commented on the \$4.25 million in possible grant funds available for this project and the impact it would have.

DISCUSSION OF VILLAGE OF NEW GLARUS OFFER TO PURCHASE TOWN PROPERTY FOR A FUTURE PULIC LIBRARY:

All three Boards participated in the discussion. The Town Board agreed to take the offer back to the Board at the June 12, 2024 Town Board meeting, with a decision made and reported to the Village by June 19, 2024.

ADJOURN: Library Board President Ramirez adjourned the Library Board meeting at 6:45 p.m. Matt Streiff motioned to adjourn Town Board meeting at 6:46 p.m., seconded by Mark Pernitz. Motion carried (5-0). Jesse Donahue motioned to adjourn the Village Board meeting at 6:46 p.m., second by Michael Bell. Motion carried (7-0).

– Kelsey Jenson,  
Village Clerk-Treasurer

VILLAGE BOARD PROCEEDINGS  
VILLAGE OF NEW GLARUS  
6/18/2024

REGULAR MEETING-CALL TO ORDER: President Truttman called the regular meeting to order at 7:00 p.m. and made an announcement to silence cell phones.

PRESENT: Peggy Kruse, Jaime Craig, Jesse Donahue, Michael Bell, Larry Stuessy, Gof Thomson and Roger Truttman.

ALSO PRESENT: Adam D. (WPPI), Tim (WPPI), Daniel Ramirez (NGPL Board), Deb Carey, Joanne Landry (NGPL Board), Ponyiscanyi, Amy Trumble (Library Director), Lauren Freeman (Village Administrator), Kelsey Jenson (Clerk-Treasurer)

APPROVAL OF AGENDA: Motion by Larry Stuessy, second by Michael Bell to approve the 6.18.24 agenda. Motion carried (7-0).

PUBLIC APPEARANCES AND CITIZEN COMMENTS: None.

CONSENT AGENDA: Motion by Larry Stuessy for approval of the consent agenda, second by Peggy Kruse. Motion carried (7-0).

APPROVAL OF MINUTES OF 6.4.24 Regular Meeting

APPROVAL OF CLAIMS: The claims lists were presented to the Board and include: ACH for payroll expenses, gas bill; e-check for life insurance; journal entry for utilities; payroll vouchers 18167 to 18225 totaling \$45,195.39; and checks 43216 to 43261 totaling \$91,609.38.

APPROVAL OF MAY 2024 BUILDING INSPECTOR REPORT

APPROVAL OF MAY 2024 POLICE REPORT

APPROVAL OF MAY 2024 FINANCIALS

NEW BUSINESS:

Consideration/Discussion: Operator Licenses: D Young, C Hustad, J George, R Ott, R Anderson Jr, K Yaun, D Bloyer, K Schultz, J Hovland, J Lewke, C Shea, C O'Neill-Culhane, H Wyttenbach, L Eichelkraut, M Stietz, J Heller, C Maynard, A O'Connor, B Stauffacher, A Tierman, G Johnson, L Shulka, R Neath, K Briggs, W Bigler, S Callen, S Gmur, S McFeely, C Pickett, J Klarer, A Kaldem, L Nevil, C Manthei, J Judd-Scheurer, M Hawthorn, J Reeb, N Schultz, K Rodeghier, C Hoffman, N Quinlan-Zeinert, T Pappathopoulos, B Sarbacker, M Johnson, J O'Neil, J Reha: Motion by Larry Stuessy to approve presented operator licenses, second by Jesse Donahue. Motion carried (7-0).

PUBLIC HEARING: Ordinance 24-06 Rezoning (Carey Annexation)

Motion by Peggy Kruse to open public hearing at 7:01 p.m., second by Larry Stuessy. Motion carried (7-0).

No public comments made.

Motion by Larry Stuessy to close public hearing at 7:02 p.m., second by Peggy Kruse. Motion carried (7-0).

Consideration/Discussion: Ordinance 24-06 Rezoning (Carey Annexation): Motion by Larry Stuessy to approve Ordinance 24-06 Rezoning, second by Jesse Donahue. Motion carried (7-0).

Consideration/Discussion: Ordinance 24-07 to Amend Chapter 244, Sewer Utility, Section 244-2 (B-C), User Charges of the Code of Ordinances: Motion by Jesse Donahue to approve Ordinance 24-07 to Amend Chapter 244, Sewer Utility, Section 244-2 (B-C), User Charges of the Code of Ordinances, second by Jaime Craig. Motion carried (7-0).

Consideration/Discussion: Library Project Update: Motion by Peggy Kruse to give Administrator Freeman authority to sign counter offer to Town of New Glarus with the Library Board on behalf of the Village Board, second by Jaime Craig. Motion carried (7-0).

PARKS AND RECREATION: None.

PUBLIC WORKS AND SAFETY: None.

Consideration/Discussion: Electric Utility Rate Case Application: Motion by Jesse Donahue to approve Electric Utility Rate Case Application, second by Larry Stuessy. Motion carried (7-0).

Consideration/Discussion: Water Utility Rate Case Application: Motion by Gof Thomson to approve Water Utility Rate Case Application, second by Larry Stuessy. Motion carried (7-0).

Consideration/Discussion: Operator License Denial- Amanda Parsons: Motion by Jesse Donahue to approve Parsons denial, second by Gof Thomson. Motion carried (7-0).

Consideration/Discussion: Alcohol Beverage Licenses: **Class A Beer/Liquor:** Blanchardville Co-op (Gery Steinmetz); Shobha Baani Inc (Sundeep Singh), Burresons/Roy's Market (Darin Burreson), Casey's (Melissa Frank)

**Class B Beer/Liquor:** Kleeman's Bar & Grill LLC (Gregory Kleeman); Puempel's Olde Tavern (Charles Bigler); Fat Cat Coffee Works LLC (John Miller); Ott Haus (Amber Tierman), Fest Haus (Randy Dreger), Sportsman's (Scott Hook), Landaus Restaurant (Mike Nevil), NG Hotel (Christina Bleifuss), Glarner Stube (John Gobeli), Tofflers Pub & Grill (Stephen Longo), Kristi's Restaurant (Kristi Lopez)

**Class B Beer/C Wine:** Rusty Raven LLC (Kristiann Schultz), Dirty Dog Taphaus (Leah

Hanson); Sugar River Pizza Co (Deb Watterson)

**Class A Liquor:** Brenda's Blumenladen (Brenda Siegenthaler), The Bramble Patch (Sheri Weix), New Rose (Bryenna Reinicke), Chalet Cheese Haus LLC (Michael Hlubek), Sugar River Shoppe (Sarah Reed): Motion by Gof Thomson to approve Alcohol Licenses as presented, second by Larry Stuessy. Motion carried (7-0).

Consideration/Discussion: Miscellaneous Licenses: Mobile Home Park - Firefly Estates; Pool Table - Tofflers & Kleeman's; Tobacco Retail - Casey's, Rusty Raven, Ott Haus, Blanchardville Co-op, Shobha Baani Inc., Sportsman's: Motion by Peggy Kruse to approve Miscellaneous Licenses as presented, second by Jesse Donahue. Motion carried (7-0).

#### PERSONNEL AND FINANCE:

Consideration/Discussion: Resolution 24-13 for Wage Increase for Wastewater Treatment Plant Operator: Motion by Gof Thomson to approve amended R24-13 second by Jesse Donahue. Motion carried (7-0).

Consideration/Discussion: Resolution 24-14 for Wage Increase for Public Works Laborer: Motion by Jesse Donahue to approve 24-14, second by Larry Stuessy. Motion carried (7-0).

#### PRESIDENT'S REPORT

Consideration/Discussion: Committee Appointments: Motion by Larry Stuessy to approve committee appointments, second by Jesse Donahue. Motion carried (7-0).

Consideration/Discussion: Village Board Expectations: No action taken.

ADJOURN: Being no further business, President Truttmann adjourned the meeting at 8:01 p.m.

– Kelsey Jenson,  
Clerk-Treasurer

*\*For more details on agenda items, please visit [newglarusvillage.com](http://newglarusvillage.com) to view the meeting agenda packet. A recording of the meeting is also available on the Village of New Glarus YouTube Channel.\**

Report Criteria:

Report type: Summary

Check.Check Issue Date = 07/03/2024

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
07/24	07/03/2024	43262	5821	AQUACHEM OF AMERICA INC	5,945.10
07/24	07/03/2024	43263	4459	B & M TECHNICAL SERVICES	792.11
07/24	07/03/2024	43264	3961	BADGER SWIMPOOLS INC.	180.00
07/24	07/03/2024	43265	6215	BOLDTRONICS, INC.	90.00
07/24	07/03/2024	43266	5485	BROWNELLS INC	347.15
07/24	07/03/2024	43267	1355	BYTEC RESOURCE MGMT INC	4,452.00
07/24	07/03/2024	43268	1435	CINTAS FIRE 636525	54.98
07/24	07/03/2024	43269	4078	CLARK ELECTRIC	112.50
07/24	07/03/2024	43270	6311	CLARNO LUMBER & SUPPLY CO., INC.	92.18
07/24	07/03/2024	43271	6334	COMMERICAL RECREATION SPECIAL	47,232.91
07/24	07/03/2024	43272	1540	CRESCENT ELECTRIC SUPPLY	670.00
07/24	07/03/2024	43273	5502	CURRAN'S DRAIN CLEANING	175.00
07/24	07/03/2024	43274	1590	DELTA DENTAL	1,615.34
07/24	07/03/2024	43275	1900	GORDON FLESCH CO INC	122.01
07/24	07/03/2024	43276	1925	GREEN CTY HIGHWAY DEPT	3,412.70
07/24	07/03/2024	43277	1930	GREEN CTY WASTE MGMT	5,066.54
07/24	07/03/2024	43278	6225	HUXWRX SAFETY CO.	384.00
07/24	07/03/2024	43279	6331	JOHNSON, GRADY	160.00
07/24	07/03/2024	43280	5512	MADDRELL EXCAVATING LLC	5,405.21
07/24	07/03/2024	43281	2420	MARTELLE WATER TREATMENT	3,647.30
07/24	07/03/2024	43282	6332	MARTY, MINDY	22.00
07/24	07/03/2024	43283	2500	MIDWEST POOL SUPPLY INC	654.46
07/24	07/03/2024	43284	2515	MIDWEST TAPE LLC	181.96
07/24	07/03/2024	43285	6333	MOUNT HOREB UTILITIES	2,133.50
07/24	07/03/2024	43286	6168	ODP BUSINESS SOLUTIONS LLC	99.89
07/24	07/03/2024	43287	3025	RESCO	249.67
07/24	07/03/2024	43288	5981	SABEL MECHANICAL LLC	187.19
07/24	07/03/2024	43289	3120	SCHOOL DIST OF NEW GLARUS	337.68
07/24	07/03/2024	43290	6122	SHERWIN INDUSTRIES INC	176.10
07/24	07/03/2024	43291	3210	SPEE-DEE DELIVERY SERVICE INC	201.91
07/24	07/03/2024	43292	5935	STAGECOACH PLUMBING INC	380.58
07/24	07/03/2024	43293	3255	STREICHER'S	390.49
07/24	07/03/2024	43294	5095	STUART C IRBY CO	435.40
07/24	07/03/2024	43295	6127	SYMDON AUTO	79.35
07/24	07/03/2024	43296	3335	TDS TELECOM	83.29
07/24	07/03/2024	43297	5963	TOP PACK DEFENSE LLC	210.00
07/24	07/03/2024	43298	6295	ULTIMATE AUTO GLASS LLC	320.00
Grand Totals:					86,100.50

Report Criteria:

Check.Check Issue Date = 07/03/2024

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<u>GL Invoice Acct</u>	<u>Amt</u>
Total 10:	8,073.72
Total 22:	8.99
Total 25:	450.82
Total 40:	11,432.16
Total 45:	30.66
Total 50:	13,804.70
Total 60:	47,232.91
Total 70:	5,066.54
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Grand Totals:	86,100.50
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**VILLAGE OF NEW GLARUS-CLAIMS PRESENTED -**

**7/2/2024**

CHECK #	PAYEE	DIST.	AMOUNT
ACH	941 Tax	PP# 13	14,641.66
ACH	WI Withholding	PP# 13	2,424.66
ACH	Great-West Retirement	Deferred comp-pre tax, PP# 13	726.00
ACH	Great-West Retirement	Deferred comp-post tax PP# 13	200.00
ACH	ETF	July Health Insurance	39,480.80
ACH	EBC Flex	Admin fee/Medical Excess	114.60
ACH	WI Retirement	June's Remittance	15,885.81
WIRE	WPPI	power bill	141,374.59
	<b>Sub-total</b>		<b>214,848.12</b>

**Payroll -06/28/2024**

18226	Kelsey Jenson	Clerk	1,822.46
18227	Deanna Young	Deputy Clerk	1,468.08
18228	Lauren Freeman	Administrator	2,278.97
18229	Mark Binger	PD	749.33
18230	Chance Kaczmarek	PD	794.09
18231	Hunter Krohn	PD	2,038.83
18232	Brian Bennett	PD	2,072.18
18233	Jeff Sturdevant	PD	3,247.41
18234	Molly Hultine	PD	326.88
18235	Skyler Mullen	PD	1,707.27
18236	Ann Lahey	PD	545.83
18237	Joe Cockroft	PW	2,094.42
18238	Kenneth Wolfe	PW	1,755.25
18239	Aaron Funseth	Water Treatment Plant	2,398.52
18240	Owen Palmer	PW PT Parks LTE	1,016.01
18241	Matthew Halvorsen	PW	1,338.20
18242	Michael Colney	PW PT LTE	905.04
18243	Otto Kerl	PW LTE	60.82
18244	Jason Borth	Utility	2,740.11
18245	William Kosmeder	Utility	2,475.61
18246	Kevin Funseth	Utility	2,507.35
18247	Beth Heller	Utility	1,304.17
18248	Erica Loeffelholz	Library	1,096.64
18249	Peggy Hammerly	Library	108.77
18250	Brooke Mathews	Library	1,081.32
18251	Amy Trumble	Library	1,269.02
18252	Julie Hawkins	Library	502.27
18253	Amalia Morrison	Library	100.40
18254	Mia Sies	Library	108.77
18255	Grady Johnson	Pool	412.10
18256	Kaia Morrison	Pool	297.31
18257	Chloe White	Pool	134.60
18258	Laurn Arnett	Pool	354.03
18259	Luella Meter-Brooks	Pool	347.67
18260	Amalia Morrison	Pool	221.64
18261	Holly Maynard	Pool	459.05
18262	Milo Johnson	Pool	432.08
18263	Tyse Hoesly	Pool	157.46
18264	Riley Hooper	Pool	218.41
18265	Audry Brueddemann	Pool	482.58

18266	Kate Parman	Pool	415.09
18267	Margaret Piper	Pool	205.71
18268	Megan Buol	Pool	906.72
18269	Mary Statz	Chalet	133.14
18270	Kari Morrison	Pool	90.04
18271	Kayla Zimmerman	Pool	281.49
18272	Eli Zimmerman	Pool	247.13
18273	Lindsey Schadewalt	Pool	597.24
18274	Emery Johnson	Pool	422.09
18275	Keatan Zimmerman	Pool	79.65
18276	Ellie Eichelkraut	Pool	507.01
18277	Camryn Arnett	Pool	492.04
18278	Delaney Lynch	Pool	603.14
18279	Breckyn Thompson	Pool	472.59
18280	Clementine Meter-Brooks	Pool	499.24
18281	Simon Zimmerman	Pool	228.56
18282	Delaney Hoeper	Pool	242.24
18283	Carter Nemergut	Pool	448.73
	<b>Payroll Subtotal</b>		<b>50,302.80</b>

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

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**To:** New Glarus Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** July 2, 2024  
**Re:** Ordinance 24-04 Zoning Ordinance Amendments

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#### **Background:**

On June 4, 2024, the Village Board reviewed a draft ordinance amending the zoning code, which included a section titled “Tourist Lodging” that would impact short-term rentals in the Village (e.g. airbnbs). Other sections of the ordinance regarding the land use table are summarized in the Mark Roffers memo also included in the agenda packet.

During the June 4<sup>th</sup> meeting, several short-term rental owners provided feedback on the draft ordinance. Their feedback was incorporated into the updated ordinance draft.

#### **Discussion:**

The following changes were made to the Tourist Lodging and/or Bed & Breakfast Establishment sections of the ordinance:

- Changed the permitted number of sleeping rooms/occupants to match the State's requirements.
- Removed the daytime & special gatherings language from the Tourist Lodging section. However, if these type of gatherings become a nuisance in the future, the Village may consider adding some version of this language back in.
- Left the parking requirements the same, however this provision does not prohibit guests from using street parking (and included the same language to the Bed & Breakfast section).
- Removed the requirement to display a 24-hour contact number. Please note that Village staff will share license information with the Police Dept., so if there are any emergencies they can contact the owner/agent.
- Changed the inspection language to state that "the Village shall coordinate with the Owner or Agent to complete the inspection."
- Left the transfer of license language mostly the same, but changed "until" to "unless" to clarify that if the new owner can apply and receive the license. This shouldn't be an issue given that the Village will not be capping the number of licenses.

The proposed changes were sent to the short-term rental owners who signed up to help with revising the ordinance. No negative feedback was received on this draft.

**Recommendation:**

Staff recommend approving the updated ordinance.

To: Village of New Glarus Plan Commission  
From: Mark Roffers, Village Planning Consultant  
Date: April 10, 2024  
Re: Zoning Ordinance Amendments Focused on Reorganizing Permitted and Conditional Uses

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At present, the Village’s zoning ordinance lists various land uses as permitted-by-right uses, conditional uses (requiring a conditional use permit), or in some cases prohibited uses in separate listings under each of the Village’s standard zoning districts: R-1 Residence, R-2 Mobile Home Residence, A Agricultural, C-1 Commercial, C-2 Highway Commercial, I Industrial, and W Conservancy. The Commission or others can inspect the existing zoning ordinance from the Village’s [website](#).

Increasingly, we have found a disconnect between what land uses are actually occurring—and what land uses are desired—and what uses are actually listed in the zoning ordinance in the various districts. This disconnect is in part due to the fact that, like many other older zoning ordinances, the Village’s ordinance attempts to enumerate every type of particular land use. The most significant drawback of this approach is that certain land uses are invariably missed—particularly decades after the use lists were drawn up while what people can and want to do with land and businesses continues to change.

A secondary concern with the Village’s current ordinance is that some currently allowable land uses seem inappropriate in some districts (e.g., storage units currently allowed in R-1), while other districts seem too limiting (e.g., the only permitted-by-right use in the C-2 district is “professional offices”).

Finally, like many communities, the Village is interested in promoting more, and more affordable, resident housing. Some current rules like minimum lot sizes may be getting in the way. Occupancy of existing homes for “tourist lodging” also limits the housing supply for full-time residents.

The Village’s 2016 Comprehensive Plan acknowledged these challenges, and advised that the Village would “review allowable uses in different zoning districts, and consider realigning or adding districts to better match land use desires.” The proposed amendatory ordinance would implement this recommendation and remedy these challenges by:

- **Replacing the numerous current use lists in the several zoning districts with a single figure called “Allowable Uses in Zoning Districts.”** This different approach facilitates comparison across the zoning districts and better allows interested parties to answer the following questions: “My property is in the X zoning district; what land uses are possible there?” and “I want to do a Y land use; in what district(s) can I do that?” For example, the figure would allow a land use category called “Indoor Sales”—described more fully below—as a permitted use in the C-1 and C-2 district and as a conditional use in the I district.

- **Replacing the listing of very specific land uses—especially commercial and industrial uses—into broader land use categories.** This will allow the ordinance to encompass more potential uses particularly as we continue to move forward to the future. For example, the current ordinance listings of jewelry, optical materials, book, stationery, bakery, candy, ice cream, coffee, tea, bait, sporting goods, antique, etc., etc., etc. stores would be replaced by the single land use listing called “Indoor Sales.”
- **Including definitions for and examples of each listed land use.** This is designed to make the ordinance clearer and more flexible, and provide a paper trail of sorts back to the existing ordinance. For example, the proposed definition of the “Indoor Sales” land use is: “Land uses that conduct or display sales or rental merchandise or equipment and/or that conduct non-personal or non-professional services, within an enclosed building. Display of products outside of an enclosed building shall be considered an ‘Outdoor Display Incidental to Commercial’ accessory use, where meeting the definition of that term. Includes but is not limited to stores than sell or rent art products, jewelry, optical materials, book, stationery, bakery, candy, ice cream, coffee, tea, bait, sporting goods, antiques, collectibles, gifts, notions, clothing, hosiery, shoes, pharmaceutical products, food products (retail) including meats, fish, delis and general grocers, flowers and plants, hardware, automotive supplies, paint, household appliances, household furniture, plumbing, heating, and electrical supplies, music. Also includes department and general merchandise stores, photographic studios and supply shops, tailors, and laundromats. Does not include any other land use that is separately listed in this chapter, even if such use provides indoor sales.”
- **Establishing or refining performance standards for certain types of land uses that can present challenges without limits.** Such standards would be included within the definitions of such uses. For example, the proposed definition of the “Personal Storage Facility” (mini-warehouse) land use includes the following proposed standards: “Facility shall be limited to indoor storage of household items and similar durable goods. No live animals, perishable items, odor producing materials, flammable or explosive materials, toxic or noxious materials, or hazardous materials shall be stored on site. No storage unit may have any other function aside from storage, including but not limited to any retail, wholesale, workshop, hobby shop, manufacturing, residential, lodging, or service use.”
- **Promoting more resident housing.** Proposed approaches in the amendatory ordinance include reducing minimum residential lot sizes, allowing “Accessory Dwelling Units” (e.g., grandmother suites), facilitating “zero lot line” duplexes and townhouses, and establishing regulations on “Tourist Lodging” houses. These would include performance standards to help blend them into neighborhoods.

By zoning district, the most significant proposed changes from current practices are as follows:

- **R-1 Residence:** The Village would continue to allow a fairly permissive range of uses in its standard residential district compared to many other municipalities. Reflecting both common lot sizes in the older parts of the Village and a desire for new subdivisions with affordable lots, in

the proposal minimum lot area would be reduced from 8,712 to 6,600 square feet and minimum lot width from 66 to 60 feet. Further, minimum lot area for each additional housing unit would decrease from 4,350 to 3,300 square feet. So, while apartments would remain a conditional use in the R-1 district, maximum density could approach 13 units per acre. This remains quite low compared to other villages in the area.

- **R-2 Mobile Home Residence:** Only currently permitted land use is “mobile home parks.” Under the proposal, the use list would expand slightly to allow public uses like parks, public utilities, and personal storage facilities. The proposed ordinance includes other minor language and reference changes involving the R-2 district and mobile/manufactured homes.
- **A Agricultural District:** Allowable uses would be expanded to allow public recreation and institutional uses (school athletic complex site is zoned A) plus a mix of uses frequently found in more rural areas (e.g., beds and breakfasts, vehicle repair). The A district is mapped only in the Village at its undeveloped edges; extraterritorial zoning districts and use lists are not being affected by this proposed ordinance amendment.
- **C-1 Commercial:** Would replace the current very long and outdated commercial use lists with broader categories meant to encompass many uses, with most of these being permitted-by-right uses. Still, the proposed ordinance would separate out some potentially challenging uses as conditional uses (e.g., liquor, tobacco, CBD, or other store selling intoxicating beverages or materials). Proposal would also change housing from a permitted use to a conditional use, except for upper story apartments and similar in mixed use buildings.
- **C-2 Commercial:** Would move a number of currently-listed conditional uses to become permitted-by-right uses, including most “Personal or Professional Service” and “Indoor Sales” land uses. Would also enable mixed commercial/residential use buildings, multiple-family buildings, and institutional uses as conditional uses for the first time.
- **I Industrial:** Would discontinue the current practice of allowing most every permitted use in the C-1 district as a permitted use in the I district. This can lead to land use conflicts, more competition for a scarce resource in New Glarus (buildable industrial land), and cause the price of land to be bid beyond the potential for industrial uses. Some commercial use opportunities would remain, typically as conditional uses.
- **W Conservancy:** Currently allows only parks and trails. Would be expanded to also allow, by conditional use permit, institutional and public utility uses. The abbreviation for this district would be changed to the more logical “CON”.

The intent of the proposed ordinance amendments is not to change the legal status of any existing land uses. This being said, if any existing land uses that do not meet any new requirement, they would be grandfathered as legal nonconforming uses.

For the attached proposed ordinance amendments to be adopted, public hearings before the Plan Commission and then Village Board are required. Following its hearing, the Commission may make a recommendation to the Board and the Board can then approve, with or without further changes.

**VILLAGE OF NEW GLARUS  
Ordinance 24-04**

**AN ORDINANCE TO AMEND CHAPTER 305 IN THE MUNICIPAL CODE OF THE VILLAGE OF NEW GLARUS, WISCONSIN TO REVISE AND REORGANIZE PERMITTED AND CONDITONAL LAND USES BY ZONING DISTRICT, DEFINE AND REDEFINE LAND USES AND RELATED TERMS AND CONDITIONS, AND MAKE OTHER RELATED ADJUSTMENTS**

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN, does hereby ordain as follows:

**Section 1.** The title of § 305-13 of the Municipal Code of the Village of New Glarus is hereby amended to read “Establishment of zoning districts, zoning map, and allowable land uses”, and § 305-13 D. is hereby created to read as follows:

**D.** Permitted, conditonal, and prohibited land uses by district.

- (1) Figure 305-3 lists permitted and conditional within each of the zoning districts described in subsection A, except for the “H”, “S”, and “PUD” districts. § 305-106 includes definitions and standards for many of the land uses listed in this figure.
- (2) Except as provided under § 305-9 D, any land use not listed in Figure 305-3 as a permitted or conditional land use in a zoning district shall be prohibited in such district. If such an unlisted land use was previously lawfully established and continued in the zoning district despite its prohibited status, such land use is a nonconforming use pursuant to Article V.

**Figure 305-3: Allowable Uses in Zoning Districts**

P = Permitted Use	C = Conditional Use		Empty Cell = Prohibited Use in District				
Land Use Category (#) Land Use Type	Zoning District						
	R-1 Residence	R-2 Mobile Home Residence	A Agricultural	C-1 Commercial	C-2 Highway Commercial	I Industrial	CON Conservancy
<b>A. Residential Land Uses</b> (as may be defined and regulated in § 305-106 and/or elsewhere in this chapter)							
(1) Single-family dwelling	P	C	P	C			
(2) Two-family dwelling	P			C			
(3) Multiple-family dwelling	C			C	C		
(4) Boarding house	C			C	C		
(5) Mixed use dwelling unit				P	C		
(6) Tourist lodging	P		P	P			
(7) Mobile home		P					

<b>P = Permitted Use</b>	<b>C = Conditional Use</b>		<b>Empty Cell = Prohibited Use in District</b>				
<b>Land Use Category</b> (#) Land Use Type	<b>Zoning District</b>						
	<b>R-1 Residence</b>	<b>R-2 Mobile Home Residence</b>	<b>A Agricultural</b>	<b>C-1 Commercial</b>	<b>C-2 Highway Commercial</b>	<b>I Industrial</b>	<b>CON Conservancy</b>
<b>B. Institutional and Recreational Land Uses</b> (as may be defined and/or regulated in §305-106 or elsewhere in chapter)							
(1) Community living arrangement (1-8 persons)	P			C			
(2) Community living arrangement (9-15 persons)	C			C			
(3) Community living arrangement (16+ persons)	C			C			
(4) Indoor Institutional	C		C	P	C	C	C
(5) Outdoor Institutional			C		C		C
(6) Campground or recreational vehicle park, per §305-38			C				C
(7) Outdoor public recreation	P	P	P	P	P	P	P
(8) Public service or utility	C	C	C	C	P	P	C
<b>C. Commercial Land Uses</b> (as may be defined and regulated in §305-106 and/or elsewhere in this chapter)							
(1) Office	C			P	P	P	
(2) Personal or professional service				P	P	C	
(3) Indoor sales				P	P	C	
(4) Liquor, tobacco, CBD, or other store selling intoxicating beverages or materials, not including any pharmacy				C	C		
(5) Convenient cash, payday loan, installment loan, cash for gold, pawn shop, or similar business				C	C		
(6) Outdoor display				C	C	C	
(7) In-vehicle sales or service				C	C	C	
(8) Dining and indoor commercial entertainment				P	P	C	

<b>P = Permitted Use</b>	<b>C = Conditional Use</b>		<b>Empty Cell = Prohibited Use in District</b>				
<b>Land Use Category</b> (#) Land Use Type	<b>Zoning District</b>						
	<b>R-1 Residence</b>	<b>R-2 Mobile Home Residence</b>	<b>A Agricultural</b>	<b>C-1 Commercial</b>	<b>C-2 Highway Commercial</b>	<b>I Industrial</b>	<b>CON Conservancy</b>
(9) Outdoor commercial entertainment				C	C	C	
(10) Bed and breakfast, per §305-15 E	C		C	C			
(11) Hotel or motel				P	P		
(12) Artisan studio or workshop	C		C	P	P	C	
(13) Day care center	C			P	P	C	
(14) Indoor repair and maintenance			C	C	P	P	
(15) Outdoor and vehicle repair and maintenance			C		C	C	
(16) Adult-oriented establishment, per Chapter 88						C	
(17) Telecommunications facility, per §305-38.2	C	C	C	C	C	P	C
(18) Personal storage facility		C			C	P	
<b>D. Transportation, Industrial, and Agricultural Uses (may be defined and regulated in §305-106 or elsewhere in chapter)</b>							
(1) Off-site parking	C		C	C	C	C	C
(2) Airport or heliport			C			C	
(3) General industry						P	
(4) Motor freight terminal						C	
(5) Clothing cleaning, bleaching, pressing, and/or dyeing establishment				C	C	P	
(6) Microbeverage production facility				C	C	P	
(7) Warehousing, wholesaling, and/or distribution					C	P	
(8) Wind or solar energy conversion system			C			C	C
(9) Waste disposal, composting operation, recycling center			C			C	

<b>P = Permitted Use</b>	<b>C = Conditional Use</b>		<b>Empty Cell = Prohibited Use in District</b>				
<b>Land Use Category</b> (#) Land Use Type	<b>Zoning District</b>						
	<b>R-1 Residence</b>	<b>R-2 Mobile Home Residence</b>	<b>A Agricultural</b>	<b>C-1 Commercial</b>	<b>C-2 Highway Commercial</b>	<b>I Industrial</b>	<b>CON Conservancy</b>
(10) Mineral extraction operation, per §305-38.1; asphalt batch or concrete production plant			C			C	
(11) General farming or winery			P				
(12) Roadside stand or seasonal sales of farm and forestry products			P		P		
(13) Commercial animal services & boarding			P			C	
<b>E. Accessory Uses</b> (as may be defined and regulated in §305-106 and/or elsewhere in this chapter)							
(1) Accessory Residential Structure	P	P	P	P			
(2) Accessory Non-Residential Structure			P	P	P	P	P
(3) Family day care home	P						
(4) Intermediate day care home	C						
(5) Home occupation	P			P		P	
(6) Accessory dwelling unit	P			P			
(7) Outdoor alcohol area				C	C	C	
(8) Outdoor assembly	C	C	C	P	P	P	P
(9) Light industrial activity incidental to commercial use				P	P	P	
(10) Outdoor display incidental to commercial use				C	C		
(11) Retail sales incidental to industrial use						P	
(12) Outdoor storage of non-farm equipment			C	C	C	P	

**Section 2.** The abbreviation for the “Conservancy” zoning district shall be amended from “W Conservancy” to “CON Conservancy” in § 305-13 A, Figure 305-2, on the zoning map, and any other location in the Municipal Code in which it appears.

**Section 3.** Subsections B of §§ 305-15, 306-16, 305-17, 305-18, 305-19, 305-20, and 305-21 of the Municipal Code of the Village of New Glarus are hereby repealed and recreated to read as follows:

B. Permitted uses. Pursuant to § 305-13 D and Figure 305-3.

**Section 4.** Subsections C of §§ 305-15, 305-17, 305-18, 305-19, and 305-20 of the Municipal Code of the Village of New Glarus are hereby repealed and recreated to read as follows:

B. Conditional uses. Pursuant to § 305-13 D and Figure 305-3.

**Section 5.** § 305-15 D (5) of the Municipal Code of the Village of New Glarus is hereby amended to read as follows:

(5) Lot area and width per dwelling unit. Every building hereafter erected or structurally altered for occupancy by one family shall provide a lot area of not less than 8,7126,600 square feet per dwelling unit and lot width of not less than 6660 feet in width; buildings hereafter erected or structurally altered for occupancy by more than one family shall provide a lot area of not less than 4,350 3,300 square feet per each additional dwelling unit; and no such lot shall be less than 6680 feet in width. See definition of “Zero Lot Line Structure” in § 305-106 for potential dimensional standard adjustments.

**Section 6.** §§ 305-15 E and F of the Municipal Code of the Village of New Glarus [related to bed and breakfast establishments and home occupations] are hereby repealed.

**Section 7.** Subsections C of §§ 305-16 and 305-21 of the Municipal Code of the Village of New Glarus are hereby created to read as follows:

C. Conditional uses. Pursuant to § 305-13 D and Figure 305-3.

**Section 8.** Subsections D of §§ 305-18, 305-19, and 305-20 of the Municipal Code of the Village of New Glarus [prohibited uses] are hereby repealed, with subsections E and F in these sections where present relettered as subsections D and E respectively.

**Section 9.** § 305-37 of the Municipal Code of the Village of New Glarus is hereby repealed and recreated to read as follows:

**§ 305-37 Standards for specific conditional uses.**

The following sections within Article IV have requirements for particular conditional uses. Other sections of this Chapter, including but not limited to § 305-06, may have other requirements for other conditional uses.

**Section 10.** The table within § 305-45 of the Municipal Code of the Village of New Glarus is hereby amended to list the following additional uses and minimum parking required, after the current “Rooming and boarding houses” listing:

Use	Minimum Parking Required
Accessory dwelling unit, tourist lodging	1 additional space above the number required for the principal use

**Section 11.** § 305-63 D of the Municipal Code of the Village of New Glarus is hereby amended to read as follows:

- D. Use restrictions, residential district. Accessory ~~uses or~~ structures in residential districts shall not involve the conduct of any business, trade, or industry ~~except for home occupations as defined herein~~ and shall not be occupied as a dwelling unit, except as an “Accessory Dwelling Unit” meeting all requirements of this chapter. ~~Accessory buildings shall not be used for residential purposes.~~

**Section 12.** § 305-68 B of the Municipal Code of the Village of New Glarus is hereby amended to read as follows:

- B. It is the intent of this article to recognize mobile homes constructed prior to October 1, 1974, as distinct and different from units designated as mobile homes within the definitions of this article and to prohibit units not meeting the requirements for mobile homes as defined herein. Units constructed prior to 1974 are prohibited. ~~Mobile homes meeting the requirements of the One and Two-Family Building Dwelling Code shall not be permitted in an R-2 Mobile Home District except as a conditional use. Permits may be obtained only after approval by the Plan Commission.~~

**Section 13.** The definition of “RESIDENTIAL MOBILE HOME” in § 305-69 of the Municipal Code of the Village of New Glarus is hereby repealed.

**Section 14.** § 305-74 A of the Municipal Code of the Village of New Glarus is hereby amended to read as follows:

- A. Chapter SPS 326, Manufactured Home Communities, COMM 95, Wis. Adm. Code, as now existing or hereafter amended, is hereby made a part of this chapter and incorporated herein by reference as if fully set forth, except that such regulations shall not be deemed to modify any requirement of this chapter or any other applicable law or ordinance of the state or Village.

**Section 15.** Within § 305-306 of the Municipal Code of the Village of New Glarus, the following terms are hereby created or amended to read as follows:

**ACCESSORY DWELLING UNIT**

A residential dwelling unit located on the same lot as a principal single-family dwelling use, either as part of the same building as the single-family dwelling or in a detached building. Commonly referred to as an accessory apartment or granny flat.

An interior physical connection between the accessory dwelling unit and single-family dwelling is not required. Where an “Accessory Dwelling Unit” comprises all or part of a detached building, it shall be attached to a finished permanent foundation such as a poured concrete slab or basement, meet all UDC requirements, not exceed 900 square feet in floor area, not have greater than two bedrooms, and not be sold separately from the single-family residence.

#### **ACCESSORY NONRESIDENTIAL STRUCTURE**

Any detached garage, storage building, mechanical building, utility shed, or other building which serves the principal nonresidential use or building in the same lot, with such a principal nonresidential use including an approved commercial business or industry. Also includes an accessory structure serving a caretaker’s residence or a wind and solar energy system primarily for on-site use. Does not include fences, public utility fixtures and their appurtenances, driveways, gardens, garden accessories, fountains, outdoor wood furnaces, satellite dishes, flagpoles, walkways, at-grade patios, or uses described under the “Accessory Farm and Forestry Structure” land use category. Attached garages, other attached buildings, and decks shall be considered part of the principal building not an accessory nonresidential structure

#### **AGENT**

The person designated by the owner as the person in charge of a “Bed and Breakfast Establishment” or a “Tourist Lodging” use, and whose identity shall be filed in writing with the Zoning Administrator upon issuance of the associated license or permit and updated five days prior to a designated agent taking charge.

#### **ARTISAN STUDIO OR WORKSHOP**

A land use involving a building or portion thereof used for the preparation, display, and sale of individually crafted artwork, jewelry, furniture, sculpture, pottery, leathercraft, hand-woven articles, and related items, as either a principal use or accessory use, used by no more than five artists or artisans.

#### **BED AND BREAKFAST ESTABLISHMENT**

Any place of lodging that provides eight or fewer rooms for rent to no more than 20 tourists for more than 10 nights in a twelve-month period, was originally built and occupied as a single-family residence or prior to use as a place of lodging was converted to use and occupied as a single-family residence, is the owner’s personal residence, is occupied by the owner at and during the time of rental, in which the only meal served to guests (if any) is breakfast, and is subject to the following additional requirements:

- A. Must be licensed by the State, registered or licensed by the Village (upon payment of a fee established by the Village Board), and have a designated agent. Owner shall provide a copy of such State license and a sales tax number to the Zoning Administrator at time of initial receipt, and thereafter as may be requested.

- B. Shall be subject to and comply with Chapter ATCP 73, Wis. Adm. Code, relating to bed and breakfast establishments and § 97, Wis. Stats., related to food, lodging, and recreation.
- C. No vehicle parking shall be permitted beyond a hard surfaced area that was designed and intended for vehicle parking.
- D. § 224-9 of the Code shall apply with respect to noise.
- E. Exterior signage shall be limited to a total of eight square feet and may be lighted in such manner and nature as not to alter the nature of the surrounding neighborhood. Bed and breakfast establishments shall otherwise not be subject to the requirements of this Chapter with respect to signs.
- F. Renting the bed and breakfast establishment or its land or facilities for a special gathering (i.e., wedding reception, parties, etc.) shall be prohibited.
- G. The Village shall have the right of inspection for the purpose of determining compliance with the license or ordinance requirements. The Village shall coordinate with the Owner or Agent to complete the inspection.
- H. A bed and breakfast establishment license shall be automatically void upon the sale or transfer of the property ownership or any fractional ownership interest in the property, unless the new owner obtains a new or altered license.
- I. Any exception to the requirements herein shall only be allowed upon approval by the Village Board after a recommendation from the Plan Commission, and shall not violate any state requirement.
- J. Any person, partnership, corporation, or other legal entity that operates a “Bed and Breakfast Establishment” use without a Village license, or in violation of its license or this chapter, shall be subject to a forfeiture of up to \$500, plus any applicable surcharges, assessments, and costs for each violation. Each night a dwelling is operated as a “Bed and Breakfast Establishment” use without a Village license, or in violation of its license or this chapter, shall constitute a separate violation and forfeiture.

## **BOARDING HOUSE**

Any dwelling, or that part of any dwelling containing one or more rooming units, in which space is let by the owner or operator to 3 to 12 persons who are not husband or wife, son or daughter, mother or father, or sister or brother of the owner or operator, and who or not tourists or transients as defined herein.

## **BREW PUB**

A business use or component that is accessory to a restaurant or tavern use, produces less than 10,000 barrels of beer per year, is permitted under § 125.295, Wis. Stats., and where beer is primarily produced for on-site consumption.

## **COMMERCIAL ANIMAL SERVICES AND BOARDING**

A land use that provides for the care, treatment, and/or boarding of 6 or more animals, except for small animal veterinary clinics. Examples include commercial kennels, commercial stables, veterinarian hospitals and clinics serving animals larger than domestic dogs and/or requiring outdoor kennels, and commercial game and fur farms. Exercise yards, fields, training areas, and trails associated with such land uses are accessory to such land uses and do not require separate consideration.

## **COMMUNITY LIVING ARRANGEMENT**

A land use that includes community living arrangements for adults as defined in § 46.03(22), Wis. Stats.; community living arrangements for children, as defined in § 48.743(1), Wis. Stats.; foster homes, as defined in § 48.02(6), Wis. Stats.; and adult family homes, as defined in § 50.01 (1) (a) or (b), Wis. Stats. Provided not in violation of federal or state housing or anti-discrimination laws, shall be subject to all spacing and capacity requirements in applicable Wisconsin Statutes. Do not include group day care centers, convalescent homes, nursing homes, hospitals, prisons, or jails.

## **DAY CARE CENTER**

A land use in which qualified persons provide child care services for nine or more children. Examples of such land uses include child care centers, preschools, and nursery schools. Such land uses may be operated in conjunction with another principal land use on the same premises, such as a church, primary school, business, civic organization, or multi-family residential complex. Prior to establishment or expansion, each day care center shall be subject to site plan approval under § 305-94 and shall provide for safe drop off and pick up. Distinguished from “Intermediate Day Care Home (nine to 15 children),” because day care centers are principal uses of a property not accessory to a principal residential use.

## **DINING AND INDOOR COMMERCIAL ENTERTAINMENT**

Land uses that provide dining, drinking, and/or entertainment services within an enclosed building, except as provided below. Such land uses include restaurants; refreshment stands; caterers; cafes; coffee shops; taverns; brewpubs; wine bars; theaters; health or fitness centers; commercial gymnasiums; commercial indoor swimming pools; bowling alleys; arcades; roller rinks; indoor shooting, archery, and axe ranges; and pool halls and billiard rooms. Any outdoor alcohol service area associated with such use shall be classified as an accessory “Outdoor Alcohol Area” land use. Does not include any “Sexually-Oriented Use.”

## **DWELLING, MULTIPLE-FAMILY**

A building designed, arranged, used for, and occupied exclusively by three or more families living in the same number of attached dwelling units. The building must be attached to a finished, permanent foundation, such as a poured concrete slab or basement. Units may be attached side-by-side, or with units above the others, or some combination. Also commonly referred to as an apartment building, townhouse, or rowhouse. May be a “Zero Lot Line Structure” as defined and regulated herein.

### **DWELLING, SINGLE-FAMILY**

A dwelling unit designed for and occupied by not more than one family and having no roof, wall, or floor in common with any other dwelling unit or non-residential principal building. Minimum habitable area shall be 720 square feet. The building must be attached to a finished, permanent foundation, such as a poured concrete slab or basement. This land use category includes a “Manufactured Home” as described in this section, but only if said manufactured home meets the above regulations applicable to all single-family dwellings.

### **DWELLING, TWO-FAMILY**

A building designed, arranged, used for, and occupied exclusively by two families living in two attached dwelling units, with each unit having a private individual access to the outdoors, no shared internal access, and not meeting the definition of an “Accessory Dwelling Unit.” Minimum habitable area shall be 720 square feet per unit. The building must be attached to a finished, permanent foundation, such as a poured concrete slab or basement. Units may be attached side-by-side or with one unit above the other. Also commonly referred to as a duplex, twin home, or two-flat. May be a “Zero Lot Line Structure” as defined and regulated herein.

### **GENERAL INDUSTRY**

A group of land uses including manufacturing, trade, and contracting facilities that are not separately listed land uses in this chapter. Includes lumberyards; mill work shops; builder’s or contractor’s shops; machine shops; manufacture and bottling of beverages; manufacture, compounding, processing, packaging or treatment of such products as bakery goods and candy (but not retail bakery or confectionary), cosmetics, pharmaceuticals, toiletries, food products, and articles or merchandise from the following previously prepared material: canvas, cellophane, cloth, fiber, glass, leather, paper, plastics, precious or semiprecious metals or stone, rubber, textiles, and wood; manufacture or assembly of electrical appliances, instruments, and devices, phonographs, radio and television sets, electric and neon signs, refrigerators, and stoves. Excludes abattoirs except for slaughter of poultry; acid manufacture; cement, lime, gypsum or plaster of Paris manufacture; distillation of bones; explosives manufacture or storage; fat rendering; fertilizer or artillery manufacture; garbage, rubbish, offal, or dead animal reduction or dumping; fuel production, refining, and reclamation; glue manufacture; junkyards and salvage yards; smelting of tin, copper, zinc or iron ores; stockyards; and similar uses as determined by the Zoning Administrator.

### **HOME OCCUPATION**

An accessory economic activity that provides household income, where the principal use of the lot is the residence of at least one person conducting the economic activity, and the home occupation is clearly secondary and incidental to the principal residential use. Does not include a state licensed “Family Child Care Home” or “Intermediate Day Care Home”, which are listed separately in this section. Each “Home Occupation” use shall be subject to the following additional requirements:

- A. A home occupation shall be undertaken only by members of the household residing on the premises, plus not more than one person not residing on the premises.
- B. The home occupation shall be conducted only within the dwelling and/or an attached garage, except by conditional use permit.
- C. The area used to conduct the home occupation shall not exceed 25% of the first floor area of the dwelling, even if the home occupation is not actually conducted or only partially conducted on the dwelling's first floor.
- D. There shall be no exterior alterations to the dwelling that change the character thereof as a dwelling. Signage shall be limited to that allowed of any other dwelling in a residential zoning district per Article VII.
- E. No home occupation shall keep any stock-in-trade or include on-site sales or lease of any commodity, except for those made on the premises; samples; and Tupperware, Shaklee, Amway, Avon, and similar products as determined by the Zoning Administrator.
- F. No activity, materials, goods, or equipment incidental to the home occupation shall be externally visible, except for one licensed car, van, or light duty truck used both for the home occupation and for a resident's personal use.
- G. The home occupation must not create environmental, safety or health hazards such as smoke, odor, glare, noise, dust, vibrations, fire hazards, small electrical interference, electrical emissions, any other nuisance not normally associated with the average residential use in the district, or other fire or safety hazards that are noticeably out of character with those produced by normal residential occupancy.
- H. No on-site production typical of an industrial use or vehicle repair or body work is permitted.
- I. No home occupation, combined with the principal residential use of the property, shall generate more than 15 vehicle trips per day.
- J. Notwithstanding the above requirements, garage sales as a type of home occupation are allowed, provided that not more than two are held on a single premises per year and that each such sale shall not exceed four days in duration.
- K. Any exception to the requirements herein shall only be allowed upon approval by the Village Board after a recommendation from the Plan Commission, and shall not violate any state requirement.

#### **INDOOR INSTITUTIONAL**

A group of land uses that includes all indoor public and not for profit recreational facilities (such as gyms, swimming pools, libraries, museums, and community centers); dance, art, martial arts, and other forms of training studios; schools, colleges and universities; churches, private clubs or lodges, funeral homes and

mortuaries, tourist information and hospitality centers, convention centers not attached to hotels, auditoriums, hospitals, medical and dental clinics (but not veterinary), facilities that provide services and care to the elderly or handicapped, which may include nursing homes, convalescent homes, assisted living units and apartments not classified as community living arrangements under § 62.23, Wis. Stats., incarceration facilities, philanthropic and eleemosynary institutions, and similar land uses.

### **INDOOR SALES**

Land uses that conduct or display sales or rental merchandise or equipment and/or that conduct non-personal or non-professional services, within an enclosed building. Display of products outside of an enclosed building shall be considered an “Outdoor Display Incidental to Commercial” accessory use, where meeting the definition of that term. Includes but is not limited to stores that sell or rent art products, jewelry, optical materials, books, stationery, bakery, candy, ice cream, coffee, tea, bait, sporting goods, antiques, collectibles, gifts, notions, clothing, hosiery, shoes, pharmaceutical products, food products (retail) including meats, fish, delis and general grocers, flowers and plants, hardware, automotive supplies, paint, household appliances, household furniture, plumbing, heating, and electrical supplies, music. Also includes department and general merchandise stores, photographic studios and supply shops, tailors, and laundromats. Does not include any other land use that is separately listed in this chapter, even if such use provides indoor sales.

### **INDOOR REPAIR AND MAINTENANCE**

Includes all land uses, except as separately listed, that perform repair and maintenance services for consumer products and contain all operations (except loading) entirely within an enclosed building, including electronics, mechanical, and small engine repair service businesses. All other vehicle repair and maintenance uses shall instead be regulated as “Outdoor and Vehicle Repair and Maintenance” uses.

### **IN-VEHICLE SALES OR SERVICE**

Land uses that perform sales and/or services to persons in vehicles, or to vehicles which may or may not be occupied at the time of such activity. Examples include drive-in, drive-up, and drive-through facilities in conjunction with another principal use (such as a restaurant or bank), fueling stations, car washes (including full- and self-serve), and outdoor drive-in theaters. All fueling pumps and storage tanks shall be located at least 20 feet from any street or highway right-of-way. Excludes “Outdoor and Vehicle Repair” land uses, which are separately listed and regulated.

### **LIGHT INDUSTRIAL ACTIVITY INCIDENTAL TO COMMERCIAL USE**

An accessory land use involving the assembly of products sold on site for a permitted principal use, such as products that may be produced by a carpenter, small metal worker, or other craftsman, where there is no noise, odor, or vibration at any property line or common wall or floor/ceiling. Floor area devoted to light industrial use must not exceed 25 percent of the total floor area of the business, and assembly area must be physically separated from other activity areas that are available for public access.

### **MICROBEVERAGE PRODUCTION FACILITY**

A type of beer, wine, spirits, or coffee production facility, often including a tasting or tap room and on-site purchase of beer and related products, with no more than the following amounts of product per year: microbrewery, 15,000 barrels or equivalent; microdistillery, 10,000 gallons or equivalent; microwinery, 15,000 gallons or equivalent; microroastery, 15,000 pounds or equivalent. In the event such a use exceeds the associated volume threshold, either at time of commencement or via growth, it shall instead be considered a “General Industrial” land use. Brewpubs are regulated separately as an “Dining and Indoor Commercial Entertainment” use.

### **MIXED USE DWELLING UNIT**

A dwelling unit located within the same building that has another principal use allowed in the associated zoning district, with such dwelling unit generally located above the ground floor or if on the ground floor no closer than 24 feet from the front or street side of a building.

### **MOBILE HOME**

A transportable factory-built structure as is defined in § 101.91(10), Wis. Stats., designed for long-term occupancy by one family, and built prior to June 15, 1976, the effective date of the Federal Manufactured Housing Construction and Safety Standards Act.

### **MOTOR FREIGHT TERMINAL**

Lands and buildings representing (a) either end of one or more truck carrier line(s) principally serving several or many businesses, (b) a farm or forestry commodity trucking operation, which is a type of freight service devoted primarily to movement of locally produced agricultural or forestry products principally serving one or more farms or lumber operations, or (c) short-term indoor storage and possible repackaging and reshipment of the materials and products of a single user. Such uses typically have frequent and heavy trucking operations, large yards, extensive docks, indoor and outdoor storage, large buildings, freight stations, and/or on-site truck maintenance, repair, and/or weighing facilities.

### **OFF-SITE PARKING**

Any area used for the temporary parking of vehicles that are fully registered, licensed, and operative but not located on the premises where the principal use such parking serves is located. Includes off-site vehicle storage garages and public parking lots. Shall be set back at least 3 feet from any residential lot line, include curbing or fencing to prevent passage from parking to adjacent residential lots, include connection to the public storm sewer system or graded to meet applicable stormwater management requirements and direct drainage away from residential lots, and be covered with concrete or asphalt within 12 months of commencement of usage.

### **OUTDOOR ALCOHOL AREA**

A typically accessory land use those that involves the commercial service and/or consumption of alcohol outside of the principal building, often associated with an approved restaurant or tavern use including outdoor dining areas that allow the

consumption of alcohol.

### **OUTDOOR AND VEHICLE REPAIR AND MAINTENANCE**

Includes all land uses, except as separately listed in this chapter, 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, not including exclusively indoor small engine repair. Except within the Industrial zoning district, does not include establishments for rebuilding, retreading, recapping, vulcanizing, or manufacturing tires, or establishments for painting vehicles. Regardless of zoning district, no motor vehicle wrecking is permitted, all motor vehicle repair work shall be done within completely enclosed buildings, and 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.

### **OUTDOOR COMMERCIAL ENTERTAINMENT**

Land that provide entertainment services partially or wholly outside of an enclosed building. Such activities often have the potential to be associated with nuisances related to noise, lighting, dust, trash, and late operating hours. Examples include outdoor commercial swimming pools, driving ranges, miniature golf facilities, amusement parks, drive-in theaters, go-cart tracks, racetracks, and shooting ranges.

### **OUTDOOR DISPLAY**

Land uses, except as otherwise listed separately in this chapter, that conduct sales or display sales or rental merchandise or equipment outside of an enclosed building. Examples include outdoor car and truck sales, outdoor vehicle rental, manufactured home sales, monument sales, sales of recreational vehicles, campers, boats, and trailers, motorcycle sales, motorized bicycle sales, go-kart sales, snowmobile sales, aircraft sales, motorboat sales, and outdoor sales yards associated with a retail use that exceed limits associated with an “Outdoor Display Incidental to Indoor Sales Use.” Does not include the sale any more than one motor vehicle, recreational vehicle, boat, or trailer than is not owned or titled under the name of the property or business owner.

### **OUTDOOR DISPLAY INCIDENTAL TO INDOOR SALES USE**

Any “Outdoor Display” land use, as defined above, that does not exceed 20 percent of the total sales area of the principal building on the site, or 20 percent of the floor area of the principal use(s) with which it is associated, whichever is less.

### **OUTDOOR STORAGE OF NON-FARM EQUIPMENT**

Generally an accessory land use that includes the storage of non-farm items or equipment not fully enclosed within a building, excluding active loading and parking. Examples include contractors’ outdoor storage yards, equipment yards, lumber yards, coal yards, outdoor salt storage, landscaping materials yards, construction materials yards, and shipping materials yards. Inoperable items, equipment, or vehicles are not considered an outdoor storage land use, but instead may be classified as a junkyard or

salvage yard. Unless otherwise approved by the Plan Commission, outdoor storage shall not be permitted in the minimum required front yard and each outdoor storage area shall be completely enclosed by any permitted combination of buildings, structures, walls, and/or fencing. Such walls or fencing shall be designed to completely screen all stored materials from view from parcels not zoned Industrial at an elevation of 5 feet above grade.

### **PERSONAL OR PROFESSIONAL SERVICES**

An indoor land use whose primary function is the provision of one or more professional or personal services directly to an individual on a walk-in or on-appointment basis. Examples include banks, insurance or financial services, brokerages, realty offices, barber shops, beauty shops, radio broadcast studios, and small animal veterinary clinics. Veterinary clinics catering to animals larger than domestic dogs and/or requiring outdoor kennels shall be regulated as a “Commercial Animal Service and Boarding” land use. Does not include personal or professional service uses that are accessory to a principal residential use of a property, which are instead regulated as home occupations if meeting applicable requirements of this chapter. Also does not include convenient cash, payday loan, installment loan, cash for gold, pawn shop, or similar businesses, which are separately listed and regulated.

### **PERSONAL STORAGE FACILITY**

Includes indoor storage of items entirely within partitioned buildings with individual access to each partitioned area. Such storage areas may be available on either a condominium or rental basis. Also known as “mini-warehouses.” Facility shall be limited to indoor storage of household items and similar durable goods. No live animals, perishable items, odor producing materials, flammable or explosive materials, toxic or noxious materials, or hazardous materials shall be stored on site. No storage unit may have any other function aside from storage, including but not limited to any retail, wholesale, workshop, hobby shop, manufacturing, residential, lodging, or service use.

### **PUBLIC SERVICE OR UTILITY**

Includes all municipal, county, state and federal facilities (except those listed separately in this chapter); protective service facilities such as police and fire departments and rescue operations; public and/or private utility substations; municipal water towers, reservoirs, and well sites; utility and public service related distribution facilities; cemeteries; and similar land uses. Does not include facilities that generate power primarily for off-site distribution and use, except where conducted as an accessory use to another permitted public service or utility use.

### **RETAIL SALES INCIDENTAL TO INDUSTRIAL USE**

An accessory land use involving retail sales activity that is incidental to a principal land use on the same site, where such principal use is within the “Transportation, Industrial, and Agricultural Uses” category in Figure 305-3 and the total area devoted to sales activity does not exceed 25 percent of the total floor area of the buildings on the site. Does not include any “Outdoor Alcohol Area” use, which is separately listed and regulated.

## **SEASONAL SALES OF FARM AND FORESTRY PRODUCTS**

Includes outdoor display and sales of farm and forestry products on a seasonal basis (less than 180 days in a calendar year). Examples include, but are not limited to, fruit and vegetable stands, maple syrup sales, pumpkin stands or patches, Christmas tree lots, firewood sales, wreath sales, honey sales, and flower sales, but not including sales of non-farm or general forestry products like lumber. Display/sales areas shall not obstruct pedestrian or vehicular circulation, including vehicular sight distances, and if in an agricultural zoning district used solely for the display or sale of farm or forestry products produced on the premises upon which such roadside stand is located. May include a temporary structure of not more than 300 square feet of ground area, not permanently affixed to the ground, and readily removable in its entirety. There shall not be more than one such use on any one premises.

## **TOURIST LODGING**

A use of a dwelling where sleeping accommodations are offered for pay to tourists or transients for fewer than 30 consecutive days per tourist or transient, and subject to the following requirements:

- A.** Must be licensed by the State, licensed by the Village (upon payment of a fee established by the Village Board), and have a designated agent. Owner or agent shall provide a copy of such State license and a sales tax number to the Zoning Administrator at time of initial receipt, and thereafter as may be requested.
- B.** Shall be subject to and comply with Chapter ATCP 72, Wis. Adm. Code, relating to tourist rooming houses and § 97, Wis. Stats., related to food, lodging, and recreation.
- C.** No shed, tent, vehicle (including any camper or other recreational vehicle), or garage shall be used for living or sleeping purposes, except for any portion of a garage legally established as an "Accessory Dwelling Unit" under this Chapter.
- D.** No vehicle parking shall be permitted beyond a hard surfaced area that was designed and intended for vehicle parking.
- E.** The appearance of the dwelling shall not be altered or operated in a manner that would cause the premises to differ in appearance from a typical dwelling.
- F.** § 224-9 of the Code shall apply with respect to noise.
- G.** The Village shall have the right of inspection for the purpose of determining compliance with the license or ordinance requirements. The Village shall coordinate with the Owner or Agent to complete the inspection.
- H.** A "Tourist Lodging" license shall be automatically void upon the sale or transfer of the property ownership or any fractional ownership interest in the property, unless the new owner obtains a new or altered license.

- I. Any exception to the requirements herein shall only be allowed upon approval by the Village Board after a recommendation from the Plan Commission, and shall not violate any state requirement.
- J. Any person, partnership, corporation, or other legal entity that operates a “Tourist Lodging” use without a Village license, or in violation of its license or this chapter, shall be subject to a forfeiture of up to \$500, plus any applicable surcharges, assessments, and costs for each violation. Each night a dwelling is operated as a “Tourist Lodging” use without a Village license, or in violation of its license or this chapter, shall constitute a separate violation and forfeiture.

Commercial lodgings consisting of a place where sleeping accommodations are offered for pay to transients, in 5 or more rooms, and all related rooms, buildings and areas, shall instead be regulated as “Hotel or Motel” use. Lodgings consisting of a room in a residence operated by the primary resident shall instead be regulated as a “Bed and Breakfast”. Also does not include any “Boarding House,” which is described and regulated separately.

#### **TOURIST OR TRANSIENT**

A person who travels to a location away from his or her permanent address for a short period of time for vacation, pleasure, recreation, culture, business, or temporary employment.

#### **WAREHOUSING, WHOLESALING, AND/OR DISTRIBUTION**

Land uses primarily oriented to the receiving, holding, and shipping of packaged materials for a single business or a single group of businesses. With the exception of loading and parking facilities, such land uses are contained entirely within an enclosed building. Includes conventional warehouse facilities, long-term indoor storage facilities, and joint warehouse and storage facilities, but does not include any “Motor Freight Terminal” or “Personal Storage Facility” use.

#### **WIND OR SOLAR ENERGY CONVERSION SYSTEM**

An apparatus or system for converting the energy available in the wind or sun to electrical energy for the primary purpose of resale or off-site use, where subject to local regulation under Wisconsin law. Requirements of Article VIII may also apply.

#### **ZERO LOT LINE STRUCTURE**

A building that is built over a lot line, where walls separating occupancy units follow lot lines, such as a zero-lot-line duplex or townhouse or series of zero lot line commercial occupancies in a single commercial building, and which shall meet the following requirements:

- A. Any division of land associated with the construction or development of a zero lot line structure shall comply with applicable land division regulations.

- B. The building shall meet the front, side, and rear setbacks required for the applicable zoning district in which it is located, except that the yard with the shared wall shall have no minimum principal building setback.
- C. The minimum width of each lot associated with a zero lot line structure shall be the normal minimum lot width in the zoning district divided by the number of separate occupancy units in the structure.
- D. The building permit applicant shall provide a signed agreement or covenant specifying maintenance standards for the common wall, exterior surfaces of the building to maintain a neat and harmonious appearance over time, and any other common features; restrictions against construction of detached single-family residences on any of the affected lots in the event either or all sides of the zero lot line structure is destroyed; and a provision that it may not be terminated, amended, or otherwise altered without the approval of the Village Board. Each such agreement or covenant shall be subject to Village Attorney approval, and then recorded by the developer against all affected properties and continually maintained by the property owners.

**Section 16.** Within § 305-306 of the Municipal Code of the Village of New Glarus, the following terms and their definitions are hereby repealed: AUTOMOBILE LAUNDRY; GROUP LODGING HOUSE; HOME PROFESSIONAL OFFICE; HOTEL, APARTMENT; LODGING HOUSE; LODGING ROOM; OFFICE FOR A PROFESSIONAL PERSON; PLANNED RESIDENTIAL DEVELOPMENT; RESERVOIR PARKING SPACE; ROADSIDE STAND; ROW HOUSE; SINGLE-FAMILY DWELLING.

**Section 17.** 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.

This Ordinance shall take effect the day after passage and publication as provided by law.

PRESENTED: \_\_\_ / \_\_\_ /2024  
 ADOPTED: \_\_\_ / \_\_\_ /2024  
 PUBLISHED: \_\_\_ / \_\_\_ /2024

\_\_\_\_\_  
 Roger Truttmann, Village President

\_\_\_\_\_  
 Kelsey Jenson, Village Clerk-Treasurer

**Village of New Glarus**  
**Authorizing Resolution to Commit Match Funds &**  
**Certification of Match Funds Secured**

RESOLUTION NO. 24-15

WHEREAS, monies are available under the Flexible Facilities Grant Program, administered by the State of Wisconsin Department of Administration, for the purpose of the improvement of public facilities to address employment, education, and healthcare monitoring as a result of the Covid 19 Pandemic; and

WHEREAS, the Village Board of the Village of New Glarus has authorized the submission of a Flexible Facilities Grant Application to the State of Wisconsin for the following project: construction of a new public library; and

WHEREAS, an adequate local financial match must be provided for the proposed Flexible Facilities project by the Village of New Glarus; and

WHEREAS, the Village of New Glarus must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the Flexible Facilities application.

NOW, THEREFORE, BE IT RESOLVED, that the Village of New Glarus does hereby authorize the commitment of match funds to be used as outlined in the Flexible Facilities Grant application, for the match amount of \$500,000, from the following secured source(s):

Lake Ridge Bank

ADOPTED on this 2nd day of July, 2024.

The governing body of the Village of New Glarus has authorized the above resolution to commit match and certify match funds secured for the Flexible Facilities Grant project referenced within the resolution.

ATTEST:

\_\_\_\_\_  
Roger J. Truttman, President

\_\_\_\_\_  
Kelsey Jenson, Village Clerk/Treasurer

Date: June 26, 2024

Project: New Glarus Public Library (Town Hall site)                      Phase: Grant Application

Site Acquisition .....	\$535,000
Site Development & Demolition .....	\$included in General Construction
Building Construction (10,500 GSF at ~\$350/SF).....	\$3,675,000
General Construction, Demo & Fixed Eq .....	\$2,600,000
Plumbing .....	\$175,000
Fire Protection Sprinklering.....	\$not included
HVAC .....	\$450,000
Electrical .....	\$450,000
Parking & Drives, Sidewalks, Landscaping, Flagpole, Bikerack .....	\$200,000
Utility Connections (sewer and water, reuse existing laterals).....	\$0
Electrical Utilities (3 Phase Service) .....	\$30,000
Furnishings & Movable Equipment (reuse some existing).....	\$250,000
Low Voltage Systems (telephone, security/doors/cameras, AV, misc.) .....	\$75,000
Digital Connectivity (Cabling, Network, PCs and related) .....	\$75,000
SUBTOTAL.....	\$4,840,000
Estimating & Construction Contingency (~10% of above, less Acquisition).....	\$430,000
TOTAL .....	\$5,270,000

Professional Design Fees (8.3% rounded; plus Additional Services noted below) .....	\$393,000
Miscellaneous Costs (rounded) .....	\$87,000
Topographical Survey .....	\$6,000
AE Additional Services* .....	\$0
Focus On Energy incentive* .....	(\$TBD)
Physical Relocation.....	\$12,000
SWMP & Soil Testing (for stormwater).....	\$not included
DNR WRAPP Fees .....	\$not included
Soil Borings & Geotechnical.....	\$8,000
Legal Fees & Builder's Risk Insurance costs .....	\$34,000
Auditor & Grant Administration fees .....	\$25,000
State Agency Review Fees/Plan Approval.....	\$2,000
TOTAL PROJECT COST (~\$548 Per Square Foot at 10,500 GSF).....	\$5,750,000

6515 Grand Teton Plaza, Suite 120  
 Madison, Wisconsin 53719  
 p 608.829.4444  
 f 608.829.4445

Scope associated with this Estimate

1. The size of the initial building is based upon a service area population projected to Year 2049.
2. The size of the initial building will be 10,500 gross square feet (GSF) designed for no future horizontal or vertical expansion, based on “2024 New Library Space” listing dated 6/11/2024.
3. A re-zoning may be required. The current zoning is commercial district C-1 which requires building setbacks of 25’ front, 10’ rear, 10’ side.
4. A parking variance will be required; ordinances require a Loading Space and 1 parking stall for each 300 square feet (35 stalls) whereas fewer on-site parking stalls are anticipated.
5. The design assumes toilet fixtures as required by current code for a 10,500 GSF facility.
6. The Owner will purchase the “all-risk” builder’s risk insurance at their own cost, reflected in the Miscellaneous Cost line-item “Legal & Builder’s Risk Insurance costs”.
7. Several Add Alternates should be considered and bid.
8. The cost estimates presume costs of material and labor correlated to bidding in winter 2024-5, sales tax exempt.
9. The estimate includes the cost related to the municipal electrical utility’s charges for bringing three-phase power to the building, but bringing natural gas into the site (typically \$0) or the cost of borrowed money related to interim or permanent financing, if any, are not included.
10. Items with asterisks:
  - a. Various previous other-sites design efforts by AE have totaled \$129,240, sunk costs paid out of previous funds. These previous funds are not part of the \$5.75M total.
  - b. Focus On Energy incentives will be a funding source not currently reflected in this estimate. During design, Focus On Energy will provide an estimate of this amount, based on anticipated energy design-construction strategies.
11. Detailed technical scope specifications have not yet been developed; the following quality levels are reflected in this estimate:
  - a. Masonry veneer (stone and precast sills) and cementitious siding exterior wall materials.
  - b. One-story slab-on-grade wood-framed wall and roof framing construction, at least R-24 total wall assembly, R-50 total roof assembly.
  - c. Site work includes on-site blacktop parking, concrete sidewalks and landscaping (excluding irrigation.)
  - d. Wood roof framing on wood columns and beams, and wood stud-framed exterior walls.
  - e. Asphalt shingle roofing at all pitched roof areas.
  - f. Carpet tile, LVT/LVP or ceramic tile floors throughout public areas.
  - g. Varying ceiling heights with acoustical tile or painted drywall finishes.
  - h. Painted drywall finishes typically throughout.
  - i. Storefront windows at entry, and fiberglass fixed and operable windows elsewhere.
  - j. High-efficiency natural gas domestic hot water heating, 95% efficiency.
  - k. High-efficiency natural gas-fired HVAC system:
    - 1) Multipurpose Classroom single-zone, natural gas AHU with DX cooling.
    - 2) Offices and other areas VAV multi-zone, natural gas AHU with DX cooling.
  - l. Building Automation System (sensor control of zone temperature and ventilation.)
  - m. Combination direct-indirect LED lighting throughout with ambient and vacancy sensor controls; Lighting Power Density better than code maximum.
  - n. The building will not be LEED-certified but the AE will track LEED-Silver or LEED-Certified levels of points; effectively will be LEED-certifiable at some level (~~Silver or Certified~~).

**VILLAGE OF NEW GLARUS  
ORDINANCE 24-08**

**AN ORDINANCE TO AMEND SECTION 288-21 CREATING (Z) OF THE MUNICIPAL CODE  
OF THE VILLAGE OF NEW GLARUS  
PARKING REGULATIONS**

THE VILLAGE BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN,  
does hereby ordain as follows:

AMEND Section 288-21 Creating (Z):  
**§288-21 Parking prohibited zones.**

(Z)The north side of Third Avenue between Sixth and Eighth Street

PRESENTED: 7/2/24  
ADOPTED: 7/2/24  
Published: 7/11/24

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Roger Truttmann, Village President

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Kelsey Jenson, Village Clerk-Treasurer

# VILLAGE OF NEW GLARUS



## ADMINISTRATION DEPARTMENT

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### MEMORANDUM

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**To:** New Glarus Village Board  
**From:** Lauren Freeman, Village Administrator  
**Date:** July 2, 2024  
**Re:** Village Investments

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#### **Background/Discussion:**

The Village's 6-month CD is expiring on July 8, 2024. The Village invested \$150,000 into this CD, and the balance as of May 31, 2024 was \$152,019.

Staff reached out to the three local banks for rates on a new 18-month CD. The rates are detailed below:

<b>Bank</b>	<b>18-Month CD Rate</b>
Bank of New Glarus	5.01%
Lake Ridge Bank	4.68%
Woodford State Bank	4.50%

#### **Recommendation:**

The Personnel/Finance Committee recommended moving forward with an 18-month CD with the Bank of New Glarus.

## General Definition of Work

This is a Department Head Level Position with a high degree of responsibility:

- Performs difficult advanced technical work planning, organizing and directing streets, drainage, water and sewer utility, sanitation and related public works and public utility functions,
- Coordinating work with other departments
- Executive management, maintaining records and files, preparing reports,
- Related work as apparent or assigned.

Work involves setting policies and goals under the direction of the Village Administrator. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Plans, directs, and coordinates the operations, activities, and staff of the Public Works and Utilities Department that include streets, electric utility, sanitary sewers, storm sewers, water distribution and the wastewater treatment plant.
- Coordinates current and future construction and maintenance work with the Village Board, working committees, engineers, architects, and contractors; prepares technical reports; provides staff assistance and advisory services to executive management.
- Oversees construction projects and independent contracts and engineers; coordinates department activities with Wisconsin Department of Transportation (DOT) and other State agencies; supervises safety issues and procedures for employees, equipment, and work sites.
- Assigns, directs, trains and reviews staff work; handles hiring, suspending, disciplinary and terminating department staff; manages department rewards, transfers, promotions or demotions; performs staff evaluations; provides coaching or counseling to department staff; develops staff schedules.
- Develops and prepares a variety of required environmental and technical reports such as test results and Wisconsin Department of Natural Resources (DNR).
- Develops and manages department operating and capital improvement budget; monitors expenditures; orders equipment and supplies.
- Operates heavy equipment, trucks and small tools; paints traffic lines; oversees snowplow operations and operates snowplow as needed.
- Tests water and sewer levels
- Attends meetings; compiles data; prepares and maintains communications, files, records, and correspondence.
- Coordinates with Village Forester regarding care and/or removal of Village owned street and park trees.
- Coordinates with Parks and Recreation Director regarding park maintenance
- May be required to work outside normal work hours in on-call and emergency situations.

## Knowledge, Skills and Abilities

- Comprehensive knowledge of the practices of civil engineering as applied to public works and public utility maintenance and repair;
- Comprehensive knowledge of municipal public works and public utility administration, planning and design;

- Skill in developing and executing administrative procedures, management practices, and leadership;
- Ability to review and analyze plans and specifications for the construction of public facilities;
- Ability to formulate comprehensive operational policies and procedures;
- Ability to communicate ideas effectively orally and in writing;
- Ability to make arithmetic computations using whole numbers, fractions, and decimals;
- Ability to read blueprints, maps, and operation and service manuals;
- Ability to prepare technical reports;
- Ability to plan, organize, direct, and evaluate the work of subordinate employees;
- Ability to establish and maintain effective working relationships with associates, elected and governmental officials, engineers and architects, contractors, and the general public.

### **Education and Experience**

High school diploma or GED and extensive experience in public works administration and management including streets, electrical, safety and equipment operations, or equivalent combination of education and experience.

### **Physical Requirements**

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force;
- Work regularly requires speaking or hearing
- Frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing;
- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly;
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound;
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions,
- Frequently requires exposure to vibration and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment;
- Work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Obtain State of Wisconsin Department of Natural Resources (DNR) Wastewater Operators certification within one year of hire.

Must meet and maintain all training and education requirements for position.

Valid commercial driver's license in the State of Wisconsin.

Last Revised: 2/17/2020