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

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| **MTG/DATE:** | Board of Trustees – 04/16/18 |
| **FROM:** | Jennifer Higgins, Director of Planning & Development<br>Scott Tatro, Building Inspector<br>Jared Wehner, Assistant Planner |
| **DESCRIPTION:** | Ordinance No. 18-013 An Ordinance to Amend Chapter 14, Article II., Building and Construction Codes; Article III., Administration and Enforcement; and Article V. House and Building Numbering. |

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| **ACTION:** | ☒ **Approve**<br>☐ **Deny**<br>☐ **Expenditure** | ☒ **Ordinance**<br>☐ **Policy**<br>☐ **Procedure** | ☐ **Proclamation**<br>☐ **Report**<br>☐ **Resolution** |

**QUESTION:**
Should the Village Board approve the proposed amendments to Chapter 14 *Buildings and Building Regulations*?

**BRIEF:**
Planning and Development Staff have completed a comprehensive revision to Chapter 14 *Buildings and Building Regulations*. Chapter 14 contains regulates building permits, building inspections and residential and commercial building codes. It also regulates the house and building numbering regulations for the Village.

Changes to the Building Codes and Regulations sections of Chapter 14 are being made due to changes in state laws. The Village can no longer license electrical contractors and there have been some changes to State Department References and State Code references which have changed over the years but not been updated in Chapter 14.

Changes have also been made to Article V House and Building Numbering to better reflect the process the staff currently follows to issue addresses. Many of the proposed changes have been discussed at previous meetings with the Public Safety Committee or follow recommendations from Marathon County's Uniform Addressing Project.

**RECOMMEND:** Staff and the Public Safety Committee recommends approval as submitted.

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| **COMMITTEE:** | Public Safety Committee 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 meeting. The Public Safety Committee reviewed the ordinance at their 3/26/18 meeting and are recommending it to you for final approvals and adoption. |
| **REQUEST:** | Adopt Ordinance No. 18-013 as proposed. |

☒ 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
# AGENDA ITEM BRIEFER

## 1. Policy Question:

Should the Village Board adopt amendments to Chapter 14 Buildings and Building Regulations?

## 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:

The Village has been working the last few months on how to move forward with addressing now that the Village is no longer participating in the County Uniform Addressing Project. It was found the current addressing regulations are antiquated and did not reflect the process that staff had been using to issue new addresses in the Village. For a number of years already, village staff had been working with Marathon County to not duplicate street names and to create a uniform addressing process.

Since the Chapter was in need of updating, I had asked the Building Inspectors to review the chapter to see if any changes were needed. It was determined that over the years state law requirements had changed in regard to electrical permitting in municipalities and references to certain state agencies had changed. Those changes have been reflected in the updates.

## 4. Issue Analysis:

Current addressing regulations do not reflect the process village staff has been working with Marathon County and EMS with over the last few years. That process will be codified in the ordinance amendment so that the public and future staff who administrate the ordinance know the new process.

The actual building codes sections needed updates to recent State law changes. These have been incorporated into the code.

## 5. Fiscal Impact:

Minimal. Cost of ordinance publication.

## 6. Legal Impact:

It is legal and is consistent with past practice. Village ordinances are updated from time to time to reflect changes in policy and procedures.

## 7. Prior Review:

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. A presentation was given to the Public Safety Committee at their February 26th meeting. The Public

Safety Committee reviewed and recommended for approval the ordinance as proposed at their 3/26/18 meeting.

## 8. Policy Choices:

1. Approve Ordinance No. 18-013.
2. Make changes to the proposed Ordinance and adopt 18-013 as amended.
3. Defer the ordinance back to PSC with further direction.
4. Deny the proposed changes and leave the ordinance as is.

## 9. Recommendation:

I recommend the Board approve Ordinance 18-013 as proposed.

## 10. Attachments:

Ordinance No. 18-013

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**ORDINANCE NO. 18-013**

**AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE II., BUILDING AND CONSTRUCTION CODES; ARTICLE III., ADMINISTRATION AND ENFORCEMENT; AND ARTICLE V. HOUSE AND BUILDING NUMBERING.**

WHEREAS, the State of Wisconsin has enacted new laws which effect the administration and enforcement of this Chapter;

WHEREAS, the Village Building Inspector is proposing changes to Article II and Article III of this Chapter, to make the Ordinance consistent with new state laws;

WHERES, the Village Planning & Development Department has been tasked with assisting the Public Safety Committee update Article V of the Chapter to better reflect the process staff currently follows to issue house numbers/addresses and also provide additional regulations to residents of the Village with a uniform and standardized system of street naming and addressing to:

(a) Minimize future street name and addressing conflicts.
(b) Provide a database for Village records and enhanced 911 services.
(c) Expedite property identification by emergency services.
(d) Comply with the addressing guidelines published in U.S. Postal Service Publication 28.

WHEREAS, the Public Safety Committee has revised the proposed amendments to the Chapter and recommended enactment of the Ordinance amendments set forth below at their meeting on March 26, 2018; and

WHEREAS, the Village Board finds the proposed amendment is reasonable, and in the public interest;

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

SECTION 1: Chapter 14 Building and Building Regulations is hereby amended to provide as shown in EXHIBIT A, attached.

SECTION 2: The amendment effectuated by this Ordinance shall apply within the municipal limits of the Village.

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

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

Dated the 16th day of April, 2018

WESTON VILLAGE BOARD

By: Barbara Ermeling
Barbara Ermeling, its President

Attest:
Sherry Weinkauf
Sherry Weinkauf, its Clerk

APPROVED: 4-16-18

PUBLISHED: 4-18-18

EXHIBIT A

Chapter 14

# BUILDING AND BUILDING REGULATIONS*

## Article I. In General

Sec. 14.100. No liability.

## Article II. Building and Construction Codes*

DIVISION 1. BUILDING CODES AND REGULATIONS

Sec. 14.200. Building code and regulations.

DIVISION 2. COMMERCIAL BUILDING~~ELECTRICAL~~ CODES AND REGULATIONS

Sec. 14.201. Commercial Electrical Code and Regulations.

~~Sec. 14.202. Licenses.~~

~~Sec. 14.203. Class of License.~~

~~Sec. 14.204. Applications.~~

~~Sec. 14.205. Certified Master Electrician.~~

~~Sec. 14.206. New Applications.~~

~~Sec. 14.207. License Renewal~~

~~Sec. 14.208. Certificate of License.~~

~~Sec. 14.209. License Fees.~~

~~Sec. 14.210. Revocation and Suspension.~~

Sec. 14.~~211~~202. Permit Required.

Sec. 14.~~212~~203. Fees.

Sec. 14.~~213~~204. Penalties.

**Cross References**--Fire Prevention and Protection, Chapter 34; Sanitation, Chapter 38; Mobile Homes, Chapter 46; applicability of plumbing, electrical and building codes to mobile home parks, § 46.107; Planning Commission, Chapter 62; Solid Waste, Chapter 66; Streets, Sidewalks and Other Public Places, Chapter 70; building material on streets and sidewalks, § 70.105; Subdivision Regulations, Chapter 74; Utilities, Chapter 86; Zoning, Chapter 94.

## Article III. Administration and Enforcement

### DIVISION 1. INSPECTOR

Sec. 14.300. Appointment.

Sec. 14.301. Compensation.

Sec. 14.302. Duties.

Sec. 14.303. Access to premises.

Sec. 14.304. Records.

Sec. 14.305. Change.

Sec. 14.306. Open excavations prohibited.

### DIVISION 2. PERMITS AND FEES

Sec. 14.307. Licenses and fee.

Sec. 14.308. Required.

Sec. 14.309. Applications for permits.

Sec. 14.310. Waiver of certain requirements.

Sec. 14.311. ~~Street dedication required~~Compliance with other Village Ordinances.

Sec. 14.312. Conditions for the issuance of permit.

Sec. 14.313. Survey.

Sec. 14.314. Inspector may revoke permits.

Sec. 14.315. Furnishing of grade level.

Sec. 14.316. Plumbing; roof trusses; electrical work.

Sec. 14.317. Time limitations.

Sec. 14.318. Moving permits.

DIVISION 3. INSPECTIONS AND ORDERS

Sec. 14.319. Inspections.

Sec. 14.320. Certificate of occupancy.

**Article IV. Demolition/Razing of Buildings**

Sec. 14.400. Demolition/razing regulations; purpose.

Sec. 14.401. Permit required.

Sec. 14.402. Liability of independent contractor.

Sec. 14.403. Demolition/razing of building, permit fee.

Sec. 14.404. Public safety.

Sec. 14.405. Removal of rubble and rubbish and other requirements.

**Article V. House and Building Numbering**

Sec. 14.500. Intent.

Sec. 14.501. ~~Specifications~~Jurisdiction.

Sec. 14.502. ~~Numbers required~~Applicability.

Sec. 14.503. ~~Penalties~~Implementation and Administration.

Sec. 14.504. Guidelines of Interpretation.

Sec. 14.505. Street Naming.

Sec. 14.506. Addressing Procedures.

Sec. 14.507. Signing.

Sec. 14.508. Change of Existing Addresses.

Sec. 14.509. Corrections.

Sec. 14.510. Enforcement/Penalties.

Sec. 14.511. Administrative Provisions.

## ARTICLE I IN GENERAL

### Sec. 14.100. No liability.

The provisions of this chapter shall not be construed so as to impose any liability or the assumption of liability on the part of the village for damages to anyone injured or any property destroyed by any defect in any building or equipment or in any heating, ventilating, air conditioning, electrical, plumbing or other equipment.

(Ord. of 1-28-1991, § 1(2.13), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

## ARTICLE II BUIDLING AND CONSTRUCTION CODES*

DIVISION 1. BUILDING CODES AND REGULATIONS

### Sec. 14.200. Building code and regulations.

(a) ***Adoption of Wisconsin Uniform Dwelling Code***. All of the following chapters of the Wisconsin Administrative Code, all of which apply to one- and two-family dwellings and alterations and additions to such dwellings, and any subsequent revisions or amendments to any of those chapters, are made by reference a part of this Code and are hereby adopted and shall be enforced by the village, copies of which shall be kept on file in the office of the village clerk/treasurer and in the office of the building inspector:

SPS 320 Administration and Enforcement

SPS 321 Construction Standard

SPS 322 Energy Conservation

SPS 364 Heating, Ventilating and Air Conditioning

SPS 316 Electrical Standards

SPS 382 Design, Construction, Installation, Supervision, Maintenance, Maintenance and Construction of Plumbing

SPS 383 Private Onsite Wastewater Treatment Systems

SPS 384 Plumbing Products

**State Law References** – Enforcement of building codes generally, Wis. Stat. § 62.17

SPS 385 Soil and Site Evaluations

(b) ***Adoption of additional Administrative Code provisions***. All of the provisions of the following Wisconsin Administrative Code chapters insofar as they apply to villages, together with any subsequent revisions or amendments to such chapters, are made by reference a part of this Code and are adopted and shall be enforced by the village:

~~SPS 315~~~~SPS 315~~SPS 305 Licenses, Certifications, and Regulations

~~SPS 316 Electrical Code~~

(c) ***Original Codes***. These codes can be viewed by accessing the State of Wisconsin Administrative Code at http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment

(d) ***Zoning***. No provision of this section shall be construed to repeal, modify or constitute an alternative to any of the zoning regulations.

(Ord. of 1-28-1991, § 1(2.01), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

DIVISION 2. COMMERCIAL ~~ELECTRICAL~~ BUILDING CODES AND REGULATIONS

**Sec. 14.201. Commercial ~~Electrical~~ Building Code and Regulations.**

(a) ~~(a)~~ ***Adoption of Wisconsin Administrative ~~Electrical~~ Building Code and Standards***. All of the provisions of the Wisconsin Administrative Code Chapters ~~SPS 316~~SPS 361 to 366 entitled "~~Electrical~~ Commercial Building Code," together with any subsequent revisions or amendments thereof are made by reference a part of this code and are hereby adopted and shall be enforced by the Village, copies of which shall be kept on file in the offices of the Village Clerk and Building Inspector.

***(b)*** ~~(b)~~ ***Adoption of Wisconsin Administrative Plumbing Code and Standards.*** All of the provisions of the Wisconsin Administrative Code Chapters SPS380-387 entitled "Plumbing Code" together with any subsequent revisions or amendments thereof are made by reference a part of this code and are hereby adopted and shall be enforced by the Village, copies of which shall be kept on file in the offices of the Village Clerk and Building Inspector.

(c) ***Adoption of Wisconsin Administrative Electrical Code.*** All of the provisions of the Wisconsin Administrative Code Chapter SPS316 entitled

"Electrical Code" together with any subsequent revisions or amendments thereof are made by reference a part of this code and are hereby adopted and shall be enforced by the Village, copies of which shall be kept on file in the offices of the Village Clerk and Building Inspector.

~~***Electrical Inspection/Inspector***. There is hereby established the position of Electrical Inspector who shall be either appointed by the Village Board as a Village employee or contracted by the Board at the Board's discretion to perform electrical inspection services.~~

(Ord. of 11-19-04, Ord. of 7-26-05, Ord. of 9-22-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

~~**Sec. 14.202. Licenses.**~~

~~(a) ***License required***. No person, firm, or corporation shall install, maintain, alter or repair any electrical wiring, devices, appliances, or equipment used for the utilization of electric current for light, heat, or power within the Village of Weston without first having procured an electrical contractor's license. Except the following:~~

~~(1) Minor repair work, the replacement of lamps or the connection of portable devices to suitable receptacles, which have been permanently installed;~~

~~(2) The installation, alteration or repair of wiring, devices, appliances or equipment for the operation of signals or the transmission of intelligence, where such wiring devices, appliances or equipment operate at a voltage not exceeding fifty between conductors and do not include generating or transforming equipment capable of supplying more than fifty watts of energy;~~

~~(3) The installation, alteration or repair of electric wiring, devices, appliances and equipment installed by or for an electric public service corporation for the use of such a corporation in the generation, transmission, distribution or metering of electrical energy, or the use of such a corporation in the operating of signals or the transmission of intelligence.~~

~~(4) Any work involved in the manufacture, test or repair of electric material, devices, appliances or apparatus, but not including any permanent wiring other than that required for testing purposes;~~

~~(5) The assembly, erection and connection of electric apparatus and equipment by the manufacturer of such apparatus and equipment, but not including any electric wiring other than that involved in making electrical connections on the apparatus or equipment itself or between two or more parts of such apparatus or equipment.~~

~~(6) The installation, alteration, and control of electric current in manufacturing facilities under the guidance of a qualified maintenance electrical department. These alterations are to be done in existing facilities only.~~

~~(Ord. of 11-19-04, Ord. of 7-26-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.203. Class of License.~~**

~~One class of electrical contractor's license shall be issued by the Village Clerk. The license shall entitle the holder to engage in the business of, and to secure permits for, the installation, alteration and repair of any electric wiring, devices, appliances or equipment.~~

~~[Amended via Ord. No 15-027, 11/18/2015]~~
**~~Sec. 14.204. Applications.~~**

~~Applications for licenses shall be made in writing to the Village Clerk stating the name and place of business of the applicant, and such information as the Village Board shall require from time to time.~~

~~[Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.205. Certified Master Electrician.~~**

~~Any person holding a state Master Electrician Certification shall be issued an electrical contractor's license within ten business days of submittal of the following information:~~

~~(1) Evidence that the contractor, or at least one full-time employee of the contractor, is certified by the state as a master electrician;~~

~~(2) Payment of license fee.~~

~~(3) Proof of Insurance.~~

~~(Ord. of 12-19-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.206. New Applications.~~**

~~Before any license shall be issued, the applicant shall first have secured a State of Wisconsin Master Electrician Certification, or shall have held a current valid municipal license for the past five (5) consecutive years; paid the license fee and provided proof of insurance.~~

~~(Ord. of 11-19-04, Ord. of 7-26-05, Ord. of 12-19-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.207. License Renewal.~~**

~~Each license shall expire on June 30 following the date of its issue, and shall be renewed by the Village Board upon application of the holder of the license, and payment of the required fee any time within thirty days before the date of such expiration. Non-master certified licensed contractors shall attend (4) four hours of State approved continuing education per year and must show proof of attendance at the time of license renewal.~~

~~(Ord. of 12-19-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.208. Certificate of License.~~**

~~Each license issued in accordance with the provisions of this chapter shall specify the name of the licensee and business name, and shall specify the name and state certification number of the person who has passed the examination; and such person shall be designated in the certificate as supervisor of all work to be done under the license. The person designated as the supervisor may be a person in the employ of the licensees, a member of the firm, or an officer of the corporation. The same person shall not be designated as the supervisor in two or more licenses issued to different licensees. In the event that the business association of the supervisor with, or employment of the supervisor by, the holder of the license shall terminate, the license shall become null and void ten days after such termination.~~

~~(Ord. of 12-19-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.209. License Fees.~~**

~~Before an electrical contractor's license is granted to any applicant and before any expiring license is renewed, the applicant shall pay to the Village the fee of $75.00 per year. Each license shall expire on June 30 following the date of its issue, and shall be renewed by the Village Board upon application of the holder of the license, payment of the required fee any time within thirty days before the date of such expiration and has met the requirements of Secs. 14.205, 14.206 or 14.207.~~

~~(Ord. of 12-19-05, Ord. of 11-18-2010) [Amended via Ord. No 15-027, 11/18/2015]~~

**~~Sec. 14.210. Revocation and Suspension.~~**

~~No license shall be assignable or transferable. Any such license may, after hearing, be suspended for a definite length of time or revoked by the Village Board if the person holding such license willfully, or by reason of incompetence, violates any statute of the state or any ordinance or rule or regulation of the Village relating to the installation, maintenance, alteration or repair of electrical wiring, devices, appliances or equipment.~~

~~(Ord. of 11-18-2010) [Amended via Ord. No 15-027, 11/18/2015]~~

**Sec. 14.~~211~~202. Permit Required.**

No alteration or changes shall be made ~~in wiring of~~to any building, ~~n~~or ~~shall any~~ building ~~be wired for the placing of electrical appliances, motors or public address and paging~~ systems, without first securing from the Village of Weston a permit. ~~therefore, n~~Nor shall any change be made ~~in any electrical plant after~~to any building or building systems after the inspection without notifying the Village of Weston and securing a permit therefore for additional work. The permit may be obtained by the owner or contractor or by the party by whom the work is to be performed. Any or all of the foregoing may be prosecuted for a failure to obtain the permit. The fees payable to the Village of Weston ~~Clerk~~ for permits are set forth in ~~Sec.14.212 of this Ordinance~~the village fee schedule, and are paid prior to any work being performed.

(Ord. of 11-19-04, Ord. of 7-26-05, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.~~212~~203. Fees.**

Permit fees for the following shall be as provided in the village fee schedule.~~:~~

~~Electrical Rates~~

~~(a) Commercial, industrial, multifamily.~~

~~(1) New construction of apartments (three family and over), row housing, and multifamily dwellings (or additions thereto).~~

~~(2) New construction of local business, institutional, and office buildings (or additions thereto).~~

~~(3) New construction of manufacturing and industrial buildings (or additions thereto).~~

~~(4) New construction of warehouses (or additions thereto).~~

~~(5) New construction of storage Units~~

~~(b) Residential wiring.~~

~~(c) Electric sign wiring.~~

~~(d) Service charges for industrial, commercial, and multifamily structures.~~

~~200 amps, single meter~~

~~400 amps, single meter~~

~~600 amps, single meter~~

~~800 amps, single meter~~

~~1,000 amps & larger, single meter~~

~~Multiple metering, size of service (fee)~~

~~(e) Special inspections other than those listed above~~

~~(f) Minimum permit fee (commercial, industrial, and multifamily)~~

~~(g) Re-inspection fee~~

~~(h) Failure to obtain permit prior to commencement of work.~~ A ~~double~~ fee of triple the permit fees may be charged by the building inspector if work is started before a permit is applied for and issued. Such ~~double~~ triple fee shall not release the applicant from full compliance with this chapter nor from prosecution for violation of this chapter.

(Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.~~213~~204. Penalties.**

~~In addition to injunctive relief, any person, firm or corporation who violates any provision of this ordinance shall upon conviction, forfeit not less than $50.00 nor more than $250.00 for the first offense, and for any second or subsequent offense, not less than $100.00 nor more than $500.00 for each such offense, together with the costs of prosecution, and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the County Jail until such forfeiture and costs of prosecution are paid, but not to exceed six months. Each day of violation shall constitute a separate offense. The imposition of a forfeiture does not prevent revocation or suspension of a permit or license.~~

In addition to the failure to obtain a permit, revocation of a permit or the withholding of a building permit and injunctive relief, any person who violates any provision of this article shall be subject to Sec. 1.111. In any such action, the fact that a permit was issued shall not constitute

a defense, nor shall any error, oversight or dereliction of duty on the part of the building inspector constitute a defense. These remedies and penalties shall be in addition to those the state may impose for the same violation. The imposition of a forfeiture does not prevent revocation or suspension of a permit.

(Ord. of 11-19-2004, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

## ARTICLE III. ADMINISTRATION AND ENFORCEMENT*

### DIVISION 1. INSPECTOR

**Sec. 14.300. Appointment.**

(a) ***Uniform Dwelling Code (UDC) Building Inspector.*** The UDC building inspector shall also be the inspector of plumbing, heating, ventilating, air conditioning, electrical and energy installations; and shall be the ~~trailer~~ manufactured home inspector. The building inspector shall be appointed by the board.

(b) ***Commercial Electrical Inspector.*** There is hereby established the position of Electrical Inspector who shall be either appointed by the Village Board as a Village employee or contracted by the Board at the Board's discretion to perform electrical inspection services.

(Code 1982, § 1.02(2)(a), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.301. Compensation.**

The building inspector shall receive such compensation as the board shall prescribe.

(Code 1982, § 1.02(2)(c), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.302. Duties.**

The building inspector shall be responsible for the administration and enforcement of this chapter and shall perform the duties specified in the Village of Weston Municipal Code Sec. 94.16.15, together with such other duties as are prescribed by ordinance and the laws of the state.

(Ord. of 1-28-1991, § 1(2.02(1)(a)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

_____
***Cross References** -- Administration Chapter 2

**Sec. 14.303. Access to premises.**

The building inspector or authorized agent shall have the power and authority, at all reasonable hours, for any proper purpose, to enter upon any public or private premises and to make inspection and to require the production of the permit and plans for any building, plumbing, electrical or heating and ventilating work being done or the required license. No person shall interfere with or refuse to permit access to any such premises by the building inspector while in performance of their duties.

(Ord. of 1-28-1991, § 1(2.02(1)(b)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.304. Records.**

There shall be kept in the office of the building inspector a record of all applications for building permits, the book for such purpose, with each permit regularly numbered in the order of its issue. In addition, there shall be kept in the office of the building inspector a record showing the number, description and size of all buildings erected, indicating the number of materials used and the cost of each building and the aggregate cost of all buildings in the various classes. Records of all inspections made, including the razing, removal and condemnation of buildings and fees collected for such work, shall likewise be maintained by the building inspector and shall be available for public inspection at reasonable times and intervals.

(Ord. of 1-28-1991, § 1(2.02(1)(c)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.305. Change.**

It shall be unlawful to change the use of any building, structure or premises without first obtaining from the building inspector an approval of such change in the occupancy or use and a certificate of occupancy.

(Ord. of 1-28-1991, § 1(2.05(3)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.306. Open excavations prohibited.**

(a) No excavation for building or any other purpose in the village, whether or not completed, shall be left open for more than six months without proceeding with the erection of a building. If any such excavation remains open for more than six months, the building inspector shall order the erection of a building on the excavation to begin forthwith or in the alternative, that the excavation be filled to grade.

(b) Such order shall be served upon the owner of record or agent or an agent in charge of the premises and upon the holder of an encumbrance of record in the manner provided for service of a summons in the circuit court. If the owner or the holder of an encumbrance of record cannot be found, the order may be served by posting it on the premises and by publishing it at least three places in the village for at least ten days before the time limited in the order commences to run.

(c) If the owner of the land fails to comply with the order within 15 days after service thereof upon him, the building inspector shall cause the excavation to be filled to grade and the cost shall be charged against the real estate and entered in the next succeeding tax roll as special tax and shall bear interest at the rate of one percent above the village borrowing rate per annum from the date of the report by the building inspector of the cost.

(d) The term "excavation" shall include depressions caused by filling two or more sides of a plot of land and shall include excavations for any purpose, including stripping of land, basements, part basements or other excavations left as residue of a burned or razed building; and such basements and excavations shall after six months be subject to the same provisions as excavations made for the purpose of erecting new structures. This section shall not apply to excavations in streets.

(Code 1982, § 4.156(2), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

## DIVISION 2. PERMITS AND FEES

### Sec. 14.307. Licenses and fee.

No person shall conduct or begin construction for any project requiring a permit for such actions by the schedule of licenses and fees established by the board without first applying for a permit and payment of such permit fees.

(Ord. of 11-18-2010) [Amended via Ord. No 15-027, 11/18/2015]

### Sec. 14.308. Required.

A permit signed by the building inspector or authorized agent shall be obtained before any work shall be commenced on the construction, alteration, remodeling, wrecking or razing of any building or structure within the village. The permit may be obtained by the owner or contractor or by the party for whom the work is to be performed. If construction begins before a permit is issued, a surcharge set by the board will be added to the permit fee. If the proposed building or structure is not on municipal sewer, a building permit cannot be issued until an approved sanitary permit is produced. Permits shall be required as follows:

(1) Buildings, structures and additions.

(2) Alterations to an existing building or structure that involve either the structural members of the floor or roofs, beams, girders, columns, bearing or other walls, room heating and air conditioning systems, arrangement, light and ventilation, changes in location of exit stairways or exits shall require a permit.

(3) Wrecking, demolition or razing of buildings and structures.

(4) Heating, electrical and plumbing.

(5) Moving of buildings.

(6) Occupancy.

(7) Swimming pools.

(8) Other permits as required by other governing municipalities and as otherwise specified elsewhere in this Code.

(Ord. of 1-28-1991, § 1(2.02(2)(a)); Ord. of 8-25-1992, § 1, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.309. Applications for permits.**

Applications for any of the permits required in this division shall be made ~~in writing~~ upon ~~a~~ forms to be furnished by the building inspector and shall include such information as the building inspector shall require.

(Ord. of 1-28-1991, § 1(2.02(2)(b)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.310. Waiver of certain requirements.**

At the option of the building inspector, plans, data, specifications and plot plan need not be submitted with an application for a permit for minor alterations to any building, structure or

equipment providing the proposed construction is sufficiently described in the application for such permit.

(Ord. of 1-28-1991, § 1(2.02(2)(c)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.311. ~~Street dedication required~~Compliance with other Village Ordinances.**

No permit for residential or commercial construction shall be issued unless the property on which the building is proposed to be built abuts a street that has been dedicated and improved for street purposes or abuts a Village approved private street. The lot upon which the structures are to be located must comply with all ordinances, including zoning ordinances.

(Ord. of 1-28-1991, § 1(2.02(2)(d)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.312. Conditions for the issuance of permit.**

(a) If the building inspector finds that the proposed building will comply in every respect with the provisions of this chapter and other municipal ordinances and all laws of the state and lawful orders issued pursuant to such legislation, the building inspector shall issue a building permit. After being approved, there shall be no material alterations or changes in the plans or specifications which would in any way impact upon these ordinances or other ordinances or laws without the written consent of the building inspector.

(b) In no event shall work commence on any building or alteration of a building prior to a building permit's being issued. The building inspector, in the building inspector's discretion, may issue a permit for the construction of part of a building or structure prior to receiving the plans and specifications for the entire building or structure. However, the issuance of a permit shall not be construed to prevent the building inspector from thereafter requiring correction of errors in any plan or specification or from preventing building operations being carried on thereunder when in violation of any ordinances of the village or the laws of the state or lawful orders issued pursuant to such ordinances or laws.

(c) For the construction of buildings requiring approval of the state department of ~~commerce~~safety and professional services, no permit shall be issued until such approved plans are received by the building inspector.

(Ord. of 1-28-1991, § 1(2.02(2)(e)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.313. Survey.**

The building inspector shall require the builder to survey the lot upon which the structure is being built if corner markers are not identified and lot lines cannot be accurately established without a survey.

(Ord. of 1-28-1991, § 1(2.02(2)(f)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.314. Inspector may revoke permits.**

(a) The building inspector may revoke any permit, certificate of occupancy or approval issued under this division and may stop construction or the use of any materials, equipment, methods of construction, devices or appliances for any of the following reasons:

(1) Whenever there is a violation of any provision of this chapter, the laws of the state or any lawful orders relating to this chapter.

(2) Whenever the continuance of any construction becomes dangerous to life or property.

(3) Whenever there is any violation of any condition or provision of the application for a permit or of the permit.

(4) Whenever in the opinion of the building inspector there is inadequate supervision provided on the job site.

(5) Upon discovery of any false statement or misrepresentation having been made in the application for a permit or plans, drawings, data, specifications or certified lot or plot plan on which the issuance of the permit or approval was based.

(6) In the event of violation of any condition of any approval or occupancy given by the building inspector for the use of any materials, equipment, methods of construction, devices or appliances.

(b) The building inspector shall cause to be served personally upon the applicant for the permit, the owner of the premises and his agent, if any, and on the person having charge of construction, a notice that the permit is revoked and construction shall cease forthwith. In addition, such notice shall be posted upon the building, structure, equipment or premises. After such notice is given, it shall be unlawful for any person to proceed thereafter with construction on the premises; and the permit shall become null and void. No additional construction shall take place upon the premises until a new permit is issued pursuant to the requirements of this chapter after the payment of

the required fees. All construction thereafter pursuant to the new permit must be in full compliance with the requirements of this chapter and other ordinances of the village and the laws of the state.

(Ord. of 1-28-1991, § 1(2.02(2)(g)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.315. Furnishing of grade level.**

(a) ***Paved surfaces***. Where a road has been provided with a finished, paved surface, the grade level shall be as follows:

(1) On substantially level ground, the grade level of the main floor shall be 18 inches above the crown of the road. The finished garage floor slab shall be a minimum of 12 inches above the crown of the road. In cases of conflict, the most restrictive dimension shall apply.

(2) On sloping ground, the building inspector shall be contacted so that he or his designee can meet and discuss an appropriate grade level with the applicant.

(b) ***Nonpaved surfaces***. Except in those instances where a road has been provided with a finished, paved surface, and except where the board has approved a profile for the road, the furnishing of a grade level shall be required in all subdivisions of the village and may be required in other instances by the building inspector in their discretion in order to carry out the terms and provisions of the building code for the village. The fee for furnishing of the grade in all cases shall be set by board resolution, and such fee shall be as published in the fee schedule.

(c) ***Foundation***. If water is encountered in a building excavation, the minimum of four inches of pea gravel or crushed rock must be installed under the floor slab; and perforated drain tile must be placed inside and outside of footings with bleeders every eight feet. A polyvapor barrier must be provided under the floor slab. The floor must be poured before backfilling.

(Ord. of 1-28-1991, § 1(2.03); Ord. of 8-25-1992, § 3; Ord. of 1-25-1993, § 1; Ord. of 3-22-1993(1), § 1, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.316. Plumbing; roof trusses; electrical work.**

(a) ***Plumbing***. All plumbing must be done by a plumber licensed by the ~~state~~State of Wisconsin.

(b) ***Roof trusses***. All trusses must be state approved for 40-pound snow load.

(c) ***Electrical***. All electrical work must be done by an electrician licensed by the ~~state, an electrical union or a certified municipality~~State of Wisconsin.

(Ord. of 1-28-1991, § 1(2.03); Ord. of 8-25-1992, § 3; Ord. of 1-25-1993, § 1; Ord. of 3-22-1993(1), § 1, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.317. Time limitations.**

(a) ***Six months***. The building permit shall become void unless visible on-site construction is commenced within six months from the date of issuance of the permit or if the building or work authorized by such permit is suspended at any time after work is commenced for a period of 60 days. The period of time may be extended by the building inspector if the delay was due to conditions beyond the control of the applicant. All WUBPA and commercial permits granted under the terms of this division shall be valid for only 24 months, unless otherwise so regulated by the Wisconsin Administrative Code. All other permits issued by the village are valid for 12 months.

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

(Ord. of 1-28-1991, § 1(2.07), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.318. Moving permits.**

(a) ***Fee for permit***.

(1) ***Approval necessary***. No person shall move any building from one place or location to another within, through or into the village without first obtaining approval from the planning commission and obtaining a moving permit. Any building moved out of the village does not require planning commission approval. The fee for the moving permit shall be as stated in the village fee schedule.

(2) ***Review of moving permit***. No moving permit for the moving of buildings shall be issued by the planning commission until it has reviewed the opinion of the building inspector, police chief and director of public works on such move.

(3) ***Building permit for moved buildings***. Any person moving a building within, through or into the village shall obtain a building permit only after the moving permit has been approved.

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

(c) ***Bond required***.

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

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

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

(e) ***General conditions***.

(1) ***Continuous movement***. The movement of any building or structure pursuant to a -lawfully issued moving permit shall be continuous and uninterrupted until the move is fully completed. The moving shall be performed with the least possible obstruction to thoroughfares. No building shall be allowed to remain overnight upon any public thoroughfare or public property, nor shall any such building be allowed to obstruct access to any fire hydrant or any other public facility. Lighted warning flashers shall be kept in conspicuous places at each end of the building or structure during hours of darkness.

(2) ***Street repair***. Every person receiving a permit to move a building shall, within 24 hours after any building or structure for which a permit has been issued reaches its destination, report to the director of public works that the move has been completed. The director of public works shall thereupon inspect the streets and highways over which the building had been moved. If in the opinion of the director of public works the transportation of the building over any public street or public property has caused any damage to any street or property, the person to whom the permit was issued shall forthwith restore the streets and/or public property to in as good repair and condition as they were in prior to the time the permit was granted. On the failure of the permittee to do so within ten days thereafter to the satisfaction of the director of public works, the village shall repair the damage; and the person to whom the permit was issued and his sureties shall be responsible for payment for the repairs.

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

(f) ***Planning commission approval required***.

(1) ***Architectural compatibility***. No moving permit shall be issued by the building inspector unless the planning commission shall first determine by a majority vote of its members after an inspection of the property and the application for a permit that the exterior architectural appeal and functional plan of the building to be moved or to be moved and altered will not be so at variance with either the exterior architectural appeal and functional plan of the buildings already constructed or in the course of construction in the immediate neighborhood, or the character of the applicable district established by the zoning ordinances, or any ordinance amendatory of or supplementary to the zoning ordinances, as to cause a substantial depreciation in the property values of the neighborhood with the applicable district. In making this determination, the planning commission shall consider exterior elevations of the building, the photographs of all sides and views of the building, and, in case it is proposed to alter the exterior of the building, the plans and specifications of such proposed alterations as well as a view of the building proposed to be moved and of the site to which it is to be located and such other information as the planning commission in its discretion deems appropriate. If the owner proposes to alter the exterior of the building after moving the building, he shall submit with his application papers, complete plans and specifications for the proposed alterations. Before a permit shall be issued for a building to be moved and altered, the owner shall provide a bond to the village clerk/treasurer, which shall not be less than $1,000.00, conditioned upon the fact that he will within a time to be set by the planning commission complete the proposed exterior alterations to the building in the manner set forth in his plans and specifications. The bond shall be in addition to any other bond or surety that may be required by other applicable ordinances. No occupancy permit shall be issued for the building until the exterior alterations shall have been fully completed.

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

(Ord. of 1-28-1991, § 1(2.08), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

## DIVISION 3. INSPECTIONS AND ORDERS

### Sec. 14.319. Inspections.

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

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

(2) ***Foundation***. Where below grade drain tiles, waterproofing or exterior insulation is required, the foundation shall be inspected prior to backfilling.

(3) ***Under Floor.*** In-floor rough in plumbing and electrical.

(4) ***Electrical service.*** Temporary and/or permanent.

(5) ***General construction and rough plumbing***. When the structure is framed and the plumbing is roughed in.

(~~4~~6) ***Heating, ventilating, air conditioning and electrical***. When the rough heating, ventilating, air conditioning and electrical is completed.

(~~5~~7) ***Insulation***. After the insulating and vapor barrier are installed and after all other rough inspections have been made.

(~~6~~8) ***Final inspection***. The dwelling may not be occupied until a final inspection has been made which finds that no violations of the Uniform Dwelling Code or ordinance have occurred.

(c) Required electrical inspections.

(a) Under ground/under floor installations inspection.

(b) Electrical services temporary and permanent inspection.

(c) In-wall rough in inspection.

(d) Above ceiling inspection.

(e) Final inspection.

(~~b~~c) ***Stop work order***. If the building inspector determines that any work or construction is not proceeding in accordance with the requirements of the approved plans, a stop work order shall be served upon the owner or his representative, and a copy shall be posted at the site of the construction. Such stop work order shall not be removed except by written notice from the building inspector and upon the building inspector's being satisfied that any violation has been corrected.

(Ord. of 1-28-1991, § 1(2.05), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.320. Certificate of occupancy.**

(a) ***Inspections***.

(1) ***Occupancy permit and final inspection***. A building or structure cannot be occupied until a final inspection is completed and a certificate of occupancy is issued. In addition to other requirements for the issuance of an occupancy permit, such permit cannot be issued if there are any safety and health violations; i.e. handrails missing, improper stairs, landings or exits incomplete, electrical, smoke detectors missing, improper egress windows, etc. A $1,000.00 occupancy surcharge will be added to each building permit fee. If the building is unoccupied at the time of final inspection and a certificate of occupancy is issued by the building inspector after a finding of no violations, the surcharge will be refunded. If no violations of this division or other ordinances can be found, the building inspector shall issue a certificate of occupancy under this section and under the Village of Weston Municipal Code Sec. 94.16.10 which shall state the purpose for which the building or structure is to be used.

(2) Use must be consistent with certificate of occupancy. No building, no part of a building, shall be occupied until such certificate has been issued, nor shall any building be occupied in any manner which conflicts with any conditions set forth in the certificate of occupancy.

(3) ***Notification of use or occupancy change***.

a. Whenever there is a change in occupancy or the agent(s) (manager, shift supervisor, after hour’s emergency contact, etc.) of the occupancy, the owner or their duly authorized agent shall submit the changes in writing to the Village Zoning Administrator within five working days on forms furnished by the Zoning Administrator. The information shall consist of at least the following:

1. Name and address of occupancy

2. Owners name, address, and phone number(s)

3. Agents name, address, and phone number(s)

4. Other information as required by the Village.

b. No change shall be made in the use or occupancy of any building or structure, or any space within a building, structure, or space of a building or structure either in a different division of the same occupancy group or in a different occupancy group, unless the building or structure complies with this code's requirements for the new division of occupancies, as these requirements exist.

Exception: This subsection does not apply to an approved temporary use.

c. Whenever a change in the service company for an alarm, detection or suppression system takes place within the occupancy, the owner or authorized agent shall submit the changes in writing to the Fire Department within twenty working days. The information shall consist of the following:

1. All information required in (3)(a) above.

2. Type(s) of fire protection systems

3. Service company name, address, and phone number(s)

d. An inspection by the Fire Department shall be required for any new or change of occupancy.

(b) ***Use discontinued***.

(1) ***Use contrary to occupancy permit***. Whenever any building or portion of a building is being used or occupied contrary to the provisions of this article, the building inspector shall order such use or occupancy discontinued and the building, or portion of a building, vacated by notice served on any person using or causing such use or occupancy to be continued; and such person shall vacate such building or portion of a building within ten days after receipt of the notice or make the building or portion of a building comply with the requirements of this chapter.

(2) ***Occupancy of vacated or damaged premises***. Any building, structure or premises, or any part of a building, structure or premises vacated or damaged by any cause whatsoever so as to jeopardize public safety or health, shall not thereafter be occupied or used under any existing certificate of occupancy or without the certificate until an application has been filed and a new certificate of occupancy issued.

(c) ***Hardship***. The building inspector shall have the authority and power to permit the occupancy of any building or structure in the village, prior to issuance of an occupancy certificate, in all such cases of hardship, as in his judgment and discretion, warrant occupancy before final stage of completion as set forth in this chapter. Before granting such permission, the building inspector shall first examine the premises and determine if it is safe and sanitary. The building inspector shall determine the time within which such building or structure can be completed. Such time should not exceed 120 days.

(Ord. of 1-28-1991, § 1(2.06); Ord. of 8-25-1992, § 2; Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

## ARTICLE IV. DEMOLITION/RAZING OF BUILDINGS

### Sec. 14.400. Demolition/razing regulations; purpose.

The purpose of this article is to promote the public health, safety and general welfare of the village. This article is designed to provide for the safe, orderly and supervised wrecking, razing or demolition of buildings or structures.

(Ord. of 1-28-1991, § 1(2.09(1)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

### Sec. 14.401. Permit required.

(a) ***Demolition/razing of building permit***. No person shall hereafter raze any building in the Village without first securing a permit from the Building Inspector and instructions for the sealing of the sewer and water laterals from the Utilities Supervisor.

(b) ***Conditions of permit***. The building inspector shall issue a demolition/razing of building permit after the applicant has submitted written evidence to him that:

(1) The owner of the building or structure or his authorized agent has notified all utilities, including but not limited to such utilities as water, electricity, gas and sewer, having service connections with such building or structure, of the work to be done.

(2) All connections such as meters and regulators have been removed or sealed and plugged in a safe manner.

(3) No permit shall be granted unless the applicant files a certificate of insurance with the Village Clerk giving evidence of liability insurance of $1,000,000

personal injury each occurrence, $1,000,000 aggregate, and $500,000 property damage each occurrence, $500,000 aggregate. The applicant shall agree to indemnify and hold the Village harmless from all liability arising out of the job. Such insurance shall not be cancelled or reduced without 30 days prior written notice thereof to the Village Clerk. Such notice shall suspend the permit, and no work shall be done under such permit until a new insurance certificate complying with this subsection has been filed with the Village Clerk. A certificate of insurance shall not be required of a person seeking a demolition/razing of building permit if:

a. The building is located in a residential zoning district and set back at least 10' from all property lines.

b. The building is located in any zoning district, is an accessory building, is no greater than one story and is set back at least 10' from all property ~~lines, or~~lines or is constructed and situated upon the property so that the same may be razed with no damage resulting to the person or property of others as determined by the Building Inspector. Anyone aggrieved by the determination of such Inspector may appeal that decision in accordance with Wis. Stats. Chapter 68.

(4) The applicant has filed the proper form for notification of Demolition and/or Renovation and Application for Permit Exemption with the Wisconsin Department of Natural Resources.

(Ord. of 1-28-1991, § 1(2.09(2)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.402. Liability of independent contractor.**

Any independent contractor who contracts with the owner of any building or structure for its wrecking, razing or demolition shall be liable for all permits, fees and regulations the same as if he were the owner of such building or structure.

(Ord. of 1-28-1991, § 1(2.09(3)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.403. Demolition/razing of building permit fee.**

The fee for a demolition/razing of building permit shall be in accordance with the village fee schedule.

(Ord. of 1-28-1991, § 1(2.09(4)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.404. Public safety.**

A snow fence and/or lighted barricades or such other safeguards as the building inspector shall direct must be erected at the work site to promote public safety.

(Ord. of 1-28-1991, § 1(2.09(5)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.405. Removal of rubble and rubbish and other requirements.**

All rubble, rubbish and other debris shall be removed from any work or construction site promptly so as to safeguard the health, safety and welfare of the public. All rubble and/or rubbish shall be hauled to a site that is either a licensed solid waste disposal facility or will otherwise allow the deposit of such materials under all state and municipal laws, ordinances and regulations. The holder of a permit to raze a building shall comply with the following requirements:

(a) Property to be protected. Streets, alleys, and private property shall be properly protected by erecting proper fences and scaffolds. If scaffolds are to be built on streets or alleys, they shall be properly protected with a top cover of planks, guard rails, and toe-boards to prevent the falling of debris on sidewalks or streets. The top of the scaffold shall be at least 8' above the sidewalk or alley.

(b) Basement floor slab is to be broken up to allow free vertical drainage.

(c) All basement walls, if not completely removed, shall be excavated to a point four feet below finish grade.

(d) Dust Control. If demolition operation causes excessive dust due to the building materials being disturbed, the building and site shall be sufficiently dampened at intervals necessary to prevent as much as possible, airborne debris and dust.

(e) Cranes and Backhoes. Cranes and Backhoes may be used in wrecking or demolishing buildings provided the above requirements are complied with.

(f) Sewers. When a building is moved or demolished, its sewer shall be located at a point outside the foundation lines and sealed off. The plug or seal shall not be covered until approval has been given by the Utilities Supervisor. Private Wells must be abandoned per Wisconsin Department of Natural Resources regulations prior to any demolition.

(g) Obstruction of Streets. When razing requires the obstruction of a public street, or alley, permission must be obtained from the Village Board as provided in the Village of Weston Municipal Code Chapter 70, Section 70.105, before starting work on razing of the structure.

(h) The razing of the primary structure in any zoning district shall mandate the razing of all accessory structures on that lot. Unless the razing of the primary structure is done to accommodate a new primary structure on the same lot.

(i) Filling Basement and Excavated Areas. All loose material and debris shall be removed from the basement, crawlspaces, and other excavated areas. Upon ascertaining that all openings, pipelines, drains, etc., have been properly capped, all basements, crawlspaces, excavated areas, and other below-grade voids resulting from the removal of pavements, slabs, foundations, and the like shall be filled to within 4 inches of finished grade with granular fill material. The material shall be well graded, free from debris and organic material. All granular fill shall be placed in layers of 12 inches or less and shall be compacted to not less than 95 percent of Modified Proctor (ASTM D-1557). (k) Completion of Project. When razing activities are completed, the disturbed area shall be graded so that no gradients in disturbed earth shall be steeper than a slope of 3 to 1 (horizontal to vertical). A layer of arable topsoil capable of supporting perennial grasses shall be spread over the disturbed area to a minimum depth of 4 inches. The area shall be seeded with a perennial grass capable of survival in this climate and maintained until the area is stabilized and developed with zoning and other applicable provisions of the Municipal Code.

(Ord. of 1-28-1991, § 1(2.09(6)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

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*** Cross References**--Streets, Sidewalks and Other Public Places, Chapter 70.

## ARTICLE V. HOUSE AND BUILDING NUMBERING

### Sec. 14.500. Intent.

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.

This Ordinance implements portions of the Village of Weston Comprehensive Plan and supplements the Village of Weston Subdivision and Zoning Codes. Its purpose is to provide the residents of the Village of Weston with a uniform and standardized system of street naming and addressing to:

(a) Minimize future street name and addressing conflicts.
(b) Provide a database for Village records and enhanced 911 services.
(c) Expedite property identification by emergency services.
~~(a)~~(d) Comply with the addressing guidelines published in U.S. Postal Service Publication 28.

(Ord. of 1-28-1991, § 1(2.11(1)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.501. Jurisdiction.**
These regulations shall apply to the naming of all public and private streets and the addressing of all addressable structures and parcels within the incorporated limits of the Village of Weston.

**Sec. 14.502. Applicability.**

This Ordinance shall apply to all property and to all public and private streets within the Village of Weston.

**Sec. 14.503. Implementation and Administration.**

The Village of Weston Planning & Development Department shall have the authority to implement, administer, and enforce provisions of this ordinance. For the purposes of addressing, the Village of Weston Planning & Development Department will hold and maintain addressing data. The Planning & Development Department is authorized to cooperate with Marathon County and emergency service providers in administering this ordinance. Authority under this ordinance includes but is not limited to:

(a) Assigning address numbers in accordance with this ordinance.
(b) Approving new street names.
(c) Maintaining the addressing data base to include mapping.
(d) Assemble, update, and maintain an official list of all street names throughout the Village for use by all jurisdictions.
(e) Provide, in the appropriate format, assigned address information to Marathon County Geographic Information Systems (GIS), the local US Post Office, Everest Metro Police Department (EMPD), S.A.F.E.R and Marathon County Sherriff's Department Administration/E911 Emergency Services.
(f) Provide assistance and information regarding addressing to local jurisdictions. This includes the creation and maintenance of the Village of Weston Property Address Guide in cooperation with Marathon County and emergency services providers.

**Sec. 14.504. Guidelines of Interpretation.**

Words used in the present tense include the future; words used in singular number include the plural and vice-versa. The word shall is mandatory, the word should is directory, and the work may indicates the use of discretion. Unless the subject clearly requires otherwise, the words or phrases used shall have the meanings commonly appropriate to their context and the purposes of this ordinance.

**Sec. 14.505. Street Naming.**

(a) *General Street Naming Provisions.* Streets, proposed with subdivision or through other processes, shall be named and the names approved by the Village and Marathon County GIS.

In selecting street names, the following provisions shall be employed:

(1) Duplicate street names are prohibited within the Village. As of [insert ordinance adoption date], all new street names must not be duplicated within Marathon County. Proposed street names will be checked and reserved with Marathon County prior to approval.
(2) Centerline alignment street name standards should be observed for non-continuous streets, unless there is no possibility for extension of the street to make it a continuous through street.
(3) Names of similar pronunciation and/or spelling shall be prohibited (example: Briar Lane, Brier Lane, Merry Lane, Mary Lane)
(4) Variations of the same name with a different street designation shall be prohibited within the first word of the two-word title or in the street extension (example: Pine Street, Pine Drive, White Pine Road, Lilly Road or White Lilly Lane)
(5) No street name shall consist of more than thirty (30) letters and/or spaces including the street type (Street, Lane, Court, etc.).
(6) No street name shall contain the words North, South East, or West, or any combination thereof, within the street name. Use of standard suffixes, directional suffixes, or prefixes as road names shall not be permitted.
(7) Special characters in road names such as hyphens, apostrophes or dashes shall not be permitted.
(8) All named streets that extend from incorporated areas into unincorporated areas shall retain the same name.
(9) Streets that have a definite north-south directional course shall be addressed using the north-south address grid. Streets that have a definite east-west directional course shall be addressed using the east-west address grid. Streets which do not have a definite directional course shall utilize the grid of the prominent street direction.
(10) A newly established street, which has less than a 125-foot centerline alignment offset from an existing street, shall continue the same street name. A newly established street, which has more than a 125-foot centerline offset from an existing street intersection, shall be assigned a new name.
(11) Streets, public or private, shall be named according to this regulations in this ordinance when serving or potentially serving three or more users.
(12) Street names which are not readily capable of pronunciation or which would be distasteful to a reasonable person are prohibited.
(13) For the purposes of addressing developments with multiple buildings in a complex (commercial, industrial, office, residential or a combination thereof), a street centerline may be established and named from which to assign addresses. For instance, within commercial shopping center or multi-family development, a fire lane or main drive may be established and named for addressing purposes so that addresses may be derived from the designated street centerline.

(14) The following generic classes of street suffixes are noted for providing a basic guide for name designation:

a. Primary and secondary roads which are designed to carry traffic from one sector to another within the county:
**Freeway, Highway, Parkway, County Road**

b. Collector roads which are designed to carry limited through traffic while also providing access from private driveways and smaller local roads:
**Road, Street, Avenue, Drive, Boulevard**

c. Local residential access streets:
**Lane, Trail, Drive, Street, Terrace, Avenue**

d. Local residential access streets which begin and end on the same collector:
**Loop, Circle, Way**

e. Local residential access streets which are permanent dead ends:
**Court, Place, Circle, Way**

f. Other suffixes not listed above may be considered or variations from the above may be allowed at the discretion of the Planning & Development Department.

(b) *Naming New Streets or Naming Unnamed Streets.* Any new street established within the Village of Weston, public or private, or any existing unnamed street, public or private, shall require a street name approved by the Village of Weston Planning & Development Department and Marathon County (for E911 purposes).

(1) For subdivisions, approved street names shall be provided on the final plat map. Street names shall be submitted and approved prior to final plat processing.

(2) For other new streets or naming of unnamed streets, the owner or owners and/or contract buyers of properties abutting said street, may request an official name for a street (public or private). It is the responsibility and requirement of the applicant/s to provide the Planning & Development Department with a prioritized list of names (minimum of three) that are acceptable to a majority (51%) of the property owners abutting the street in question.

The Planning and Development Department shall give consideration to any street name requests; only after all street naming requirements of this Ordinance are met. Once a name request is approved the name will be added to the Official Street Name List. The applicant shall be responsible for the cost of the sign and installation.

(c) *Official Designation of Existing Street Names.* With the adoption of this Ordinance, all streets properly named shall be designated as the official street names.

(d) *Renaming of Streets.* Property owners abutting an existing street which has an existing approved name may petition the Board of Trustees for a name change. Requests for name

changes shall be approved by 100 percent of property owners abutting the street and pay the cost of street sign replacement. Changes may be authorized by the Board of Trustees when it is found to be in the public interest and meets the naming requirements of this Ordinance.

(e) Controversial or Disputed Street Names. The Planning & Development Director shall have the discretion to refer any disputed street name, addressing issues, or controversial street name changes to the Public Safety Committee for resolution.

**Sec. 14.506. ~~Specifications~~Addressing Procedures.**

Addresses as assigned or approved by the Village shall be placed on all structures or property supporting the same as follows:

(a) ***Content***. Numbers and letters shall be of contrasting with background colors (e.g. Black on White) and readable from the street, road, or highway. Arabic numbers shall be used; script and roman numerals cannot be used alone however they may be used as an addition to the requirements of this section.

(b) ***Display requirements***. The assigned street number shall be conspicuously displayed for every house and building in the village. Address numbers shall be clearly readable from the street, and shall contrast with background color pursuant to the *International Fire Code*. If a structure is more than 75 feet from the street, or is otherwise not clearly visible from the street, its address shall be posted at the intersection of its access and public or private street. The address shall be located in place on the structure as soon as reasonably possible during construction. Property owners are responsible for displaying proper address identification in accordance with this ordinance.

(1) ***Single family and ~~two~~ two-family requirements***. All one family and two family residential buildings shall have address numbers, not less than ~~three and one half~~six inches high and placed on the exterior wall of the principal building that faces closest to the street or service drive providing access to the building. All such residential units shall also have street numbers placed on their respective mail box. Property owners who shall construct buildings located more than 75 feet from the street shall be furnished ~~numbers~~ a flag/fire sign by the village at the time of issuance of the building permit. The person to whom the building permit is issued shall pay to the village the cost of the ~~numbers~~ flag/fire sign at the time of the issuance of the building permit, as provided for in the village fee schedule. All property owners shall be responsible for the display and maintenance of the numbers in the manner required in this section. Numbers and letters shall be visible from the roadway at all times of the year. If the mailbox is on a different street from the residence, the street name and house number must be inscribed on the mailbox.

(2) ***Multifamily requirements***. All multifamily buildings shall have address numbers placed on the exterior of the principal building that faces the street

service drive or parking lot and located adjacent to the individual unit entrances to the buildings. In addition, each building shall be identified by a letter or number, not less than twelve (12) inches high, located near the top of the building wall facing the street, service drive or parking lot that services that building. At the entrance of each service drive, there shall be a directory listing of the street numbers and building identifications that are accessible from the said street, service drive or parking lot. Suite numbers identifying the individual units must be placed on the primary entrance of each occupancy.

(3) ***Commercial and industrial requirements***.

a. ~~a.~~ Buildings less than seventy-five (75) feet in height shall have street numbers, not less than six inches high, placed at the exterior wall of the principal building facing the street, service drive or parking lot providing access to that building and located adjacent to any primary entrance door.

b. ~~b.~~ If more than seventy-five (75) feet in height, shall have street numbers not less than twenty-four (24) inches in height located on the wall facing the primary street entrance.

c. ~~c.~~ Only one street address shall be assigned per building. Buildings with more than one occupancy, a suite number~~, or letter~~ shall be used to identify each individual unit. Letters shall not be used to identify each individual unit.

d. ~~d.~~ All suite numbers that identify each individual unit shall be placed on the primary entrance to each business or occupancy.

e. ~~e.~~ All commercial or industrial structures which have a rear service door, shall identify the occupant (business name) and the street address, including suite number, conspicuously and on said rear door in contrasting and reflective letters and/or numbers not less than six (6) inches in height and shall continually maintain same.

f. The address number shall also be displayed on any monument sign if placed at the entrance of the addressed street.

(4) Address numbering and lettering shall be in addition to addresses placed on signs, mailboxes, paper boxes, or similar objects.

(e) ***New houses, buildings; incomplete***. In the case of new houses or buildings, the number, together with the building permit, shall be placed on a temporary post or tree in front of the construction where it is visible from the street. When the house or building is completed, the number shall be moved to the proper permanent location.

(f) *Address Number* ***Assignments***. The following are the basic standards for addressing.

(1) Even numbers shall appear on the north and west side of streets and odd numbers on the south and east sides unless the street changes directions and then the numbering will follow the grid for the majority of the direction the street runs.

(2) If a building (commercial, industrial, office, residential or combination thereof) has a number of entrances, each serving a separate occupant, then the building shall be assigned an address and the individual units shall be signed sub-unit numbers.

(3) A building (commercial, industrial, office, residential or combination thereof) with one (1) main entrance shall be assigned one (1) number with the owner of the structure responsible for providing designated individual sub-unit numbering.

(4) Apartment Buildings, Manufactured home parks and campgrounds shall be assigned one (1) number based on the addressing system coordinates. The owner shall be responsible for providing designated numbering of each individual unit/lot before an address is issued. Streets within the manufactured home park and campgrounds shall be signed according to Section 14.505 *Street Naming*.

(5) For multiple buildings in a development (commercial, industrial, office, residential or combination thereof), it may be appropriate to establish a private street centerline for addressing purposes. Buildings would then be addressed using the established street centerline in accordance with numbering procedures in this ordinance.

(6) Vanity site addresses that do not conform to the Village's addressing grid shall not be permitted.

(7) All addressing plans shall be reviewed and approved by the Planning & Development Department to insure conformance to emergency services protocols and this Ordinance.

(8) Projects requiring site plan review shall be assigned addresses as part of the site plan review process. The arrangement of buildings and vehicular travel aisles and the implications to addressing should be considered when reviewing site plans.

~~(1)~~(9) Addresses shall be assigned by the Zoning Administrator or their designee in the Planning and Development Department.

For effective and efficient emergency services and enhanced 911, it is important to provide for consistent and uniform addressing procedures throughout the county. In addition to the basic standards for addressing set forth in this ordinance, the Weston Property Addressing Guidelines, to be adopted by resolution by the Board of Trustees, shall be followed to provide solutions to addressing situations that do not fall within the type of streets or scenarios that are provided in this ordinance.

(g) Addressing Along Streets.

(1) A diagonal or meandering street shall be assigned numbers depending upon the address baseline that it most favors.

(2) For circle streets, the numbering shall start at the intersection point of the street closest to the address origination point and shall proceed in a clockwise direction

using a consecutive numerical order with the odd/even numbers based on the starting point of the circle street as if the street were straight.

(3) For loop streets, the beginning of the street is designated by the closest intersection to the origination point and be increased numerically to that point that is farthest from the origination point.

(4) Properties with structures(s), or bare land parcels that have a driveway shall be assigned an address based on a primary access point on a named street or common driveway.

(5) Properties that have multiple driveways shall have a primary access point designated by the property owner that will be used for addressing. If the property owner does not designate this primary access point, the Planning & Development Director shall make the official determination and designate a primary access point that will be used for address assignment.

(6) Parcels accessed by a common easement, serving fewer than three structures, shall be assigned a primary access point at the point where the easement intersects a public street, private street or common driveway centerline. This primary access point will be used to assign an official address for each parcel.

~~(1)~~(7) All plats produced as a result of subdivisions, minor subdivisions, Planned Unit Developments, Condominium, or other projects that require the establishment of primary access points from public or private streets for driveways shall have pre-designated primary access points. These points shall be utililized to assign addresses to the associated lots. The primary access points shall be verified by the Village of Weston Planning & Development Department prior to final plat processing.

(Ord. of 1-28-1991, § 1(2.11(2)); Ord. of 3-16-1992, § 1, Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.507. Signing.**

(a) *Street Signs*. Street signs shall be placed, constructed and installed in conformance with the Village of Weston Department of Public Works Standards.

(b) *Address Numbers*. It shall be the responsibility of the property owner to supply, install and maintain address numbers following the provisions in this Ordinance.

(1) Address numbers shall be clearly readable from the street, and shall contrast with background color pursuant to the *International Fire Code*.

(2) Address numbers should be no less than 6 inches in height and placed on the exterior wall of the principal building that faces closest to the street or service drive providing access to the building.

(c) *Flag/Fire Signs*. Flag/Fire signs shall be provided by the Village at the cost of the property owner for material and installation.

(1) The sign shall be two (2) sided flag style and reflective.

(2) The name of the Village shall be above the number with the road name below the number.

(3) The address sign will be posted by the Village and placed at the intersection of the public or private road and the access of the property.

(4) The sign shall be installed on the left side of the driveway (accessing from the road) and the numbers shall be perpendicular to the roadway.

(5) The sign shall be installed to be not less than 3 ½ feet or more than 4 ½ feet from the ground level and shall not be concealed from view of the road. The sign shall be a maximum of 15 feet from the driveway and from the road right-of-way. At the discretion of the Planning and Development Department, alternate posting requirements may be necessary due to utilities, structures, and any other obstructions within the desired sign location.

(6) After installation, the property owner shall be responsible to maintain the flag/fire sign. Maintenance shall include clearing vegetation, and keeping the sign in a condition so it is easily visible and legible at all times. The property owner is responsible for ordering a replacement sign if the sign is damaged or destroyed.

(d)

**Sec. 14.508. Change of Existing Addresses.**

Existing addresses may be changed for just cause, if:

(a) Site address is out of sequence or there is an odd/even error on the road segment.
(b) Site where addresses of one or both neighboring parcels were assigned in such a way that there is no address available for a vacant lot(s).
(c) Change of access point for the structure/parcel.
(d) Road name change.
(e) Any other reason that is consistent with the intent of this ordinance.

**Sec. 14.509. Corrections.**

Whenever an error in a numeric address comes to the attention of the Planning & Development Department, the Department will correct the error.

(a) Error will be documented with a date.
(b) A new numeric address will be determined using the village addressing grid.
(c) The property owner(s) will be contacted, in writing, using the Marathon County Land Records proerpty information to identify ownership and mailing information.
(d) Notification to agencies necessary to receive the address change (e.g. SAFER, EMPD, E911, Marathon County, post office, etc.).

**Sec. 14.~~502~~509. Numbers required.**

No permit for the construction of a house or building shall be issued until the assigned number has been obtained from the Zoning Administrator. No permit for the repair or alteration of a house or building shall be issued unless the proper number is affixed to the house or building in accordance with this article.

(Ord. of 1-28-1991, § 1(2.11(3)), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.~~503~~510. Enforcement/Penalties.**

(a) All persons, firms, corporations, associations, partnerships, bodies politic or other entities capable of being sued that own or have jurisdiction over highways, streets, roads or real property located within the village shall comply with this Ordinance.
(b) Any person, firm or corporation who violates or fails to comply with any of the provisions of this Ordinance or action taken under this Ordinance shall forfeit not less than $100.00 plus any applicable costs of prosecution, assessments, and court costs for each violation.
(c) In the event that violations of this Ordinance are not corrected within fifteen days of written notice, the Village of Weston may perform the work and bill the property owner(s).

~~In addition to the failure to obtain a permit, revocation of a permit or the withholding of a building permit and injunctive relief, any person who violates any provision of this article shall be subject to Sec. 1.111. In any such action, the fact that a permit was issued shall not constitute a defense, nor shall any error, oversight or dereliction of duty on the part of the building inspector constitute a defense. These remedies and penalties shall be in addition to those the state may impose for the same violation.~~

(Ord. of 1-28-1991, § 1(2.12), Ord. of 11-18-2010, Ord. of 12-17-2014) [Amended via Ord. No 15-027, 11/18/2015]

**Sec. 14.511. Administrative Provisions.**

(a) *Administrative procedures*. The Board of Trustees may, by resolution, adopt formal or informal administrative procedures; create fee schedules, etc., to facilitate implementation of the purpose and intent of this Ordinance.
(b) *Appeals*. Appeals concerning interpretation or administration of this Ordinance may be filed by any affected person. Such appeals shall be filed within a reasonable time of the action being appealed, not to exceed thirty (30) days, by filing with the Director of Planning & Development a Notice of Appeal specifying the grounds of the appeal. The Director shall schedule the item for review by the Public Safety Committee at their next available meeting to be commenced within a reasonable period of time after receipt of a completed Notice of Appeal and give due notice to any affected party. The Director shall transmit to the Public Safety Committee all papers that constitute the record upon which the action appealed was taken. The Public Safety Committee shall decide the appeal. The decision of the Public Safety Committee may be appealed to the Board of Trustees.

Enforcement actions may not be appealed.

Notice of Newly Enacted Ordinances

Please take notice that the Village Board of Weston, Wisconsin enacted the following ordinances on April 16, 2018:

1. Ordinance No. 18-008: An Ordinance Adopting The 2018 Official Zoning Map and Official Extraterritorial Zoning Map for the Village of Weston.

2. Ordinance No. 18-011 Amending Section 94.13.04(4) Variable Message Signs.

3. Ordinance No. 18-012 Amending Section 94.17.04 Definitions.

4. Ordinance No. 18-013 Amending Chapter 14, Article II., Building and Construction Codes; Article III., Administration and Enforcement; and Article V. House and Building Numbering

The amendments effectuated by these Ordinances shall apply within the municipal limits of the Village and within its extraterritorial zoning jurisdiction in the Town of Weston.

The full text of the newly enacted Ordinances may be obtained at the office of the Village Clerk, 5500 Schofield Avenue, Weston, Wisconsin or through the Village's website at http://www.westonwi.gov/499/Adopted-Ordinances.

Dated this 17th day of April, 2018
Sherry Weinkauf, Village Clerk

Published: 4/18/2018

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Dated this 17th day of April, 2018
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Published: April 18 WNAXLP

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Published: April 18 WNAXLP